

TCU STUDENT ORGANIZATION

HANDBOOK



STUDENT AFFAIRS

Student Activities

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INTRODUCTION

This handbook is designed to assist existing and future student organizations by providing the information they need to successfully operate a registered student organization at Texas Christian University. Included in this handbook are the processes, privileges, regulations, resources, and other useful information student organizations need to function.

Texas Christian University and Student Activities reserve the right to change the policies, procedures, rules, regulations, and information contained within this handbook at any time. Changes will become effective once posted on the Student Activities website. Changes will apply to both prospective student organizations and those already considered active on campus. All updates and changes will be posted online and organizations will be sent a notification via email.

Questions about information in this handbook should be directed to TCU Student Activities.

TCU Student Activities

Brown-Lupton University Union, Suite 2003

817-257-7855

Online contact form <https://studentactivities.tcu.edu/student-orgs/>

GLOSSARY OF TERMS

Below is a list of terms, their definitions, and the legal briefs as they are defined by Texas state law or the legal authority utilized by TCU in this Handbook.

Word or Phrase	Definition	Citation
Student	Any individual solicited, enrolled, or trained in Texas by a school.	40 Tex. Admin. Code § 807.2 https://codes.findlaw.com/tx/education-code/educ-sect-51-9361.html
College student	An individual who is a full-time or a part-time student attending an institution of higher education.	https://www.law.cornell.edu/uscode/text/15/1637#r_1
Advisor	(A) Serves in an advisory capacity to a student organization to provide guidance to the organization and its members; (B) is older than 21 years of age; and (C) is not a student of the postsecondary educational institution at which the student organization is registered, this includes all levels of graduate students and graduate assistants.	FindLaw.com - Texas Education Code - EDUC § 51.9361. Risk Management Programs for Members and Advisors of Student Organizations - last updated April 14, 2021 https://codes.findlaw.com/tx/education-code/educ-sect-51-9361.html
Student organization	Includes any organization that is composed mostly of students enrolled at a public or private institution of higher education and that: (A) is registered with the institution; (B) receives student organization resource fee revenues or other funding from the institution; or (C) is otherwise recognized as a student organization by the institution. This definition includes and means a fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or a service, social, or similar group, whose members are primarily students.	FindLaw.com - Texas Education Code - EDUC § 51.9362. Overdose Awareness Training for Residential Advisors and Student Organization Officers - last updated April 14, 2021 https://codes.findlaw.com/tx/education-code/educ-sect-51-9362/ https://statutes.capitol.texas.gov/Docs/ED/htm/ED.37.htm
Event	For the purpose of the handbook, the legal definition of “social event” will be used when referring to an event. This means an event involving a public performance, or where entertainment is provided, or a competition where a winner is selected, or a team building exercise, or a year-end function, or a sporting event. It excludes events where recognition is given to employees for achievements.	https://www.lawinsider.com/dictionary/social-event
Meeting	A coming together of persons; an assembly. Particularly, in law, an assembling of a number of persons for the purpose of discussing and acting upon some matter or matters in which they have a common interest.	https://thelawdictionary.org/meeting/#:~:text=A%20coming%20together%20of%20persons,they%20have%20a%20common%20interest.

<p>Hazing</p>	<p>Intentional, knowing, or reckless act occurring on-or-off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, developing group cohesion, training, or maintaining membership in any organization whose members are, or include, students at TCU. A person commits an offense if they engage in hazing; solicit, encourage, direct, aid, or attempt to aid another engaging in hazing; intentionally, knowingly, or recklessly permit hazing to occur; have first-hand knowledge of the planning of a specific hazing event or have firsthand knowledge that a specific hazing event has occurred and knowingly fail to report that knowledge to appropriate University officials. Acquiescence or consent by the student against whom the hazing was directed is not a defense for this prohibited conduct. Specific hazing examples include, but are not limited to:</p> <ul style="list-style-type: none"> A. physical brutality such as paddling, whipping, beating, striking, branding, electrical shocking, placing of a harmful substance on the body, or similar activities; B. activities that put students at risk such as sleep deprivation, exposure to the elements, confinement in a small or darkened space, calisthenics, or other similar activity which may subject the student to an unreasonable risk of harm or that may adversely affect the mental or physical health or safety of the student; C. any act involving consumption, including coerced consumption, of a substance such as food, liquid, alcoholic beverages, liquor, drugs, or other substances that may subject the student to an unreasonable risk of harm, that may affect the student's mental or physical health or safety, or would lead a reasonable person to believe that the student is intoxicated; D. activities that intimidate or threaten a student with ostracism; E. activities that subject a student to extreme mental stress, shame, or humiliation; F. activities that affect the mental health or dignity of the student including, but not limited to, compelling a student to perform acts of personal servitude or to participate in treasure hunts, road trips, scavenger hunts, or other activities which purposefully single out, isolate, or distinguish another student from their peers; G. activities that jeopardize students' ability to fulfill academic requirements by requiring such things as late work sessions, depriving students of ample study time, or preventing class or study session attendance; H. activities that discourage the student from entering or remaining registered at the University, or that may reasonably be expected to cause a student to leave the organization or University rather than submit to the activities; and/or I. activities that induce, cause, or require a student to perform an act violating local, state, or federal laws or this code. 	<p>https://statutes.capitol.texas.gov/Docs/ED/htm/ED.37.htm</p>
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<p>Personal Hazing</p> <p>Note that this is a criminal statute and is used as a guide for charging an individual with hazing.</p>	<p>A. A person commits an offense if the person:</p> <ul style="list-style-type: none"> a. engages in hazing; b. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; c. recklessly permits hazing to occur; or d. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Dean of Students or other appropriate official of the institution. <p>B. The offense of failing to report is a Class B misdemeanor.</p> <p>C. Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor.</p> <p>D. Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor.</p> <p>E. Any other offense under this section that causes the death of another is a state jail felony.</p> <p>F. 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 Chapter 42A, 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.</p>	<p>https://statutes.capitol.texas.gov/Docs/ED/htm/ED.37.htm</p>
<p>Organizational Hazing</p> <p>Note that this is a criminal statute and is used as a guide for charging an individual with hazing.</p>	<p>A. 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.</p> <p>B. An offense under this section is a misdemeanor punishable by:</p> <ul style="list-style-type: none"> 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. 	<p>https://statutes.capitol.texas.gov/Docs/ED/htm/ED.37.htm</p>
<p>Sports Club vs. Student Organization:</p>	<p>Sports Club: any form of competition and travel that is involved and is completing an activity that is athletic in nature.</p>	

STARTING A STUDENT ORGANIZATION

The Student Organizations Committee will meet once per semester to review applications and vote on the status of new organizations to determine whether or not the organization meets the needs of students and corresponds to the values of the institution. The Student Activities team will either vote to approve, deny or request additional information to be presented at a subsequent meeting.

The following is the process for creating a new student organization at TCU.

Starting a Student Organization

1. Complete the New Organization Interest Form

- a. Should the proposed organization be similar to an already existing group the Student Activities team will meet with the students who submitted the new organization interest form and discuss.

2. Group becomes a Student Interest Group (SIG)

- a. Placing them on the Professional Development Plan (PDP) with the Student Activities team: Once the completed form is received, Student Activities will reach out to the prospective organization to schedule a meeting and have them become a SIG and put on a PDP. At this meeting, the prospective organization will be provided an overview of the PDP to apply to be a successful and active student organization by the end of the academic semester.
- b. Definition: Student Interest Groups are defined as any group of students with a common interest or gathering purpose who has not met the current standards to become a student organization.
- c. The PDP that all SIGs must complete include the following sections and trainings:
 - Foundations for an Organization
 - Organization's Purpose
 - Organization's Structure (constitution writing and leadership organization)
 - Event/Meeting structure and purpose
 - Recruitment
 - Students
 - Advisor
 - Basics
 - Event Planning (Prep, Day Of, Reflection) and Semester Timeframe
 - Campus Partners and Resources
 - Managing Conflict
 - Leadership styles (Enneagram, CoreStrengths, SDI, True Colors, Meyers Briggs, etc.)
 - Marketing and Publicity
 - Financial Management
 - Collaboration with other orgs.
 - Legacy Planning

These may be completed by meeting with a member of the Student Activities team by the predetermined set deadlines (see attached for calendar for the 2023-2024 year).

3. Apply to become an approved and active Student Organization

- a. After completing the PDP, the SIG may apply to become an active and approved Student Organization. This will occur through the organization creating a video and a 1-page reflection on the purpose and alignment to the TCU mission and values. The university committee for student organizations and conduct will review the videos and documents each semester and vote to determine if the SIG may become an approved and active student organization.

Note: Should an organization not maintain any of the qualifications to be an active student organization, they will be placed back on to the professional development plan (PDP) and work with the Student Activities team with the goal to be reinstated by the end of the semester. The PDP will follow a similar format to the SIG process, but also address any specific points that caused the student organization to not be successful.

Important Reminders

- All student organizations must be approved by the University Student Organization's committee to gain recognition.
- Students are able to host an informational session to gauge interest for their organization before it is approved. This meeting must be approved through TCU Student Activities as a part of their Professional Development Plan (PDP).
- Any student organization that is traditionally considered part of Fraternity and Sorority Life will also work directly with TCU Fraternity and Sorority Life's office to meet any additional qualifications that they require for their specific organizations.
- Any student organization that has a connection to any religious or spiritual purpose or organization will also work directly with TCU Religious and Spiritual Life's office to meet any additional qualifications that they require for their specific organizations.
- Any student organization that has a connection to any sport or physical activity in their purpose or organization will also work directly with TCU Campus Rec and Sports Clubs office to meet any additional qualifications that they require for their specific organizations.
- Any and all student organizations must adhere and comply with the University's insurance and liability policies as it aligns with its risk management guidelines. Visit [TCU Risk Management website](#) for details or concerns.

Organization Approval

Each organization will be evaluated in four specific areas by the University Committee for Student Organizations

1. **Benefit to the University and students:** Does this organization present an opportunity for TCU students to learn, grow, or develop outside the classroom? Would this organization provide recognition to the University or help recruit students or faculty to the University?
2. **Goals and outcomes:** Is this organization's purpose, activities, or presence congruent or in conflict with any existing TCU policies? Will this organization's intended goals and outcomes further the TCU student experience and mission statement?
3. **Vision and longevity:** Will this organization find the membership and leadership that will sustain beyond the founding members? Does the group of founding members have a clear vision for both the present and the future?
4. **Potential risk:** What potential risk, if any, does this organization pose to TCU as a university or our students? This could include physical, financial, or reputational.

Recognition or Denial of Approval

Potential new organizations will be notified via email with a final decision on organizational status within 25 days following the closure of applications. If an organization's application is denied, the organization may request an appeal. The organization has 5 business days from the date on the denial email to submit an appeals form.

To Appeal

1. Complete the appeals form (a link to the form was provided in your application denial email).
2. A member of the Student Activities team will reach out to students involved to schedule a meeting.
3. The students will be asked to meet with the Assistant Vice Chancellor of Student Affairs (AVCSA) for Leadership & Student Involvement to discuss the original application and hear the rationale for why the student organization should be approved.
4. The AVCSA will consider the request, as well as review the application and Constitution. They will also meet with members of the TCU Student Activities team regarding why the original application was denied.
5. The AVCSA will make a decision on your appeal and will notify the involved students via email of the decision within 5 business days of the original meeting.

Note: If a SIG is denied due to not meeting any of the qualifications, Student Activities will work with those students to see

if they can join or be a part of a similar student organization that has similar goals and purposes. After one semester has passed, the group may come together again and complete the PDP and work with Student Activities as to what needs to be improved or addressed to become a fully registered student organization.

MEMBERSHIP REQUIREMENTS

Membership Requirements for Student Organizations

Undergraduate Requirements

- Members must be enrolled in a minimum of nine credit hours each semester at TCU.
- Maintain a 2.0 cumulative GPA.
- Must be able to still connect and participate as a member as outlined in their constitution.
- Must be in good standing with both their academics and conduct, as outlined in the TCU Student Code of Conduct.

Graduate Requirements

- Members must be enrolled in a minimum of three credit hours each semester at TCU.
- Maintain a 3.0 cumulative GPA.
- Must be able to still connect and participate as a member as outlined in their constitution.
- Must be in good standing with both their academics and conduct, as outlined in the TCU Student Code of Conduct.

Officer Requirements for Student Organizations

Undergraduate Requirements

- Officers must be enrolled in a minimum of nine credit hours each semester at Texas Christian University.
- Maintain a 2.5 cumulative GPA.
- Must be able to still connect and participate as a member as outlined in their constitution.
- Must be in good standing with both their academics and conduct, as outlined in the TCU Student Code of Conduct.

Graduate Requirements

- Members must be enrolled in a minimum of three credit hours each semester at Texas Christian University.
- Maintain a 3.0 cumulative GPA.
- Must be able to still connect and participate as a member as outlined in their constitution.
- Must be in good standing with both their academics and conduct, as outlined in the TCU Student Code of Conduct.

Note: Grade checks will occur via collaboration with the Dean of Students office. Student Activities will send a list of students in registered student organizations and student interest groups names (first and last) and their TCU ID#s to ensure all members and leaders are in good standing in regards to the student code of conduct as well as meeting the academic standing. Should a member of or a student officer of a student organization not be meeting these requirements, a member of TCU Student Activities will reach out to the student directly to meet and assist with getting them plugged into resources and supports for them to improve their academic standing.

ORGANIZATION STANDARDS

The following standards will apply to all recognized student organizations at TCU.

General Standards

1. Student organizations must conform to all applicable local, state, national laws, and TCU policies in all of their policies and practices. TCU student organizations will not engage in, encourage, condone, or support illegal

activities such as hazing, underage drinking or drug use. For further clarification, see [TCU Student Code of Conduct Section 3.2, specifically 3.2.1, 3.2.2.](#)

2. Student organizations are responsible for the conduct of their members and guests both on and off campus and are accountable to TCU Student Organizations and the Student Organizations Committee for such behavior. For specifics, please reference [TCU Student Code of Conduct Section 4.](#)
3. Student organizations will demonstrate support for the academic achievement of their members. **Organizations are encouraged to not hold mandatory events during study days or finals week as defined by the University calendar. Events on study days or during finals will be allowed, so long as member attendance is considered optional.** See TCU Student Code of Conduct section on "[Disruptive Classroom Behavior and Lack of Academic Progress Policy.](#)"
4. Student organizations will demonstrate commitment to being open and aware of others and their uniqueness and be supportive of the concepts of non-discrimination and equal opportunity. For further reading, see the [TCU Student Code of Conduct 3.216.](#)

University Policies and Statements

TCU policy statements that are particularly pertinent in relation to student organizations found in the TCU Student Code of Conduct include

- Conduct – Individual students, groups, and organizations may be subject to disciplinary action for conduct that reflects discredit upon the TCU community and is inconsistent with TCU's commitment to personal and academic integrity, respect, honesty, responsibility, compassion, and recognizing the inherent worth and dignity of all persons. See [TCU Student Code of Conduct section "General Rules and Regulations."](#)
- Social Events – Student organizations are expected to conduct all social functions (on and off campus) with adherence to the regulations of TCU, civil law, and their own policies (local or national). Failure to do so will result in disciplinary action. Please see [TCU Student Code of Conduct section 3.2.9.](#)
- Alcoholic Beverages – For current alcohol policies, please review the [TCU Student Code of Conduct \(Section 3.2.11\).](#)
- Dishonest conduct per the [TCU Student Code of Conduct \(Section 3.2.6\)](#), including, but not limited to the following.
 - a. Knowingly reporting a false emergency, including improper use of emergency notification equipment;
 - b. Knowingly making a false report of misconduct under the Code;
 - c. Misuse or falsification of any state, federal, or University documents, forms, records, identification cards, or funds by actions such as forgery, alteration, or improper transfer;
 - d. Unauthorized use (including misuse) of university organizational names, images, and/or logos;
 - e. Falsely attributing an activity to the university;
 - f. Representing oneself as the university in signing a contract or agreement;
 - g. Tampering with the election of any university-recognized student organization;
 - h. Submitting information to a university official known by the submitter to be false;
 - i. Possession of a false identification card or possession of another's identification card;
 - j. Authorizing the creation of a false identification card; and/or
 - k. Encouraging another student to engage in dishonest conduct.
- Violation of the University's Prohibited Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy as outline in the [TCU Student Code of Conduct Section 3.2.16](#) and in the University's [Prohibited Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy \(Policy 1.008\).](#)
- Destruction of Property as outlined in the [TCU Student Code of Conduct Section 3.2.3](#)
 1. Actual or threatened damage to or destruction of the property of others, whether done intentionally, recklessly, or otherwise. This includes using sports equipment (including bicycles and roller skates/blades/

boards) in unauthorized areas.

- Gambling – Illegal gambling as defined by the state of Texas is prohibited on campus or at a university-related function off campus. Please reference [Texas Law Penal Code 47](#) for clarification or concerns.
- Hazing – Organizations and individuals at TCU are reminded that the institution bans hazing in its Code of Student Conduct ([Section 3.2.2](#)) and takes appropriate disciplinary action against groups or individuals found to have violated the Code.

Organization Status

Student organizations will be placed in one of two categories by TCU Student Activities. These categories are active or inactive.

The definition, as outlined above: includes any organization that is composed mostly of students enrolled at a public or private institution of higher education and that:

- A. is registered with the institution;
- B. receives student organization resource fee revenues or other funding from the institution; or
- C. is otherwise recognized as a student organization by the institution.

This definition includes and means a fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or a service, social, or similar group, whose members are primarily students.

Characteristics of an ACTIVE student organization have (a/an):

- 10 active members in good academic and student conduct standings with the university
- Faculty or staff advisor
- Leadership structure
- Annual completion of Student Organization processes, including required President's and Advisor Training and re-registration
- Updated membership roster and Constitution in TCU Engage
- In compliance with the TCU Student Code of Conduct
- Focusing on finding connection and belonging over a common interest that supports TCU students of the same interest as it aligns and supports the university's mission and values
- Each student organization is required to have a minimum of three (3) meetings and/or events a semester that must be submitted on TCU Engage.

Student Organizations are not:

- An academic related group of students whose purpose is to pass a class or form a study group.

Probationary Period of Student Organizations and Student Interest Groups

An organization will be placed on a probationary status for a minimum of one semester if it is unable to properly maintain the organization. The members of the organization will be put on a Professional Development Plan (PDP) and be reclassified as a Probationary Student Interest Group (P-SIG).

P-SIG status means that an organization is unable to reserve spaces on campus; hold any events or meetings; or apply for any funding. All members of the P-SIG must complete their PDP by the end of the academic semester or their organization will be disbanded. An organization is not in compliance with Student Activities if:

- There are less than 10 members and/or they are not in good academic or student conduct standing with the university
- There is no Advisor

- There is no leadership structure
- The group fails to complete the annual Student Organization processes, including required President's and Advisor Training and re-registration
- The group fails to maintain an updated roster and Constitution in Engage as communicated each semester
- The group fails to comply with the TCU Student Code of Conduct

Note: Any Fraternity and Sorority chapter, that falls below any of these requirements will work directly with TCU's Fraternity and Sorority Life office to improve their standing on campus in addition to meeting with Student Activities.

Note: Any religiously affiliated organization or sports club organization will work with their respective affiliated offices including Religious and Spiritual Life or Campus Recreation in addition to meeting with Student Activities.

Student organization must be registered with Student Activities to access University resources, such as Student Government funding and facilities usage. A list of students that are unable to reserve spaces or receive funding will be shared with the various entities to ensure that those not in good standing are not violating the policies and procedures.

Academic and Disciplinary Guidelines

In accordance with FERPA, no student or advisor may access the academic or disciplinary record of any student within their organization. Given that students must maintain a minimum GPA requirement, if members are concerned that a fellow member is not meeting these standards, please reach out to Student Activities. Those who do not meet the requirements for membership will be considered inactive. Inactive members may not vote or hold any leadership position within the organization. Academic success of all students, as well as their safety and security are the top priority. Student Activities will work with students of concern as well as connect them to other campus resources to aid in their success.

National Organization Policy

For all inter/national organizations, it must be understood that any instance where inter/national policy is not in agreement with TCU policy, TCU policy supersedes. Any changes to the national organization's name, basic purposes, or affiliations must be approved through Student Activities. This policy also applies to any organization that is tied to a locally affiliated organization. Should the inter/national or local organization need proof of your status as a registered student organization at TCU annually, please let the Student Activities know.

Religious, Sports, and Fraternal Organizations

There are staff members who work specifically with these organizations and corresponding departments because of their specialized nature. Feel free to reach out to the names below with any questions.

- Religious organization - Office of Religious and Spiritual Life - <https://faith.tcu.edu/>
 - Point of Contact: Rev. Todd Boling and Rev. Lauren Sierra
- Sports Club organization - Campus Recreation - <https://campusrec.tcu.edu/sport-clubs/>
 - Point of Contact: Earnest Spiller and Cristie Carpenter
- Fraternal or sorority organization – Fraternity and Sorority Life - <https://greeks.tcu.edu/>
 - Point of Contact: Gaius George and Brooke Scogin

Non-Discrimination Policies

TCU is committed to providing a positive learning and working environment free from discrimination and harassment. TCU prohibits discrimination and harassment on the basis of age, race, color, religion, sex (including sexual harassment and sexual violence), sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status and any other basis protected by law, in the University's programs and activities as required by Title IX, Title VII, The Age Discrimination Act of 1975, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and other applicable laws and regulations.

Any allegation of discrimination or harassment should be immediately referred to Dr. Sharon Gooding, at s.gooding@tcu.edu or 817-257-4748.

Religious organizations are open to all students regardless of their faith tradition or background. Student religious organizations cannot deny membership to a student based on their stated religious preference. Leadership roles within these organizations may be restricted to members who are practicing that faith tradition. These guidelines must be outlined within the organization's constitution or bylaws. For example, "To hold a leadership position in this ministry, the member must adhere to denominational or faith guidelines of said ministry." [This in accordance and agreeance with Title VII.](#)

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The University is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the University. Since passage of this law and the publication of the implementing regulations, the U. S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. The criteria are as follows:

- The organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
- Members must be limited to students, staff or faculty at Texas Christian University;
- The organization must be a "social fraternity" as defined by the Department of Education.

The Department of Education defines a "social fraternity" as a group that can answer "no" to all the following questions:

- Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
- Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- Are the members permitted to hold membership in other fraternities or sororities at the university?

If a group answers "yes" to any of the questions, it is not a "social fraternity" and is not exempt from the requirements of Title IX. Therefore, the organization must accept members of both sexes. Questions regarding this policy can be directed to staff in TCU Student Activities. Please see the Department of Education [website](#) for clarifications.

FINANCIAL GUIDELINES

Management of the funds are at the discretion of the organization or department to which they report. Student organizations may also open bank accounts with local banks; however, the use of TCU's TAX ID may not be used for student organizations. Sources of funding can be dues, fundraising, and donations. Organizations that are in good standing, such as being registered, members being in maintaining membership requirements, etc., with the University can also apply for funding through SGA for events and organization needs. Please visit the [TCU SGA website](#) for the full overview of the most updated funding process.

ADVISORS

What Does it Mean to be an Advisor?

Advisors serve as a support system for our student organizations and student organization leaders. Because of this, we ask that all of our advisors agree to the following guidelines and requirements so that we are best able to serve our student organizations.

- Attend a required annual Student Organization Advisor Training. Failure to attend will lead to the organization going on inactive status. Make up trainings in an emergency situation may be considered by the TCU Student Activities team.
- Have a knowledge of TCU's student organization policies and ensure your organization adheres to them.
- Have regular communication with the organization's leadership, be aware of any events they host, and regularly attend meetings.
- Have an understanding of the organization's financial holdings and transactions.
- Act as the point of contact for emergencies and be prepared to serve in that capacity. Be aware of any events and traveling that your organization might be doing. Attend at least one event/meeting a semester.

Finding an advisor

Who can be an advisor?

- Any faculty or staff member who is employed by TCU can serve as an advisor. An individual may not serve as an advisor for more than two organizations.
- Individuals currently enrolled in classes at TCU are unable to serve as student organization advisors unless they have been approved by Student Activities.
- Off-campus partners are unable to serve as student organization advisors unless they have been vetted and approved by a campus department and Student Activities as a TCU affiliate, such as Religious and Spiritual Life and Fraternity and Sorority Life.
- Relatives cannot serve as an advisor to an organization in which their student holds an officer position.

Where to find an advisor?

- Most organization advisors have some sort of tie to the organization. For example, a political science organization might seek out a political science professor as its advisor. However, as long as they are in good standing, any faculty/staff member may serve an advisor to any student organization, with the exception of a relative advising a relative.
- If you are having a problem finding an advisor, Student Activities may assist you in securing an advisor.

Resignation of Advisors

All advisors remain in place from year-to-year. If an advisor no longer wishes to serve in that capacity, the advisor will supply the organization with written intent to resign and notify TCU Student Activities via email at studentorganizations@tcu.edu.

Removal of an Advisor

Both individual organizations and Student Activities reserve the right to remove an advisor should circumstances require such an action. Grounds for removal of an advisor include, but may not be limited to,

- Failure to be actively invested in organizational activities;
- Behavior that violates university policy and/or procedures or risk management policies.
- Direct knowledge of conduct incidents and failure to report such incidents; and
- Placing students at unreasonable and/or unnecessary risk.

Any questions regarding the removal of an advisor may be directed to Student Activities.

EVENT APPROVAL

Meeting vs. Event Definitions:

See the glossary for the legal definition and meaning for how a TCU Student Activities event and meetings are defined. All the specific examples below must be submitted for approval before occurring on campus:

- Weekly Meeting
- Special Event or Program
- Guest Speaker
- Off-Campus Gathering
- On or Off-campus Retreat

When any of the aforementioned words are set to occur in connection with a student organization, a member of the organization must submit an Event Submission form in Engage and complete the following steps:

- **Logistics Planning:** Determine the purpose of the event, logistics (date, time, location, marketing strategy) and budget. This information will be needed when completing the "Event Submission Form" in TCU Engage. Student organizations are expected to communicate all event specifics to their advisor prior to moving forward.

- **Reserve Space:** Reserve and book the space that will be used. See appendix for specifics on different processes for university spaces. A member of the University Unions or facilities team will either approve or deny the space AFTER the event host/submitter of the event is submitted AND approved via the "Event Submission" form via TCU Engage.
- **Submit Event Submission form:** Complete the "Event Submission" form via TCU Engage.
- **Meet with TCU Student Activities:** Based on the event, the submitter may be required to meet with a member of the Student Activities team to finalize any other logistics and ensure that things are ready and accounted for the event to go smoothly. A member of the Student Activities will contact the event host/submitter to schedule a time to meet to review their submission and work through any issues or concerns that may prevent the event from going smoothly.
- **Reflection Form:** After the event, the submitter will be invited to share their feedback via the "Event Reflection Form" that can assist with future planning efforts for the organization and TCU Student Activities.

Approval for an Organization Event

- Events may not be scheduled more than one calendar year in advance.
- Every event, including weekly meetings, new member activities, and off-campus or out-of-town events, must be submitted for approval to TCU Student Activities through the online Event Submission form within TCU Engage at least two weeks in advance of the event.
 - Note: For any Fraternity and Sorority Life events those must be approve by TCU FSL staff within their specific department expectations and guidelines. A member of their team will either accept or deny the event in TCU Engage.
 - Note: For any sport club events those must be approved by TCU Campus Recreation staff and adhere to their specific department expectations and guidelines.
 - Note: For any religious or spiritual affiliated event, those must be approved by TCU's Religious and Spiritual Life staff and adhere to their specific department expectations and guidelines.
 - Anything submitted less than 72 business hours before an event may not be approved.
- Event requests involving contracts, insurance requirements, outside businesses or agencies, non-TCU participants, a large number of participants, multiple resources and/or departments, other complex activities, or if the event is out-of-town or overnight, approval is to be requested one month in advance. Events with the aforementioned characteristics may require additional review and approvals from additional university personnel and based on the event review process, a student organization advisor may be required to be in attendance throughout the entire duration of the event. This includes any guest speakers who are not affiliated with the University and any additional security that may be needed.
- Event approval may only be given by Student Activities staff members after an Event Submission has been received the approval of one of the organization's full-time advisors.
- Grounds for an event denial would be anything that may cause harm to others or the campus community, if the event isn't well-planned or too dangerous for students or the campus community.

General Expectations for All Events

These policies are provided for student organizations to have safe and effective activities on-and off-campus.

- No alcoholic beverages, illegal drugs, or harmful chemical substances are to be promoted, possessed, or consumed at any activity sponsored by an organization ([TCU Student Code of Conduct 3.2.11](#)). Note: any events that are requesting alcohol to be present must follow the guidelines as outlined in the [University Regulations and its policies](#) regarding alcohol being served in on and off-campus settings.
- All students regardless of their living and place of dwelling are expected to treat the space, facility, and surrounding community with respect ([TCU Student Code of Conduct 3.2.13h](#)).
- In instances pertaining to university-recognized religious organizations that are led and managed by Campus Ministers, who are professional staff members and paid employees of their denomination or national organization

and who are listed as Associates within TCU Human Resources. Campus Ministers at TCU must go through an extensive approval process with The Office of Religious & Spiritual Life, and are supervised in their field placement at TCU by the TCU University Chaplain. Campus Ministers, and the denomination or national organization they represent, assume all responsibility for costs pertaining to the use of owned or leased properties and for events held at the properties they lease or own which requires that they carry a Certificate of Insurance. Student Religious Organizations that do not have University-approved campus ministry staff are not allowed to own or lease any form of a facility off-campus.

- Student organizations and individual members may be held responsible for events preceding and following student organization events if there is a violation of the student Code of Conduct.
- The sponsoring student organization will be held responsible for addressing the conduct of all attendees and/or notifying university personnel.
- TCUPD Presence: Should police presence be required, the student organization will be charged for the additional security fee.

Political Guests:

- Student organizations are required to work with Student Activities and any additional university officials to bring any political candidate to campus. **These events must be submitted through TCU Engage at least four weeks prior to the event.**
- The university encourages students to be exposed to different viewpoints to help them learn more about the world around them. Differing beliefs and dialogues are permitted as long as there are resources and considerations for those who do not have the same shared experiences and beliefs. **Events of this nature must be submitted through TCU Engage and require a meeting with Student Activities and any additional university staff members to help ensure the safety of all students and members of the campus community.**

Raffles and Giveaways:

Poker Nights/Casino Nights:

- Cannot involve the exchange of currency
- As long as it is a private event and private organization, they may have tickets (which may be charged)
- If an organization wants to host a casino or poker night they must follow one of the two below regulations :
- It is a private, ticketed event. A list of attendees may be requested should any issues or potential policy or legal violations happen.
- No exchange of actual currency. Games are played for the winning of non-monetary prizes.

Prize Drawings and Raffles:

- Prize Drawings and Raffles are defined as a drawing in which someone pays to enter the drawing. Student organizations cannot do raffles, but they can do prize drawings.
- Student organizations may give away prizes, but they cannot hand out money as a prize.
 - Gift cards are considered a monetary gift, and thereby cannot be handed out as a prize.
- Student organizations can only advertise prize drawings on their own social media accounts and communicated to their organization's members and/or followers.
- These must be branded and marketed as "Prize Drawings" and ensure a fair and equal chance.

Demonstrations

All members of the TCU community have the right to demonstrate on university premises, provided that they follow the letter and spirit of these Demonstration Guidelines. For full details, review [Title 3, Subtitle A, Chapter 51](#) as well as [TCU Student Code of Conduct Section 3.2.13](#).

Demonstrations must be organized and implemented without violating university policies.

- Anyone intending to demonstrate must register the event with the University no less than 48 business hours in advance with the Dean of Students or their designee. Under compelling circumstances, the Dean of Students may waive the 48-hour notification requirement.
- A student organization's faculty or staff advisor must be present during the entire event if: the event is publicized outside of the TCU campus; or so requested by the Dean of Students (or their designee).
- Demonstrations are limited to appropriate public forums – locations that, by tradition or university policy, can be reserved and are available for public assembly and speech.
 - Reservations for campus facilities/areas are required, and Student Affairs staff will work with the requesting parties to determine specific locations and event times during the registration process.
 - Reserved space must be suitable for the intended use and expected attendance.
 - Demonstrations cannot occur inside university buildings, including faculty or administrative offices, classrooms, and instructional facilities.
- Demonstrations may not block free entry or free exit of any building or space or interfere with free movement.
- Demonstrations may not, because of their timing, location, type of behavior, or for any reason, materially disrupt University activities, invade the rights of others, or involve substantial disorder.
- Demonstrators shall vacate the premises when ordered to do so by duly authorized university personnel.
- Through speech or action, demonstrators must not incite immediate violence or pose a clear and present danger to the campus community.
- No person or group shall interfere with an approved demonstration conducted under these guidelines.

If disputes arise over the interpretation of these guidelines, the Dean of Students will settle the conflict after the disputing parties have presented their concerns and opinions in writing. Violations of these guidelines may result in required participation in the conduct process. For more clarification, please see the [TCU Student Code of Conduct, University Regulations, Demonstration Guidelines](#).

Events with Minors

Student organizations hosting events, meetings, or activities on-campus, involving one or more minors (any individual under the age of 18) must meet the requirements established in accordance with state and federal law. These requirements serve as safeguards to protect the well-being of minors participating in such programs and activities.

- Registration
 - The student organization advisor must register the event/meeting/activity at least 60 days prior to the scheduled start date. Registration shall be completed via TCU Engage, then complete an additional registration via the [Special Events Application](#) on the Conference Services website. Recurring Programs must register annually.
- All students/staff/faculty/graduate assistants/advisors/and volunteers who will be interacting with minors as part of a program must complete all trainings in order to be considered an "authorized adult." Only authorized adults may interact with, supervise, chaperone, or otherwise oversee minors as a part of a program.
 - There are two options for students to complete:
 1. TCU Compliance has a "Working with Minors" online course and certificate that must be completed prior to working events with minors. Student organizations who are working with minors will need to be completed prior to the event or working with minors.
 - To receive the TCU approved course for "Working with Minors":
 - Student organization leaders will submit a list with names (first and last), TCU email, and TCU IDs of those who are attending the event with minors and **complete the training at least two weeks prior to the event** with minors. The training will be assigned to those involved in the event and will be communicated via their TCU email. Student Activities and TCU Compliance will work in tandem to ensure that the training is

completed by those involved at least TWO weeks prior to the event.

2. Complete a [state approved training](#) on sexual abuse and child molestation awareness within 365 days prior to participation.
 - The student organization advisor must submit the [Campus Program for Minors Information Form](#) to the TDSHS, listing the names of the proposed Authorized Adults who have successfully completed an approved sexual abuse and child molestation awareness training and examination course.
 - Additionally, the [Campus Program for Minors Information Form](#) must be submitted to Conference Services prior to the scheduled start date of the Program.
- Prior to the scheduled start date of the program, the student organization advisor must submit the background checks of all individuals interacting with minors at a program to Conference Services.
- **Standards of Behavior:**
 - No authorized adult, who is not the parent or guardian of the minor, may be alone with a minor in a private area (behind closed doors in an area that cannot be observed by others).
 - Approved one-on-one interactions may only take place in open and well-illuminated areas or rooms observable by another authorized adult from the program.
 - No authorized adult may be alone in a vehicle with a minor at any time.
 - Contact between an authorized adult and minor is restricted to program-sanctioned activities and times. Authorized adults should not contact minors outside of program activities or program-specific needs.
 - No authorized adult may have direct electronic contact with a minor without another authorized adult included in the communication.
 - No authorized adult may touch a minor in a manner that a reasonable person would interpret as inappropriate.
 - No authorized adult may use or be under the influence of alcohol or illegal drugs in the presence of a minor.

Assumption Of Risk & Release

If a student organization requires an Assumption of Risk & Release Form for an event or activity, the organization's officers must work with Enterprise Risk Management (ERM) and Student Activities team for a risk assessment of the event and an evaluation of the requirement for an Assumption of Risk & Release Form. If it is determined that an Assumption of Risk & Release form is required for the event, it must be submitted through the event review process. Visit the [TCU Risk Management website](#) for the various forms that may be required.

The purposes of a general release and informed consent (Indemnification, Hold Harmless Agreement) are to protect a sponsoring organization from lawsuits that could arise from personal injuries and to inform the participants of the nature of the activities and any risk involved. These release forms are appropriate when the event contains an inherent amount of risk (such as events involving minors on campus, university-wide events, etc.). This does not mean that having all the participants sign a form removes the responsibility of the organization to exercise proper care and good planning. All participants must complete all relevant and pertinent release forms prior to the start of the activity and submitted to Student Activities via TCU Engage. If a participant is under 18 years of age, a parent or guardian must also sign his/her form.

MEDIA GUIDELINES

Outside Media Guidelines for Student-Sponsored Events

If a student organization is hosting an event and outside media wants to attend, the Office of Communications must be notified via email (communication@tcu.edu). The Communications team will work directly with Student Activities and the student organization to coordinate any outside media. Below are some basic policies surrounding outside media. Additional information can be found on the TCU Brand Central website: <https://brand.tcu.edu>.

What is outside media?

- Traditional media outlets – Print, television and/or radio, plus their corresponding digital assets. This can include local or national networks, newspapers, stations, etc.
- Digital influencers – Bloggers, YouTube “personalities,” social media influencers, etc.
- Anyone from outside the TCU community whose intent is to broadcast footage (images, video, sound recordings) of campus, students, etc., for either editorial or promotional purposes. This includes both live-streamed and recorded footage (images, video, sound recordings).

For student-sponsored events, the University’s practice concerning outside media attendance is as follows:

- Events open to the general public: Outside media may attend with written approval from the Office of Communication and Student Activities, which must be obtained at least 5 days in advance. Media also must be escorted at all times by a member of the TCU’s Communications staff while on campus, and may only gather footage (images, video, sound recordings) at the location of the event. The team reserves the right to deny approval based on team availability and alignment of the event with the University’s strategic goal. The team also may exclude media from events of a sensitive nature, i.e., memorial services, prayer vigils, etc. Exceptions may be made if a faculty or staff adviser to a student group is able to accompany media at all times and in accordance with university procedures as outlined above.
- Events open only to the TCU community: Outside media may not attend. The University’s goal is to protect the integrity of private university events as intimate and meaningful experiences for our campus community. If a private event is of interest to outside media, they are welcome to set up on a public sidewalk to capture b-roll and/or interview event attendees. The Communications team can help identify appropriate areas for setup.

Please note that these guidelines apply to outside media only, not TCU student media. Please reach out to the Communications team at 817-257-NEWS (6397) or news@tcu.edu with any questions.

BRANDING & PROMOTIONAL ITEMS

TCU desires to be a world-class, values-centered university and we strive to tell our story in an integrated fashion, which includes all brand standards (visual identity), style guide and licensing information. As such, student organizations need to keep the following in mind when developing and purchasing promotional items and must adhere to TCU’s brand standards:

- <https://brand.tcu.edu/> is your source for everything TCU brand related.
- A downloadable list of licensed university vendors is located under the licensing tab. Student organizations are required to utilize a TCU licensed vendor for all of their promotional items. These [approved vendors](#) know what TCU logos, color schemes, images, and text can be used. Check out the full list of [approved vendors here](#).
- Quick tips on design:
 - If you are utilizing the TCU arched logo, there has to be proper clear space around the logo.
 - The arched TCU logo can only be in our university colors
 - The university frog can be used, but the athletic frog is reserved for NCAA programs unless used as a spirit mark.
 - Any font can be used for the spelling of TCU or Texas Christian University.
- If you have any questions regarding branding and promotional items, email brand@tcu.edu.
- As a reminder, students and student organizations must adhere:
 - Dishonest conduct per the [TCU Student Code of Conduct \(Section 3.2.6\)](#), including, but not limited to:
 1. Knowingly reporting a false emergency, including improper use of emergency notification equipment;
 2. Knowingly making a false Report of misconduct under the Code;
 3. Misuse or falsification of any state, federal, or University documents, forms, records, identification cards, or funds by actions such as forgery, alteration, or improper transfer;
 4. Unauthorized use (including misuse) of university organizational names, images, and/or logos.

5. Falsely attributing an activity to the University;
6. Representing oneself as the University in signing a contract or agreement;
7. Tampering with the election of any University-recognized student organization;
8. Submitting information to a university official known by the submitter to be false.
9. Possession of a false identification card or possession of another's identification card;
10. Authorizing the creation of a false identification card; and/or
11. Encouraging another student to engage in dishonest conduct.

Social Media Guidelines

As communication continues to evolve and expand to more digital methods, student organizations must ensure to follow all the guidelines as outlined on the Office of Marketing and Communications [website](#).

While these may adjust as technology advances, some specific guidelines include:

Overall Guidelines

1. Be honest and transparent in all your social media interactions.
2. Remember that all posted content is available to the public, including media.
3. Use the university-approved school, college or department wordmark on all social networking sites. Contact [Amy Peterson](#) for assistance if needed.
4. Use the same naming convention across all platforms.
5. Monitor sites throughout the day, over the weekend and after business hours. Consider the pay implications and discuss details with a manager before asking a non-exempt employee to monitor after normal business hours.
6. Post a variety of relevant, valuable and engaging content. Examples include articles, photos, videos, events, and links that refer back to an official TCU web page or social media site. Content also can be selected from the [TCU News and Events site](#), [TCU Magazine](#) or the [TCU video library on YouTube](#).
7. Passwords must be changed when a social media administrator leaves the university or is no longer performing duties pertaining to social media.
8. The director of communication is responsible for developing the university's response in a crisis. This response must be used to answer questions related to university crises. In a crisis, the response will be posted on the [TCU homepage](#).
9. Social networking sites should be kept social. If possible, retweet or share posts from other TCU schools, colleges, or organizations.
10. Anyone in charge of social media for an official TCU page must adhere to university conduct and policy when operating in such a capacity. (<https://www.tcu.edu/files/Faculty-Staff-Handbook.pdf?ga=2.28896252.1721855028.1695827917-1463163329.1689886445> and <https://it.tcu.edu/policies/network-and-computer-usage-policy/>)
11. All non-athletic social media accounts should be accessible to Vice Chancellor of Marketing & Communication, Tracy Syler-Jones, and Social Media Specialist, [Amy Peterson](#). Athletic social media accounts should be accessible to Associate Athletics Director for Digital Brand Strategy, [Kyle Seay](#).
12. TCU social media accounts should not be used to solicit for entities outside of the university. This includes people, non-profits, and for-profit organizations.

Moderating Comments

Encourage lively, thoughtful and civil conversations that stay within the following guidelines:

1. Comments should be clean and constructive.
2. Accept the good and the bad, but not the ugly. Swearing, discriminatory or derogatory language should be deleted.

3. Negative comments should be addressed in a positive and honest manner. Avoid direct arguments with a fan or follower.
4. Delete solicitors' comments on official TCU social networking sites.
5. Monitor sites throughout the day and over the weekend to remove unwanted comments and quickly answer questions.
6. Post expected guidelines for conversation on social media sites. For an example of these expectations, [click here](#).
7. For more help responding to comments, contact your Strategic Communications account executive at x7810. Neeley School faculty and staff should contact x6034.

TCU Social Media Policy

TCU's social media accounts are a resource of TCU. Any and all content posted by followers is the property and responsibility of the user, not TCU.

All comments posted to TCU's social media pages are subject to the administrator's discretion. The intent of this policy is not to keep negative information from being posted, but to protect the privacy and rights of TCU's students, faculty and staff and foster a welcoming community. We welcome your thoughts and comments, however, our top concern is maintaining a spirit of courteous discussion. We will delete comments that contain vulgar or abusive language; pornography; personal attacks of any kind; offensive terms that target specific ethnic, religious or racial groups or incite violence. We will also delete comments that are spam, are clearly off-topic or that promote services or products. If you are featured in a photo we posted to our social channels and do not wish to be, or have an issue with any content displayed on TCU social media accounts please email tcusocialmedia@tcu.edu.

RISK MANAGEMENT

In order to stay an active organization at TCU, either the current president or a member of the Executive Board must attend the Student Organization Training annually. A component of this training is state-mandated risk management training in accordance with Texas State Bill 1138. Failure to attend will result in your student organization being inactive and put on probation for a semester and unable to receive funding from SGA or reserve spaces in university facilities. Student Activities will maintain a record of attendance at the training for no less than four years as mandated by Texas state law.

In accordance with state law, the president must call or hold a meeting with full membership where the content of the Risk Management Training is shared in a timely manner (no less than three weeks following the Risk Management Training). Student Activities will verify that the report was given. Verification includes, but is not limited to, attendance logs and/or advisor confirmation. Attendance rosters must be submitted via TCU Engage.

Failure to attend the training and/or present the information at a full membership meeting will result in loss of university recognition for the current semester and place the organization in an inactive status. Inactive status will not be lifted until the training is attended the following semester.

TRAVEL

Student organization travel includes:

- Any off-campus travel exceeding Fort Worth city limits being farther than 25 miles (per [Title 3, Subtitle A, Chapter 51](#)).
- Any off-campus travel that includes an overnight stay.

All travelling by student organizations must be first approved by your advisor and Student Activities. To gain approval for travelling, the student organization must complete the "Notification of Travel" and submit the "Event Submission" form on TCU Engage.

Should the student organization receive any funding from TCU or if a TCU professional staff or faculty member is overseeing the trip or purchase, then a TCU professional staff member MUST be present and register the trip with [TCU Global](#) as well as completing the "Notification of Travel" forms as well as the "Event Submission" form, both of which can be found on TCU Engage.

The type of travel dictates what additional requirements are required:

Domestic Travel:

Whenever a student organization is leaving campus for another location off campus, they must register the event with TCU Student Activities via the "Notification of Travel" form that is found on TCU Engage. The form requires a full list of those leaving campus, departure date and time, return date and time, the purpose of travel and a full list of students who are traveling as an organization. In the form, the organization must share the students' full names, contact information as well as agree to informed consent, assumption of risk, release from liability, and indemnity agreement as outline by [TCU Global](#) and Texas Law

International Travel:

All international travel that involves any funding or support from TCU, including having a TCU staff or faculty member, is required to work with and gain approval from TCU Global and adhere to all their policies and regulations. It is the responsibility of the individual student to update and receive all the proper and necessary documentation for them to legally travel safely, including, but not limited to updating the travel documents, such as VISA, passport, 1020, etc. All students must still be adhere to all the rules and regulations [TCU's Student Code of Conduct](#) and [TCU Global](#) policies and procedures.

TCU Vehicles and Travel:

The use of TCU vehicles and student vehicles by students for student organization travel is subject to strict compliance with all TCU policies and rules governing the use and operation of motor vehicles. Below are policies that must be shared with and adhered to by all club members who are driving:

- Undergraduate students may NOT drive university-owned vehicles.
 - TCU owned-vehicles must be driven by TCU employees who have completed the TCU motor safety vehicle screening.
- Organizations cannot drive for over 12 hours in any given 24 period. The majority of the hours must be during daylight.
- You may not start a trip if you will be traveling after Midnight.
- To avoid fatigue or drowsy driving, drivers should change every two hours.
- All drivers must be in possession of a valid driver's license.
- All drivers and passengers must use seatbelts.
- Vehicle must possess proof of valid inspection and current registration.
- All driver and passengers must comply with state laws at all times.
- Driver must be at least 18 years of age.
- Vehicles may not be overloaded. There must be one working seat belt per person.
- If a vehicle breaks down or there is an accident of any kind during travel, the TCU Police (817-257-7777) should be contacted immediately.
- If there is an accident of any kind, whether in a TCU vehicle or not, the student organization member will notify TCU PD and TCU Student Activities of the incident. TCU Student Activities and TCU PD will work various TCU campus resources for follow up and support measures.

- Absolutely no drugs or alcoholic beverages are allowed in any vehicles at any time.
- All drivers must be alcohol and drug free.
- Please be advised that it is the insurance policy of the car being driven and not TCU's policy that will cover any/all insurance claims sustained during the duration of the off-campus trip.
- As per [TCU restrictions](#) 15 passenger vans may not be used for any sponsored trip.

ORGANIZATIONAL CONDUCT

Hazing

Texas Christian University is committed to academic achievement, personal freedom and integrity, the dignity and respect of the individual, and a heritage of inclusiveness, tolerance, and service. TCU does not tolerate behavior by individuals or organizations that contradict these values. Hazing, with or without the consent of the injured/affected student, is prohibited by TCU code and Texas law. The University will take disciplinary action against individuals and groups that are involved in hazing activities (see [TCU Code of Student Conduct, Section 3.2.2](#)). University disciplinary action is independent of state or local judicial proceedings.

The University defines hazing as:

- An intentional, knowing, or reckless act occurring on or off campus, by one person alone or in conjunction 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, developing group cohesion, training, or maintaining membership in any organization whose members are, or include, students at Texas Christian University.
- A person commits an offense if he/she engages in hazing; solicits, encourages, directs, aids or attempts to aid another engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur; has first-hand knowledge of planning of a specific hazing event or has first-hand knowledge that a specific hazing event has occurred and fails to report that knowledge in writing to appropriate university officials.

Requirement to Report Hazing

Individuals who have first-hand knowledge of hazing, including those being hazed, are required by law to report that knowledge to appropriate University officials. Any student who has been hazed or thinks he/she is going to be hazed should report such actions to the University Hazing Hotline at 817-257-HAZE (4293), TCU Student Organizations 817-257-7307, Dean of Students at 817-257-7926, or TCU Police 817-257-7777.

Organizational Hazing:

[Per Texas law, Educational Code, Title 2, Subchapter G, Chapter 37, Section 37](#), hazing is a criminal liability and is defined as:

(a) 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.

(b) An offense under this section is a misdemeanor punishable by:

(1) a fine of not less than \$5,000 nor more than \$10,000; or

(2) 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.

Sexual Harassment Policy

The University administration, faculty, staff, and students are responsible for assuring that the University maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the University's mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, and students to report concerns or complaints. Prompt corrective measures will be

taken to stop sexual harassment if it occurs. This policy applies to faculty members, administrators at all levels, University and general staff members, and students enrolled at or employed at TCU. The policy applies to the total educational environment of TCU, including academic, research, extracurricular, training or any other program activity.

No member of the TCU community may sexually harass another. Any faculty member, staff member, or student found in violation of this policy will be subject to disciplinary action. Retaliation for filing a complaint against sexual harassment is prohibited.

University administrators will make every reasonable effort to conduct all proceedings in a manner which will protect the confidentiality of all parties.

Sexual harassment is any unwelcome sexual advance, request for sexual favor, reference to gender or sexual orientation, or other physical or verbal conduct of a sexual nature even under the guise of humor when:

- Submitting to or rejection of such conduct is used either explicitly or implicitly as a basis for any decision affecting terms or conditions of an individual's employment, participation in any program or activity, or status in an academic course; or
- An individual's submission to or rejection of such conduct is used as a basis for academic or employment decisions affecting that individual
- Such conduct has the effect or the purpose of unreasonably interfering with an individual's academic or work performance of creating an intimidating, hostile, or offensive employment or educational environment.

(More details or clarifications may be found in the [TCU Code of Conduct 3.2.1](#) as well as [University Policies 1.008 and 1.009](#)). Any allegation of sexual assault should be immediately referred to the Office of Institutional Equity (OIE) via their reporting system on their [website](#) or by calling their office at 817-257-8228.

Drugs and Alcohol

Use, production, distribution, sale or possession of drugs in a manner prohibited under Texas Law. Possession of drug paraphernalia is considered the same as possession of drugs. Being where drugs and/or drug paraphernalia are present may also be considered the same as possession of drugs.

Use, production, distribution, sale or possession of alcohol in a manner prohibited under Texas law or which includes any of the following conduct:

- a. use or possession of alcohol by anyone under 21 years of age or providing alcohol to someone who is under 21 years of age;
- b. use or possession of alcohol anywhere other than in a residence hall room or other specifically designated area for use;
- c. being in a room where alcohol is present while underage unless it is your room and your roommate is 21 years of age may be a violation of the Alcohol policy and/or a violation of community standards (see [Community Standards 3.3.3 \(h\)](#));
- d. behavior that evidences intoxication (for any student) and/or underage consumption, including but not limited to staggered walking, slurred speech, or alcohol on breath;
- e. possession of kegs or similar bulk quantity containers. Individuals who bring a keg or similar prohibited container to the campus are subject to a \$500 fine, removal from all University residence halls, and appropriate disciplinary action. Any organization that allows a keg or similar prohibited container, serves alcohol, or allows alcohol to be served at a university facility is subject to a \$1000 fine.
- f. possession of containers designed for alcoholic beverages while underage, regardless of intent of use;
- g. lack of sobriety while participating in a Study Abroad program.

Alcohol may not be purchased using organization funds and may not be served on campus. For any on campus or off campus event.

TCU policy in regards to drugs and alcohol can be found in the Code of Student Conduct [section 3.2.10](#) and [3.2.11](#).

Fire and Other Safety Issues

TCU considers fire safety extremely important, and students have an obligation to adhere to the University regulations, as well as city and state statutes. TCU policies and procedures for matters involving fire safety can be found in the TCU Code of Student Conduct [section 3.2.5](#) and [3.3](#).

Weapons or Dangerous Devices

Use, storage, or possession of weapons or dangerous devices including, but not limited to, firearms, ammunition, martial arts devices, knives, sling shots, air powered guns, blow guns, fireworks, or flammable liquid are prohibited.

Possession of a weapon or threat of use of a weapon may result in immediate expulsion in addition to the filing of criminal charges. For more information about the policies please review the [TCU Code of Student Conduct section 3.2.4](#).

STUDENT ORGANIZATION QUICK RESOURCES

Important Numbers and Resources

- TCU Police: 817-257-7777
- Hazing Hotline: 817-257-HAZE (4293)
- CARE Campus Advocate: 817-257-5225
- Title IX: 817-257-8228
- TCU Dean's Office: 817-257-7926
- Student Organizations Website: <https://studentactivities.tcu.edu/student-orgs/>
- TCU Code of Conduct: <https://deanofstudents.tcu.edu/student-handbook/>

General Safety Tips

- Download the FrogShield App via the App Store or via [TCU Police Department's website](#).
- Use the buddy system while walking on campus at night or call TCU police for an escort
- Walk along lighted pathways at night
- Do not hesitate to call 911 or TCU Police 817-257-7777 if you see suspicious activity

Alcohol and Drugs

- Being intoxicated violates the Code of Student Conduct and TCU alcohol policy.
- You cannot purchase alcohol with organization funds, and you must follow your organization's national policy and TCU's alcohol policies
- Possession, sale, or use of illegal drugs and controlled substances is strictly prohibited.

Hazing

- Knowing, observing, or participating in actions directed at a student that endangers the mental or physical health or safety of a student for the purpose of organization activities.
- Examples include physical brutality, sleep deprivation, forced consumption of alcohol, drugs, food, or liquid, and activities that cause mental stress, humiliation, or shame.
- Up to \$10,000 fine if you know about it and fail to report it
- Call the Hazing Hotline 817-257-HAZE (4293) or TCU Police 817-257-7777 to report

Sexual Harassment

- Any unwelcome sexual advance, request for sexual favor, reference to gender or sexual orientation, or other

physical or verbal conduct of a sexual nature even under the guise of humor

- Allegations should be referred to Title IX Office 817-257-8228 or titleix.tcu.edu.

Sexual Assault

- Refer student to CARE Campus Advocate: 817-257-5225 for support.
- If student needs and wants immediate assistance call TCU Police 817-257-7777
- Consent is knowing, active, and voluntary permission between the participants, clearly expressed by words or by actions, to engage in mutually agreed upon sexual activity. Consent cannot be compelled by force, threat of force, coercion, or intimidation. Consent cannot be gained by taking advantage of another person's incapacitation due to alcohol or other substances or when asleep.
- Victims have the option to seek on-campus disciplinary action.

Fire Safety

- If the fire alarm goes off, everyone must evacuate the building.
- Setting a fire, causing a false fire alarm or misuse of fire safety equipment will result in a fine and disciplinary action. Visit TCU Public Safety's [website](#) for details.

Firearms

- Prohibited on campus and possession may result in immediate expulsion in addition to criminal charges. Visit TCU Public Safety's [website](#) for details.

Endorsement Disclosure

Should a student express interest in taking on a leadership role within their student organization and receive any endorsements or support of any kind including but not limited to financial, verbal, social media, donation of time/money/expertise, etc., the student must disclose to Student Activities and the organization's leaders, advisors and general body members of the support. The student then must work with Student Activities and/or their organization should any issues or concerns arise. This is the minimum requirement for all student organizations and their members. Every registered student organization can maintain the right to have other requirements that supersede this policy.

External Travel

- Travel at your own risk; receive prior approval from your advisor and complete the "Notification of Travel" form on TCU Engage. Contact TCU Risk Management's [website](#) for questions or concerns.
- All who are traveling fill out a liability form; drivers fill out a driver form (forms are kept with organization's records).
- There are policies and rules regarding the timing of travel and drivers – make sure you know these before you travel. For details visit TCU Global's [website](#).

Funding & Finances

- Management of the funds are at the discretion of the organization or department to which they report.
- Best practice – have dual signatures on all expenditures.
- Sources of funding can be dues, fundraising, and donations.
- You can apply for funding through [SGA](#) or [Frog Funding](#).
- Work with TCU Student Activities with any questions or concerns.

TCU Licensing & Vendors

- Products using TCU owned designs must use a licensed University vendor.
- Ensure that logos, phrases, and brands are used appropriately.

Media Policies

- You will need TCU approval for outside media, needs to be obtained 5 days in advance via email.

