



PARKER  
UNIVERSITY

2023-2024

**Student Organization  
Handbook**

*Revised January 2024*

**The Student Organization Handbook is brought to you by:**

**The Department of Student Affairs**

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

All student organizations and clubs are required to follow the rules and regulations stated in the *Student Organization Handbook*, the *Student Handbook*, and state, local and federal laws. For questions, concerns, or clarification, please stop by the Department of Student Affairs.

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## Getting Started

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### What is the purpose of student on-campus organizations?

Student organizations and clubs are formed to further the common interest of its members and the Parker University community. The functioning of student organizations and clubs are an essential part of the learning environment at Parker University.

Student organizations and clubs are open to all students, faculty, and staff of Parker University. These organizations provide many opportunities for experiential learning and leadership development, which is facilitated through staff and faculty advisors. All official student organizations must be approved by the Dean of Student Affairs and recognized by Parker University.

### How do I start an on-campus organization?

Students interested in starting a new organization or bringing back to campus an organization that has dissolved, need the following:

1. 3 members who would serve as organization leadership (President, Vice President, and Treasurer)
2. 7 student members including the 3 organizational leaders
3. Faculty or staff advisor (advisors for technique clubs must be approved by an ad hoc committee)
4. Constitution
5. Risk Management Policy
6. Have a 1:1 meeting with the Coordinator of Student Engagement
7. Obtain approval from the Dean of Student Affairs

We encourage you to browse our list of current organizations, located at [https://my.parker.edu/ICS/Campus\\_Life/Student\\_Affairs/Student\\_Organizations/](https://my.parker.edu/ICS/Campus_Life/Student_Affairs/Student_Organizations/) to see if a similar organization already exists. We discourage multiple organizations that share the same purpose. Further details provided in the “Approval of New student Organizations” section of the Organization Handbook.

## New or Returning Organization Registration Process

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### Registering:

**Existing student organizations must register each trimester by completing all forms and submitting all required documents before the end of the 2nd week of the trimester.** A detailed list of what is required to submit by week 2 can be found on page 8 of this document, under “How does my organization stay in good standing?”

Organizations will be notified of their approval status after being reviewed by the Coordinator of Student Engagement and the Dean of Student Affairs. The coordinator may deny registration to any student organization or group whose actions or activities are averse to the educational purpose and work of Parker University. If an organization is refused registration, the applicant will be provided with a copy of a statement detailing the reasons for refusal. Provided student organizations comply with all registration guidelines, their registration is valid from **the time of the decision until the completion of that trimester/term.**

## Failure to complete registration by the deadline:

If an organization does not complete the process to be recognized by the deadline, it will become inactive for that trimester and will be unable to participate in any privileges of approved organizations and clubs. If they do not complete the recognition process for three trimesters, the organization will lose their recognition status, forfeit their club fund balance, and will have to apply for approval as a new organization.

## Categorical Descriptions of Clubs

### Academic Interest

- Students organized to study, discuss, or experience an academic course, major, or field through lectures, field trips, meetings or other related activities.

### Honor

- Nationally recognized honor organizations, typically affiliated with a specific major, department, or campus activity.

### Special Technique Clubs

- Clubs featuring healthcare services, such as chiropractic adjusting procedures or techniques, therapeutic exercise and activities, and health-related counseling services must coincide with the curriculum. Special Technique clubs that do not fall under our curriculum will not be allowed at Parker University even under the supervision of a licensed doctor. Technique clubs have to be focused on specific techniques offered within the Parker University curriculum.
- Special Technique clubs that involve HVLA adjustments/manipulations or grade 5 mobilizations must have an advisor who is a faculty member and a licensed Doctor of Chiropractic in the State of Texas and has taught or is currently teaching techniques at Parker University.

### Multicultural:

- Students organized to celebrate and support the interests of one or many different cultures, races or ethnicities.

### Professional

- Students organized to pursue mutual career goals and prepare for the professional world.

### Religious/Spiritual

- Students organized to celebrate and support the interest of one or many religions or religious or spiritual studies.

### Service

- Students organized to provide volunteer, community service and philanthropy to the campus and community.

### Spirit

- Students organized to promote school spirit for Parker University and any of its activities and programs

### Other

- organizations that do not meet the descriptions of the categories listed.



## Approval of a New Student Organization

A group of students wishing to form a **new** student group must complete the following steps:

1. Become familiar with the Parker University policies concerning student organizations listed in this publication and in the Student Handbook.
2. Find six or more like-minded students as possible that have an interest in beginning this type of organization. Keep in mind that you must have seven members to form an organization.
3. Identify up to three students interested in serving as **authorized representatives**. You are required to have a president, vice president, and treasurer but may have more officer positions.
4. Secure an advisor for your organization. Each organization is required to have at least one faculty or staff member serve as their advisor. Make sure that the advisor understands the purpose of the club and is willing to make a commitment to attend all meetings and events. If the organization is for a specific technique you will need to find an advisor who is licensed in that technique and has taught or is currently teaching techniques at Parker University. The advisor can be a full or part time employee of Parker University. Advisors can only advise up to two organizations in any one term.
5. Complete the [New Student Organization Application Packet](#). The application requires information such as: name of organization; purpose; name of advisor (faculty or staff); major activities or events planned; copy of Bylaws, copy of Risk Management and a member roster.
6. Return all forms and information to the Student Affairs Office or via email: [askstudentaffairs@parker.edu](mailto:askstudentaffairs@parker.edu).
7. If approved, the organization president must attend a 1:1 meeting with the Coordinator of Student Engagement and receive Risk Management Training.
8. All organization advisors must attend the Student Organization Workshop and Risk Management Training meeting, once per academic year, typically offered in May. This is a mandatory meeting for all advisors; failure to attend this meeting may result in the organization's status changing to inactive for that trimester.

## Inactive vs. Active organizations

Active organizations are awarded certain benefits for their good standing. Active organizations may:

1. Reserve rooms for meetings and events and/or host virtual events
2. Invite speakers to campus or to a virtual presentation
3. Fundraise
4. Receive periodic deposits of funds forfeited by inactive student organizations
5. Have access to an on-campus bank account for organization funds
6. Collect membership dues
7. Have special access to recruiting events
8. Obtain free copy/printing for organization purposes

If your club becomes inactive, you lose the right to have access to the above-mentioned benefits. Additionally, you cannot organize under the guise of an organization meeting or event. Any documented activity by an inactive club will be referred to the Student Conduct Office.

## How does my organization stay in good standing?

To maintain active and in good standing status, all organizations **must by the end of week 2:**

1. Complete all documentation required by the deadline
2. President and/or other officer attends the Student Organization Workshop
3. Have 3 organization leaders
4. Have at least 7 total student members
5. Have at least one faculty and staff advisor, appropriate for the organization
6. Turn in a membership roster every trimester
7. Submit an up-to-date Constitution signed and dated by President and Advisor each Fall Trimester
8. Submit Risk Management Policy signed and dated by President and Advisor each Fall Trimester
9. Submit Change of Officer Forms when needed
10. Follow all guidelines for organizations

## Changing Officers/ Leadership/ Authorized representatives

We realize that authorized representatives or officers do change over during the span of the year. If your organization does have a change in leadership, you will need to fill out the [Change of Officer Form](#). This form will need to be signed by all changing representatives or officers and your advisor and then turned in to the Department of Student Affairs. Changes must be approved before they take effect, and the President must initial acknowledging that Student Affairs has the most up to date roster list and by-laws or must provide that updated information.

## Guidelines for all Student Organizations and Clubs

1. The purpose of the club must be consistent with the mission and vision of Parker University.
2. All activities must be conducted in accordance with all Parker University policies and procedures.
3. Clubs/Organizations are not the platform for recruitment or advertisement for external vendors or service providers. This includes but is not limited to nutritional supplement companies, coaching programs, or service techniques. Students may not use a club system to promote external services, goods, products or events to other students unless prior approval is given by the Department of Student Affairs.
4. Any club/organization involving healthcare topics must have quality evidence consistent with that taught in Parker University curriculum to support procedures and claims.
5. Membership must be open to all enrolled students regardless of sex, race, color, national origin, religion, or age unless specifically exempted in Title IX of the Educational Amendments of 1972.
6. Organization must have an advisor who is a faculty or staff member (no one may serve as an advisor for more than two student organizations/clubs).
7. All students holding office must be full-time, in good academic standing (minimum GPA of a 2.25) and have no record of disciplinary action.
8. A student may hold office as a President for only one student organization at a time and may not simultaneously hold an office in a student organization while serving on student government Executive Cabinet or as a class president.
9. A copy of the current Bylaws/Constitution and Risk Management Policy (an example is listed in the appendix of this handbook) and all subsequent updates must be kept on file in Student Affairs.
10. Have at least three (3) authorized representatives or officers and submit a member roster to



Student Affairs.

11. Do not duplicate the purpose and activities of another organization or club.
12. Technique clubs must fall under the techniques that are taught here at Parker University. Technique clubs must be focused on one specific technique offered within the curriculum. Technique clubs that do not fall under our curriculum will not be allowed at Parker University even under the supervision of a licensed doctor.
13. Technique clubs must have an advisor who is a faculty member and a licensed Doctor of Chiropractic in the State of Texas. The advisor must currently teach or has taught techniques at Parker University.
14. In order to hold the office of president in a technique club, the student must be currently enrolled in or have taken the course taught in our curriculum.

## **Student Organization Workshop and Risk Management**

The Student Organization Workshop is designed to educate each club and organization on the necessary tools to be a successful club or organization at Parker University. The Student Organization Workshop will also serve as risk management training for the trimester. This meeting is mandatory each trimester for the president of each organization.

## **Membership**

An organization must restrict its membership to students, faculty, and staff of the University, but it may not deny membership on any basis prohibited by law, including but not limited to race, color, national origin, religion, sex, age, disability, citizenship, sexual orientation, or veteran status. Alumni may not serve as official members of any group and may not operate within the organization's capacity as a student, faculty and staff would.

## **Transitioning Leadership**

At the end of each trimester/term, there are usually some authorized representatives that have graduated or left the organization for other reasons. It is helpful to have a meeting with any new officers to discuss responsibilities and make suggestions for the future. At this time, you may also discuss any changes to bylaws. Any updates made must be submitted and approved by the Coordinator of Student Engagement.

Organization officers are encouraged to utilize the *Transitional Binder Checklist* to create transition documentation for new leadership. These binders can be kept online and/or a copy can be placed within the Department of Student Affairs for reference for new organizational leadership. It is the responsibility of the organization leaders to create and maintain a transitional binder, including providing any updates to the Office of Student Affairs if a copy is housed there.

## **Authorized Representatives & Advisors**

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### **Responsibilities for Authorized Representatives**

The authorized representatives of a student organization are the members listed on the organization registration form who have completed student organization orientation. Authorized representatives are responsible for conducting business for the student organization by completing room reservations, advertising request forms, maintaining the organization website, checking e-mail for the organization (if applicable), being familiar with University policies, and educating other organization members about University policies. This is

in addition to abiding by all policies and procedures outlined in the *Student Organization Handbook*.

### Why does a student organization need an advisor?

An advisor can prove to be an asset to your organization by sharing their life experiences, wisdom, and providing continuity, organizational memory, and connections to resources. The key role of the advisor is to serve as a resource for the organization. Take some time to discuss reciprocal expectations with your advisor(s). Try to establish open lines of communication that will enable you to work together effectively. If at some point you have difficulty locating an advisor, or are having some complications with your current advisor, please stop by Student Affairs or email [AskStudentAffairs@parker.edu](mailto:AskStudentAffairs@parker.edu).

### Who is eligible to serve as an advisor?

An advisor must be either a faculty member (not on sabbatical) or a staff member at the University. The faculty or staff member must be employed at the University at least part-time and in a benefits eligible position. Unless it states otherwise in their position description on file with human resources, faculty and staff may only advise two student organizations.

Technique Clubs are required to have an advisor that has taught or is currently teaching technique at Parker University. This is to ensure that the advisor can adequately assess if a movement or procedure is within Parker University curriculum when it comes to both organization meetings and outside speaker demonstrations.

### What is the role of an advisor?

**Mandatory Expectations:** Each advisor must attend one Risk Management Training yearly. In addition, the advisor serves as the link between the Student Organization and the University, providing guidance to the organization in regard to University policies and procedures.

**Suggestions of the Advisor's Role:** While specific roles should be defined by the organization and the advisor, an advisor should generally...

- Provide expert knowledge and advice
- Be knowledgeable about activities and programs of the organization
- Suggest and encourage new program ideas
- Help members apply principles and skills learned in and out of the classroom
- Point out new directions and options
- Provide insight into the group's problems and successes
- Teach leadership techniques and develop new leadership
- Assist in maintaining high standards of programming and individual performance
- Provide continuity with the history and tradition of past years
- Assist in the development of procedures and plans of action

In return for their support, the advisor should expect that they are consulted regularly by the officers concerning their plans for group activities or programs. The advisors should know what events are being planned and should offer ideas and suggestions freely, but not dominate the program planning process. If not being consulted, the advisor should insist that the group do so. For assistance in defining officer-advisor relationships, contact Student Affairs for advice and resource materials. An authorized representative and the advisor must sign the [Advisor Agreement Form](#).

## On and Off Campus Policies

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### Alcohol and Drug Policy

Alcohol and illegal drugs are not permitted on University property at any time.

### Student Code of Conduct Policy

Organizational leadership must remember that they, and the members of the organization, are always bound by our Student Code of Conduct. Students should remember that they are a representative of:

- Themselves
- Their profession
- Their organization
- Parker University

This means that students should act in a manner that is congruent with the Student Code of Conduct and any policies within the *Student Handbook*.

### Contracts

No student organization has the authority to enter into a binding contract on behalf of Parker University or their organization. Students may not sign a contract or agreement as an agent or representative of Parker University. Contracts must be submitted to the Department of Student Affairs for approval.

### Sponsorship of Off-Campus Seminars, Meetings, Conferences

1. Student organizations/clubs are prohibited from sponsoring any off-campus meeting, seminar, symposium, workshop, or conference. Sponsoring includes any advertisement of events on organization social media platforms or in organization meetings. Violation of this policy may result in the suspension of the student organization/club and/or disciplinary action against the President. However, off-campus seminars, workshops, etc., may be sponsored by Continuing Education in conjunction with the student organization. Check with the Director of Continuing Education for more information on how to invite a speaker sponsored by the Continuing Education department.
2. Student organizations/clubs are prohibited from joint sponsorship or acting as an agent or emissary with non-faculty/staff persons presenting seminars, workshops, any outside entity, business, corporation, or conferences for entrepreneurial purposes. Violation of this policy may result in the suspension of the student organization/club, as well as disciplinary action against the student acting as an agent or emissary.
  - a. Student organizations and/or student organization members acting as an emissary or agent violate this policy by promoting, soliciting, and passing out business cards or contact information on Parker University campus.
3. All off-campus seminars and conferences are under the Continuing Education Department. Check with the Director of Continuing Education to make arrangements.

## Off-Campus Social Events and Activities

1. The Department of Student Affairs must be notified of any activity or social event held off-campus, which is sponsored by student organizations, clubs, or trimester classes. This includes virtual events hosted either partially or fully off campus.
2. The [Request for an Off-Campus Event Form](#) must be submitted to the Department of Student Affairs, at least five working days prior to the event.
3. The notices and advertisement of the event must be approved by the Department of Student Affairs and may be posted only on bulletin boards, the organization's social media pages, and Student Affairs social media pages.
4. The following conditions must be followed if alcohol is to be available at the event:
  - a. Non-alcoholic drinks and food must also be available.
  - b. Named persons must be designated to monitor and prevent anyone from becoming a danger to themselves or others.
  - c. Designated drivers must be available to drive people home.
  - d. The event shall end by 12 midnight.

## Single-sex Organizations

Title IX of the Education Amendments of 1972 prohibits discrimination based on 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. These criteria are as follows:

1. The organization must have tax-exempt status under Section 501 of the Internal Revenue Code.
2. Members must be limited to student, staff, or faculty at Parker University.
3. 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:

1. Is the organization's membership limited to persons pursuing or having interest in a field of study, profession or academic discipline?
2. Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
3. 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 therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes. An affirmative answer to any of these questions is evidence that the organization is professional, service, or honorary in nature and not a social fraternity or sorority for Title IX purposes.

United States Department of Education-Office for Civil Rights Rationale: The rationale for this distinction is based on the intangible educational advantage afforded by membership in such professional, service, and

honorary organizations. Many such honor and service organizations have school and alumni recognition and reputations, which enhance student members' careers. Members frequently gain enhanced status, which, as alumni, is often influential in decisions affecting campus life and university policy. This type of educational opportunity and benefit is significant and may not be denied to students based on sex.

## Hazing

**Texas Education Code, Sec. 51.936:** Hazing is any intentional, knowing, or reckless act, occurring on or off the campus, by one person alone or acting with others 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 Parker University. This also includes any coercion of a student to consume a drug or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated. Hazing is not tolerated at Parker University. If you suspect hazing, please report it directly to the Dean of Student Affairs or online here: <https://www.parker.edu/title-ix-procedures/>

## Travel Policy

These guidelines apply to all student travel if the activity or event meets **all** the following criteria and is undertaken by one or more currently enrolled students to reach an activity or event:

1. The activity or event is sponsored, organized, and funded by Parker University
2. The activity or event is located more than twenty-five (25) miles from Parker University
3. The activity or event is either:
  - a. Undertaken, using a vehicle owned, leased, or rented by the institution, including plane tickets purchased;
  - b. or attendance at the activity or event is required by a registered student organization and approved in writing by the Dean of Student Affairs

**Organizations that meet the above criteria must follow the guidelines as listed:**

1. Schedule a meeting with the Coordinator of Student Engagement
2. Travel forms must be submitted

Regardless of if the event meets the requirement for travel forms or not, the University is not responsible for reimbursing students for any costs associated with travel. This includes if the event or activity is cancelled or postponed.

## Adjusting Without Supervision

Adjusting without supervision is a violation of the Student Code of Conduct. There is a zero-tolerance policy for organizations found to be adjusting without proper supervision from their advisor or designee. Organizations found to be in violation will be deactivated indefinitely and any involved parties will face sanctions through the Office of Student Conduct.

## Fiscal Policies and Procedures

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### University Account Procedures

Student organizations are strongly encouraged to utilize the free services offered by the University accounting system rather than opening an account with a private financial institution. All student organizations will have a University account established upon inception.

1. To deposit funds, make balance inquiries, or request periodic account statements, please email [bursar@parker.edu](mailto:bursar@parker.edu).
2. Funds deposited are typically accessed only on a reimbursement basis by submitting a [Student Reimbursement Request Form](#) to the Student Affairs Administrator, along with copies of purchase receipts and speaker agreements if applicable.
3. High dollar amount purchases may be handled directly by the Student Affairs Department, eliminating the need for the student members to make the purchase and then be reimbursed. Please email [AskStudentAffairs@parker.edu](mailto:AskStudentAffairs@parker.edu) for approval and inquiries.
4. Reimbursement for individual member travel expenses should be approved by a vote of the members, up to a predetermined dollar limit for each occurrence. This includes conference registrations, meals, and travel expenses. As a best practice, the club should vote to approve which individuals should be attending and a dollar limit for reimbursement per individual prior to incurring the expense.
5. Student organizations that remain inactive for three trimesters will lose their recognition status and forfeit their fund balance. Forfeited funds are held in a University account and used to fund new clubs.
6. Each new club will receive a one-time distribution of \$200 deposited into their University account from the forfeited funds holding account.
7. For any questions related to reimbursements, purchases, Student Senate funds requests, or periodic forfeited student organization funds distributions, please contact [AskStudentAffairs@parker.edu](mailto:AskStudentAffairs@parker.edu).

### Bank Accounts & Tax Responsibility

Student organizations may establish a bank account with a private financial institution, or they may deposit funds into their University account (recommended). This decision is up to the organization, and banking procedures should be outlined in the organization's constitution.

- Student organizations may **not** open or use a **personal bank account** to house or manage its self-generated revenue.
- To open an account with a private financial institution, the student organization is required to obtain a tax identification number (TIN) from the Internal Revenue Services (IRS)
- When applying for a TIN or opening a bank account, student organizations may not use Parker University's name or any derivatives of it in the organization title. If the student organization wants to indicate its affiliation with Parker University, it may do so by listing "at Parker University" after its title.
- Each organization is responsible for its own tax and financial obligations. Parker University is not responsible for any financial obligation made by a student organization.



- Tax exempt or nonprofit student organizations must provide documentation of their 501(c)3 status to the Coordinator of Student Engagement. Student organizations at Parker are *not* automatically registered as tax exempt or nonprofit.

## Membership Fees

A registered student organization may collect membership fees or dues at a meeting at the beginning of each trimester. However, student organizations are required to provide an alternative option for those students who cannot or may not be able to afford the required membership fee. Fees collected must be included in the annual Fundraising Report and outlined in the organization's constitution. All membership fees should be approved by the Department of Student Affairs and the organization advisor.

## Funding from Student Senate

Active student organizations may apply for funding from Student Senate by submitting a [Student Senate Request for Funds form](#). A maximum of \$300 may be awarded per fiscal year, per organization.

## Fundraising Activities

1. All student organizations and clubs must submit a [Fundraiser Approval Form](#) at least 10 business days before the event. After the fundraiser is complete, the organization must submit a report on the money earned and prizes won. Fundraising examples can be found in the appendix.
2. Per **Texas State Tax Code**, student organizations that are not classified as a 501(c)(3) group can only raise funds **1 day per month** without paying state sales taxes on those funds. Texas law allows a registered student organization to be relieved from state sales tax liability for fundraising sales occurring one day per month or less where sales are for the benefit of the registered organization and do not involve another entity not authorized for solicitation.
3. Student organizations may fundraise *on behalf of a 501(c)(3) non-profit organization* for a total of **14 days per fiscal year**. (501(c)(3) student organizations fall under the 14 days per fiscal year rule if raising funds for themselves.)
4. A registered student organization may advertise or sell merchandise, publications, food, or nonalcoholic beverages, or request contributions, for the benefit of another registered student, faculty member, student organization, or tax-exempt organization.
5. Go Fund Me or similar crowdfunding sites should **NOT** be utilized for fundraising activities.

## Raffles

A registered student organization may sell charitable raffle tickets on behalf of an organization that is authorized to conduct a charitable raffle under the Texas Charitable Raffle Enabling Act, Texas Occupations Code, Chapter 2002, or successor provisions. This must be indicated on the [Fundraiser Approval Form](#).

1. Payment for the purchase of raffle tickets may not be made with University funds or a University issued credit card.
2. The value of a prize awarded through a raffle is considered taxable income to the recipient and may require the student organization to collect identity information from the winner (Form W-9) and report the value of the prize to federal and/or state revenue agencies. Additionally:

- a. Cash or gift cards won from raffles (50-50 or any cash or gift card prize) have no dollar minimum and the Student Organization must collect identity information from the winner (W-9).
- b. For prizes (cash, gift card, or other) valued over \$600, the Student Organization must file a form 1099-Misc with the IRS with a copy to the prize winner.
- c. If the prize won is valued over \$5000, the Student Organization may be required to collect withholding taxes from the prize winner and remit those taxes to the IRS.

**The responsibility of filing required tax forms lies solely with the Student Organization, and Parker University bears no responsibility for the collection and reporting of this information.**

## Use of University Facilities

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Only approved student organizations and clubs may request use of the University facilities. To reserve space on campus for meetings, fundraisers, speaker presentation, etc. a request must be submitted via the [Student Organization Room/Event Request Microsoft Form](#). All requests are approved on a first come, first served basis, therefore student organizations are not guaranteed the same room for every meeting or every trimester.

**Technique clubs:** Technique Clubs must utilize Adjust Time for practicing or demonstrating techniques. This is to ensure that proper supervision of adjustments can be maintained. Technique clubs that wish to host a speaker, both external and those employed by Parker University, must also utilize Adjust Time for the event. This will mean that by default, all speaking events hosted by an organization will be open to all Chiropractic Students.

**Requesting Adjusting Labs:** Technique Clubs (and any club) that will be adjusting or wanting to meet in an Adjusting Lab must have their Advisor email the Dean of Student Affairs and Coordinator of Student Engagement to request the room and confirm that they will be present during the club meeting(s).

The Faculty Advisor and/or the President of the student organization, club, shall be personally responsible for maintenance and security of the University facilities and equipment.

No events will be scheduled during finals week or during campus closures.

## Guidelines for Invited Speakers

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### Meetings with Faculty/Staff as Speakers:

Regular full/part-time faculty and staff may be invited to speak or make presentations. Faculty and staff speakers are prohibited from charging fees, accepting donations or gratuities, and accepting gifts with more than a \$25 value; however, they may be reimbursed for the cost of supplies or handouts, with proper documentation. The advisor is not required to attend. In the absence of the advisor, the student organization President is responsible for the maintenance and security of the meeting room and equipment. Student Affairs will not give access to these computers for any club or organization. Clubs/Organizations must provide the name and department of the internal speaker in the [Student Organization Room/Event Request Microsoft Form](#).

### Meeting Guidelines for Outside Speakers (Non-adjusting):

Meetings with **outside speakers (in-person or virtual) who will not be demonstrating or practicing adjustments (non-university employees):** Student organizations and clubs may invite speakers, subject to the approval of the University Speaker Committee, for meetings, workshops or seminars sponsored by student organizations/clubs.

1. In addition to booking the room, a completed [Outside Speaker Approval Packet](#) consisting of the items below must be submitted for approval at least **10 working days prior to the event** for both chiropractors

and unlicensed (in-person or virtual) speakers in-and-out of the state of Texas. Speaker agreement paperwork will not be accepted if it is less than the required number of days prior to the event; there will be no exceptions to this policy. No event may be scheduled, advertised, or otherwise promoted until approved by the University Speaker Committee.

- a. Signed and dated *Outside Guest Speaker Agreement and Application Form*
  - b. Updated Curriculum Vitae (CV) or résumé
  - c. Presentation Outline
  - d. Materials (optional)
2. **Meetings held require the attendance of the advisor or their designee and must be livestreamed if presenting on campus or recorded if presenting virtually. Recordings must be sent to the Coordinator of Student Engagement.** Advisors or their designee must introduce the speakers on the vodcast or recording.
  3. **Meetings or events with outside speakers are limited to Monday-Friday 8am-5pm timeslots unless prior approval is given by the Dean of Student Affairs.**
  4. Outside speakers must possess appropriate and verifiable credentials and training.
  5. If an outside speaker is approved, they will be eligible to speak up to two times in the 12-month period following the approval, unless a request is submitted to the Speaker Committee through the Coordinator of Student Engagement. After the year has concluded, they will need to re-apply. Speaker agreements, if approved, are only in good standing for one year.
    - a. Speakers who have been previously approved and are still within their approval year will need to submit the [Proposed Presentation and Outline Form](#) for review by the Speaker Committee. Organizations are encouraged to provide speakers with the [Outside Speaker Policy and Rules](#).
  6. Organizations will only be approved for 3 guest speakers per trimester.
  7. Outside speakers are prohibited from promoting seminars or selling products or services.
    - a. Should an outside speaker or organization break the speaker agreement or solicitation policy, the club or organization will be subject to sanctions determined by the Dean of Student Affairs and Coordinator of Student Engagement. Violation of this policy may result in the suspension of the student organization/club and/or disciplinary action against the President. Additionally, the speaker or organization's approval to speak may be revoked and future opportunities denied.
    - b. Student organization advisors **must** be present during an outside speaker's presentation to a club or organization to ensure that all policies and procedures laid out in the speaker agreement or by the committee are being followed.
  8. Speakers may not receive a speaker's fee. Student organizations/clubs may reimburse speakers for travel and lodging expenses when appropriate documentation is provided to the Dean of Student Affairs. Speakers may be reimbursed by the student organization/club for reasonable expenses of handouts and supplies. The University will not be responsible for any reimbursement to speakers.
  9. When a fee is charged for a seminar sponsored by a student organization, the club must submit a [Request for Fundraiser form](#) by the deadline. If the request is approved, all fees must be deposited in the student organization Parker University account, a list of all students who attended must be submitted along with a

fundraiser report.

### Meeting Guidelines for Outside Speakers (Adjusting):

Meetings with **outside speakers who will be demonstrating or practicing adjustments (non-university employees)**: Student organizations and clubs may invite speakers, subject to the approval of the University Speaker Committee, for meetings, workshops or seminars sponsored by student organizations/clubs.

1. In addition to booking the room, a completed [Outside Speaker Approval Packet](#) consisting of the items below must be submitted for approval at least **10 working days prior to the event for Texas chiropractors** and **30 days prior to the event for out-of-state chiropractors**. Speaker agreement paperwork will not be accepted if it is less than the required number of days prior to the event; there will be no exceptions to this policy. No event may be scheduled, advertised, or otherwise promoted until approved by the University Speaker Committee.
  - a. Signed and dated *Guest Speaker Agreement and Application Form*
  - b. Updated Curriculum Vitae (CV) or résumé
  - c. Presentation Outline
  - d. Materials (optional)
  - e. Additionally, speakers who will be demonstrating or practicing adjustments must submit a video demonstration of each technique they will be presenting at their presentation for review. The speaker will need to clearly name the technique and that name must match the information provided in the speaker's submitted outline.
2. **Meetings held require the attendance of the advisor or their designee and must be vodcast if presenting on campus. Meetings that demonstrate adjusting techniques are not permitted to be virtual.** Advisors or their designee must introduce the speakers on the vodcast.
3. **Meetings or events with outside speakers that are adjusting are limited to Adjust time ONLY.** This is to ensure that we have enough faculty present to supervise adjusting.
4. Outside speakers must possess appropriate and verifiable credentials and training. Out of state speakers will need to acquire a temporary license for adjusting presentations.
5. **All adjusting presentations must be within Parker University curriculum. Techniques not in our curriculum will not be performed, even under the supervision of a licensed doctor.**
6. If an outside speaker is approved, they will be eligible to speak up to two times in the 12-month period following their approval, unless a request is submitted to the Speaker Committee through the Coordinator of Student Engagement. After the year has concluded, they will need to re-apply. Speaker agreements, if approved, are only in good standing for one year.
  - a. Speakers who have been previously approved and are still within their approval year will need to submit the [Proposed Presentation and Outline Form](#) for review by the Speaker Committee. Organizations are encouraged to provide speakers with the [Outside Speaker Policy and Rules](#).
  - b. If the speaker intends on adjusting, a new video must be submitted as outlined in guideline 1 above.
7. Organizations will only be approved for 3 guest speakers per trimester.
8. Outside speakers are prohibited from promoting seminars or selling products or services.
  - c. Should an outside speaker or organization break the speaker agreement or solicitation policy, the club

or organization will be subject to sanctions determined by the Dean of Affairs and Coordinator of Student Engagement. Violation of this policy may result in the suspension of the student organization/club and/or disciplinary action against the President. Additionally, the speaker or organization's approval to speak may be revoked and future opportunities denied.

- d. Student organization advisors **must** be present during an outside speaker's presentation to a club or organization to ensure that all policies and procedures laid out in the speaker agreement or by the committee are being followed.
9. Speakers may not receive a speaker's fee. Student organizations/clubs may reimburse speakers for travel and lodging expenses when appropriate documentation is provided to the Dean of Student Affairs. Speakers may be reimbursed by the student organization/club for reasonable expenses of handouts and supplies. The University will not be responsible for any reimbursement to speakers.
10. When a fee is charged for a seminar sponsored by a student organization, the club must submit a [Request for Fundraiser Form](#) by the deadline. If the request is approved, all fees must be deposited in the student organization Parker University account, a list of all students who attended must be submitted along with a fundraiser report.

Common reasons why speakers are not approved:

- Not turning in all required documentation prior to deadline (10 BUSINESS days for Texas and non-adjusting speakers, 30 days for out of state adjusting speakers)
- Not completely filling out *speaker request forms*
- Speakers having sanctions on the license at time of request
- *Fundraiser request form* not submitted when necessary
- Speaker's sole presentation involves promotion of their own seminar or products
- Request is for speaker to demonstrate techniques that are outside of Parker University curriculum



## Food Safety

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All registered and approved student organizations or clubs can provide food during their events or meetings held on campus; however, they must complete the following process:

### Off-campus provider:

- Individuals involved with external service providers or vendors are not permitted to provide food for organizations.
- Notify the Coordinator of Student Engagement that you will be utilizing off campus food on your [Student Organization Room/Event Request Form](#) reservation for approval.

### On-Campus provider: (i.e. SAGE)

- Communicate when submitting the [Student Organization Room/Event Request Form](#) that you would like to request SAGE to cater your event by notifying the Department of Student Affairs.
- Please type, *in detail*, your requested items, budget, and number of individuals.
- Contact SAGE Dining to set up a meeting to discuss your catering needs.
- Submit a detailed quote from SAGE to Student Affairs, this quote will need to include any food, beverages, set-up/breakdown, plates, cutlery, cups, table dressings, etc. that SAGE is expected to provide for the event.
- Organization accounts must have enough funds to cover the expenses outlined in the quote from SAGE.

### Lunch and Learns or Outside Speaker Meetings:

Student organizations, clubs or classes are not required to use SAGE for an event but will need to submit the [Student Organization Room/Event Request Form](#) to reserve space on campus.

## Marketing and Posting Guidelines

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Student Organizations social media pages, including but not limited to Twitter, Instagram, Facebook, TikTok, Microsoft Teams, etc., should be public. Be aware that any postings within these groups should be within the Student Code of Conduct and the *Student Organization Handbook*.

All student organizations must have their flyers, posters, and banners approved by the Department of Student Affairs. Any marketing that is posted on University bulletin boards without an approval stamp will be taken down immediately. Student organizations may only post approved posters, banners, or flyers in the approved locations, bulletin boards in classrooms and around campus and/or virtually.

The Parker University name or logo may not be used in the advertisement or promotion of any services, workshop, meeting, etc., without the written approval from the Marketing Department. Violation of this policy may result in the suspension of the student organization/club.

Designated Meeting/Event Request officers can upload their event flyers when submitting the [Student Organization Room/Event Microsoft Request Form](#). This will allow the Coordinator of Student Engagement to automatically begin promoting your event on social media, submit to the digital screens, and approve flyers for posting on campus bulletin boards. This will not include putting flyers around campus but can include providing printed flyers if requested.

Chalking is prohibited on the Parker University campus. Student organizations found in violation of this policy will be subject to consequences set forth by the Coordinator of Student Engagement and/ or Dean of Student Affairs.

## Checklists

Speaker Application Process	Events
<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify with speaker and advisor date/time and content</li> <li><input type="checkbox"/> Send speaker the <i>Outside Speaker Application Packet</i></li> <li><input type="checkbox"/> Have speaker read through and complete the Speaker portion</li> <li><input type="checkbox"/> Speaker submits completed form, CV or Resume, additional materials (optional), and video demonstration, if applicable, of their presentation to org</li> <li><input type="checkbox"/> Org and advisor will complete the appropriate portions of the form</li> <li><input type="checkbox"/> Submit all paperwork and request a room to the Coordinator of Student Engagement</li> <li><input type="checkbox"/> Create advertisements for event <u>Once speaker is approved:</u></li> <li><input type="checkbox"/> Submit advertisements for approval</li> <li><input type="checkbox"/> Receive confirmation of room reservation</li> <li><input type="checkbox"/> Communicate with speaker to ensure they know where and when to meet you prior to the event</li> <li><input type="checkbox"/> Communicate to ensure that advisor will be present</li> <li><input type="checkbox"/> Host event</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Come up with theme, location, time, date and reason for event with org officers and/or members</li> <li><input type="checkbox"/> Check with Calendar to ensure there are no conflicting events</li> <li><input type="checkbox"/> Reserve room via the Student Organization Room/Event Request Form</li> <li><input type="checkbox"/> Communicate any needs beyond room to Coordinator of SE (can also schedule a meeting to discuss logistics!)</li> <li><input type="checkbox"/> Set a budget as needed (save receipts!)</li> <li><input type="checkbox"/> Create advertisement plan for event</li> <li><input type="checkbox"/> Purchase or rent all items that are needed</li> <li><input type="checkbox"/> Create an agenda with start/stop times, content</li> <li><input type="checkbox"/> Delegate responsibilities and have check-ins with responsible parties</li> <li><input type="checkbox"/> Have event</li> <li><input type="checkbox"/> Clean up area</li> <li><input type="checkbox"/> Evaluate the event with involved members to see what went well and what improvements can be made</li> </ul>

<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine time, location, and type of fundraiser</li> <li><input type="checkbox"/> Verify no other fundraisers are taking place via the calendar</li> <li><input type="checkbox"/> Fill out <i>Fundraising Request form</i></li> <li><input type="checkbox"/> Receive approval for fundraiser and/or make changes that are requested</li> <li><input type="checkbox"/> Advertise fundraiser</li> <li><input type="checkbox"/> Have event</li> <li><input type="checkbox"/> Deposit funds into account based on organizational policy</li> <li><input type="checkbox"/> Complete <i>Fundraiser Report Form</i></li> </ul>	<p><b>Advertisement</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create flyer</li> <li><input type="checkbox"/> Email or submit to the Coordinator of SE for approval <ul style="list-style-type: none"> <li>○ Emailed flyers can also be posted to the Student Affairs Social Media once approved</li> </ul> </li> <li><input type="checkbox"/> Once approved and stamped, distribute flyers around campus</li> <li><input type="checkbox"/> After event, remove flyers from campus</li> <li><input type="checkbox"/> It is encouraged to submit a write up for the alumni newsletter if your event is something the organization wants to brag about!</li> </ul>
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## Appendix

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All forms can be found in the Department of Student Affairs and online at [https://my.parker.edu/ICS/Campus Life/Student Affairs/Forms/](https://my.parker.edu/ICS/Campus_Life/Student_Affairs/Forms/)

### **Sample Constitution \*This is a sample, and you should discuss with officers the exact content of your organization's constitution\***

#### Constitution for (*Organization Name*)

- Article I.     Name (required)  
The name of this student organization shall be Parker in the Public
- Article II.    Purpose and Goals (required)  
Section I.     Purpose  
The purpose shall be to represent Parker University at area events.
- Section II.    Goals  
The major goals of this organization will be to 1) help Parker University become better known in the community and to 2) encourage area business to support Parker University.
- Article III.   Membership (required)  
Section I.     Eligibility  
Any member of the student body may apply for membership.
- Section II.    Selection Process  
Application for membership will be open at the beginning of each trimester.
- Section III.   Attendance  
Attendance at all meetings and organizational events is mandatory. Only recognized excuses will be accepted. No more than two unexcused absences will be accepted.
- Section IV.   Removal Procedures  
Any member or officer having two unexcused absences a trimester shall be removed from the organization. A quorum of 50% plus 1 (one) must be present at the meeting and a 2/3 (two-thirds) vote must be obtained in order to remove the individual.
- Article IV.   Officers (required)  
Section I.     Requirement for Officers  
The officers in this organization must meet the following requirements: 1) be a full-time student at Parker University, 2) have at least a cumulative GPA of 2.0 or above, 3) be subject to removal from office by the organization's advisor should the student fail to maintain the requirements as prescribed in 1 and 2 above.
- Section II.    Officers and Duties  
President – The President shall preside over regular and executive meetings, coordinate group activities, and communicate with the officers and sponsors on all matters.

Vice President – The Vice President shall assist the President and preside over meetings in the absence of the President.

Secretary – The Secretary shall record minutes at all business meetings, check attendance at functions, and receive and review excuses for absences.

Treasurer – The Treasurer shall collect dues, pay bills, oversee the monetary transactions including fund raising and social functions, and prepare and maintain the annual budget.

Section III. Executive Board (recommended) describes the special responsibilities and powers given to the Executive Board. Determine who can enter into contracts on behalf of the student organization.

Section IV. Election Process  
Elections shall be held at the first regular meeting during the fall trimester.

Section V. Officer Removal  
Provisions for removal of an officer will be discussed following a member/officer complaint. After this, a vote will be held at the next meeting, that meeting must have greater than 75% of active member attendance. All organization members will be given 5 days' notice that the vote will be taken. If 75% attendance is not reached, vote is forfeited and the removal of the officer cannot go forward. To remove an officer, 2/3's vote is required from active members.

## Article V.

### Meetings (required) Section I.

#### Regular Meetings

Regular meetings shall be held every second and fourth Monday of the month in the Student Activities Center at noon.

Section II. Quorum  
A quorum shall consist of 50% plus 1 (one) of the membership. A quorum must be present in order to conduct official business.

## Article VI. Voting (required)

Voting will occur for any club decision involving money or disbursement of club funds. The winning vote must be club majority and conducted in a face-to-face manner, i.e. club meetings.

## Article VII. Finances (recommended)

### Section I. Dues

Dues shall be determined per academic year and will be collected from all members of the organization.

### Section II. Banking

All funds belonging to this organization shall be deposited and dispersed through the accounts set up in the business office. All funds must be deposited within 24 hours after collection. The advisor of this organization must approve and sign each expenditure before payment.



Article VIII. Amendments and Revisions (required)

This constitution may be amended by a 2/3 (two-thirds) vote of the active membership subject to the approval of the Dean of Student Affairs.

**OPTIONAL ARTICLES**

*Additional articles that may be included are: Elections, Statement of National/Local Affiliation, Advisors, Organization History (when established, calendar of regular events, etc.).*

**DATE ADOPTED:** *(Date)*

**DATE LAST AMENDED/APPROVED:** *(Date)*

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Advisor's Signature

## Sample Risk Management Policy

**\*Please note that all organizations and clubs are required to develop a Risk Management Policy per Texas legislation (HB 2639)**

### *Student Organization Risk Management Policy Template*

#### **RISK MANAGEMENT POLICY**

#### **FOR**

*(Organization Name)*

#### **ALCOHOL AND DRUGS**

State your organization's position on alcohol consumption in relation to events, programs, travel, etc. Keep in mind that Parker University is a "dry campus" and has no tolerance in relation to the use, sale, or possession of drugs. Please reference the following:

#### **HAZING**

State your organization's position on hazing. See the following references:

#### **ORGANIZATION EVENTS AND MEETINGS**

Describe how you will prevent and handle the occurrence of the following possible situations at an event or meeting: offensive comments or language, bad weather, negative publicity for the organization or University, injury, loss, and other potential hazards. Include plans for how your organization will address safe food handling and disability access and accommodations.

#### **RISK MANAGEMENT EDUCATION**

Explain how your organization will educate members on your risk management policy and the University regulations expressed at Student Organization Orientation. List the topics you will discuss and method(s) you will use to educate your organization members.

#### **SEXUAL HARASSMENT**

State your organization's position on sexual harassment. In the event that you or a member of your organization feels that they have been a victim of sexual harassment, please contact the Dean of Student Affairs.

#### **TRAVEL**

List guidelines for your organization while traveling. These could include vehicle safety, first aid, weather, emergency contacts, accountability for traveling individuals, group bus vs. individual vehicles, equipment inventory, advisor attendance, and any other topic you deem necessary. Ensure that your organization complies with the University Travel Policy. **ADJUSTING (optional)**

Organizations interested in providing adjusting opportunities MUST remind students that it is against the Student Code of Conduct to adjust without a faculty member present. Including this information in your Risk Management policy can help ensure your membership is aware of this stipulation.

#### **OPTIONAL SECTIONS**

Some additional sections you can consider are: Finances, Personal and Organizational Liability, and Discipline Procedures.

## Event Checklist

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This form can be used as a guide in effectively planning and evaluating an event. This is a general guideline and some items may not apply for your given event.

- ☐ Check the Parker University calendar and with the Coordinator of Student Engagement to make sure there are no conflicting events
- ☐ Room and Facility Reservations
  - Submit the [Student Organization Room/Event Request Microsoft Form](#)
  - Make sure that you request the set up desired (chairs, tables, etc.)
- ☐ Budget-As needed
  - Check budget to see if adequate funds are available
  - Turn in all check requests, receipts, etc. for approval.
- ☐ Publicity
- ☐ Materials
- ☐ Agenda
  - Contact Student Affairs to see what options are available
  - Purchase or rent equipment needed.
  - Purchase food, drinks, plates, napkins, etc.; Provide paper, pens, pencils, etc.
  - Have a written agenda
  - Start and stop the meeting or event on time
  - Confirm future meetings and assignments
  - Delegate responsibilities
  - ☐ After your meeting, make sure to clean up your location
  - ☐ Evaluation
    - Write down procedures used in planning the event. This will help the next person planning the event.
    - Ask these questions:
    - What went wrong? Why?

- What was successful? Why?
- What could we change next time to improve the event?
- Do we need to have this event again?

## Promotion and Publicity for an Event

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If you want people to attend your event, meeting, or activity, you must make them aware of when it is going to happen. Here are some considerations when publicizing your event.

### ☐ Notify Student Affairs

- Make sure to notify the Department of Student Affairs of your event or activity. If approval is needed, complete the approval process before proceeding.

### ☐ Timing

- Put up promotional materials soon enough for others to make plans to participate. The closer you get to an event; you may want to use several types of publicity.

### ☐ Appeal

- The materials should appeal to the people you want to attend the event. This depends on the theme, event, and when the event will take place.

### ☐ Location

- Place publicity materials in approved high traffic areas.

### ☐ Information

- Be sure to include all the information that a person may want to know.

Who...what...when...where...how much? These are vital questions that need to be answered within your publicity piece. Be sure to include your organization's name as the group sponsoring the event. You should publicize your group as well as the event.

### ☐ Coordination

- Delegate publicity duties to several individuals. Everyone on the group should personally invite others to attend.

### ☐ Budget

- Check your budget. It is important to invest money into the area of publicity.

### ☐ Evaluate

- Write down what types of publicity were used. Then think about some other ideas that could have worked.

Events can be publicized on bulletin Boards, the digital screens, and social media. However, here are some more creative ways to inform Parker University of your event. Examples:

- Beach Balls – write your group’s information on a beach ball
- Buttons – use buttons to promote your event. This could also be used as tickets to an event.
- Fortune Cookies – made up with information regarding upcoming events
- Free Tickets – give away free tickets to events that you intended to offer for free anyway
- Hats – wear paper hats with your message printed on them
- Helium Balloons – print information on balloons and place them throughout different locations campus
- Parking Lot Greeters – pass out information about your event to students in the parking lot
- Ping Pong Balls – write the information on them and put them into circulation in the activity center
- Popcorn Bags – list upcoming events on a free bag of popcorn
- Printed Shirts – advertise you event in the design of a t-shirt. You can purchase “iron-ons” for most printers at a local office supply store.
- Sandwich Board – hang them on people and have them walk around campus informing other of your event.
- Student Newsletter- email the Coordinator of Student Engagement with information the Thursday prior to the newsletter you would like information to appear in.
- Student Affairs social media- email the Coordinator of Student Engagement with information 2 days prior to deadline for information to appear. Please include any images you would like to associate the activity/event with (flyer, speaker headshot, etc