

## **Outside Campus Speaker Policy and Rules for Student-Lead Events**

### **Student Organization Handbook Policy Statement**

Student organizations and clubs may invite outside speakers, subject to the approval of the university, for meetings, workshops or seminars sponsored by student organizations, clubs and cohorts. 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 non-Adjusting speakers (in-person or virtually) originating in Texas or out-of-state. Adjusting speakers originating in and/or licensed in the state of Texas must submit below for approval **10 working** days prior to the event. Adjusting out-of-state speakers must submit below for approval **30 total days prior** to the event. Out-of-state speakers who wish to adjust as part of their presentation will be required to submit a temporary license to adjust prior to their presentation.

### **Administrative Rules**

**The Parker University Student Clubs and Organizations speakers are expected to adhere to the following rules.**

- **CREDENTIALS.** Speakers who present in any capacity for Parker University Clubs, Organizations and/or cohorts must have and submit to the University a complete and up-to-date current curriculum vitae or resume and an outline of the presentation (s) and/or seminar series to be presented.
- **TRAVEL.** Student organizations, clubs and cohorts may reimburse speakers for airfare, when appropriate documentation is provided to the Dean of Student Affairs and Coordinator of Student Engagement may be reimbursed by the student organization, club and/or cohort for reasonable expenses of handouts and supplies. The University will not be responsible for any reimbursement to speakers.
- **EXPENSES.** Speakers may not receive a speaker's fee. Speakers may be reimbursed by the student organization, club and/or cohort for reasonable expenses of handouts and supplies. The University will not be responsible for any reimbursement to speakers.
- **ARRIVAL TIME.** Speakers are to arrive at the speaking location at least 20 minutes prior to the beginning of the scheduled event time.
- **ATTIRE.** Appropriate professional attire is expected.
- **LANGUAGE.** Appropriate and professional language is expected.
- **CANCELLATION.** Any speaker wishing to cancel must provide 10 business days' notice prior to the scheduled date of the event.
- **SPEAKER PRESENTATION CONTENT.** All speaker presentations must:
  - Be **informational** and **not** promotional. Invited speakers are not allowed to distribute promotional material nor sell programs, events, products, or services. No selling will be tolerated.
  - Support and align with the educational Mission of the University and its Tenets, Educational Principles, Philosophy Statement, and any other official guiding principles of the University.
  - Be presented in a manner that complies with the University's policies, as well as local, state and federal laws.
- **NO SOLICITATION.** Invited speakers are not allowed, at any time, to distribute promotional material nor sell programs, events, products, or services. Speakers may also not solicit the audience for a mailing list. No selling will be tolerated.

- **RESPECT FOR THE UNIVERSITY AND UNIVERSITY PROGRAMS.** As a speaker co-sponsored by a student club, organization and/or cohort affiliated in any way with Parker University each speaker agrees that they will not depreciate or demean any technique, method of practice, or philosophy, and that they will not make any derogatory remarks about any university, college, organization, individual, or other profession and/or seek to create controversy. **Speakers will not represent another college or university in an attempt to recruit current or future students nor solicit funds for another institution.**
- **CAMPAIGNING.** Speakers will not engage in any political campaigning on the Parker University campus. Speakers may encourage students to vote in an election but shall not ask them to vote for (or against) a particular candidate or proposition.
- **SPEAKER ENDORSEMENT.** The provision by the University of a forum for speaker presentations in no way implies University approval or endorsement of the views expressed by the invited speaker.
- **LIABILITY.** In the event that any claim or suit is brought against Parker University due to action representations, or behaviors of the Speaker, the Speaker shall pay for legal counsel chosen by Parker University to defend against same. It is agreed and understood that any opinions expressed by the speaker, orally or in writing, are their own and not those of Parker University.
- **DRUG AND ALCOHOL USE.** No speaker shall engage in the use, possession, or distribution of illegal or recreational drugs or alcohol before or during a seminar, or in any time frame that might affect the seminar presentation or the speaker's ability to perform their speaker services.
- **SEXUAL OR OTHER UNLAWFUL HARASSMENT/DISCRIMINATION.** Sexual or other **unlawful harassment or discrimination is not tolerated in any capacity.**
- **ADJUSTING POLICY.** Presentations that are oriented toward adjusting and technique information are to utilize set-ups demonstration only. **The student organization advisor and additional faculty must be present.** Speaker must obtain a temporary Texas license if traveling and/or licensed from out of state. All techniques shown/practiced must fall under Parker University curriculum. **Speakers cannot demonstrate adjustments that have not received prior approval.**
- **AUDIOVISUAL.** The Speaker is always responsible for bringing their own laptop. Speakers may use the A/V equipment provided in each classroom. All presentations, both virtual and in person, will be recorded for review.
- **VIOLATION OF THE AGREEMENT.** Should an outside speaker or organization break the speaker agreement or solicitation policy, the club, organization and/or cohort 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 its President and/or disciplinary action against the cohort President, if applicable. Additionally, the speaker or organization's approval to speak may be revoked and future opportunities denied.
- **ADVISOR'S RESPONSIBILITY.** 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.