



The University of Texas at Austin  
**Student Activities**  
*Office of the Dean of Students*

# **Community Meeting for Student Organizations**

## **Spring 2024 Information for Student Organizations**

### **January 18, 2024**

# Student Activities Staff



**Sade Dawson-Love**  
Director



**Miriam Ferede**  
Coordinator



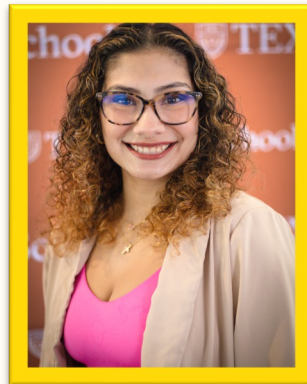
**Abby Lou**  
Graduate Assistant



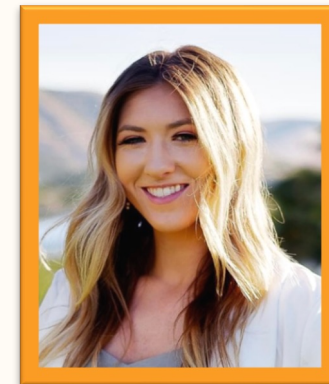
**Brian Connelly**  
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Temporary Assistant



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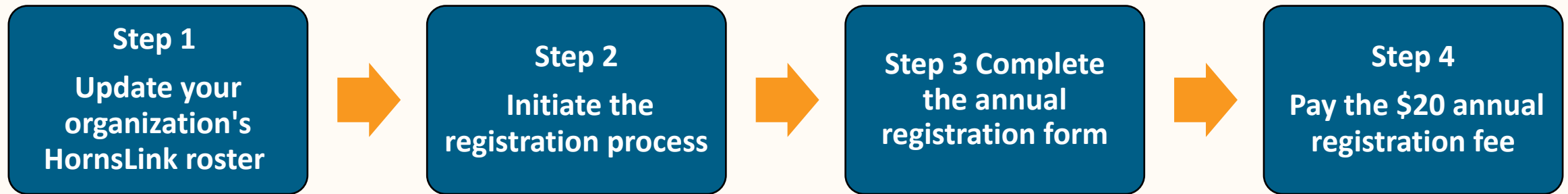


# UNIVERSITY COMPLIANCE



# Annual Registration

All student organizations are required to complete an annual registration process in the spring:




Organizations that do not complete annual registration will be frozen. If the org. is frozen for 2 years, the status will change to inactive.

Annual registration is open!  
**January 2-February 23, 2024.**



# Senate Bill 17

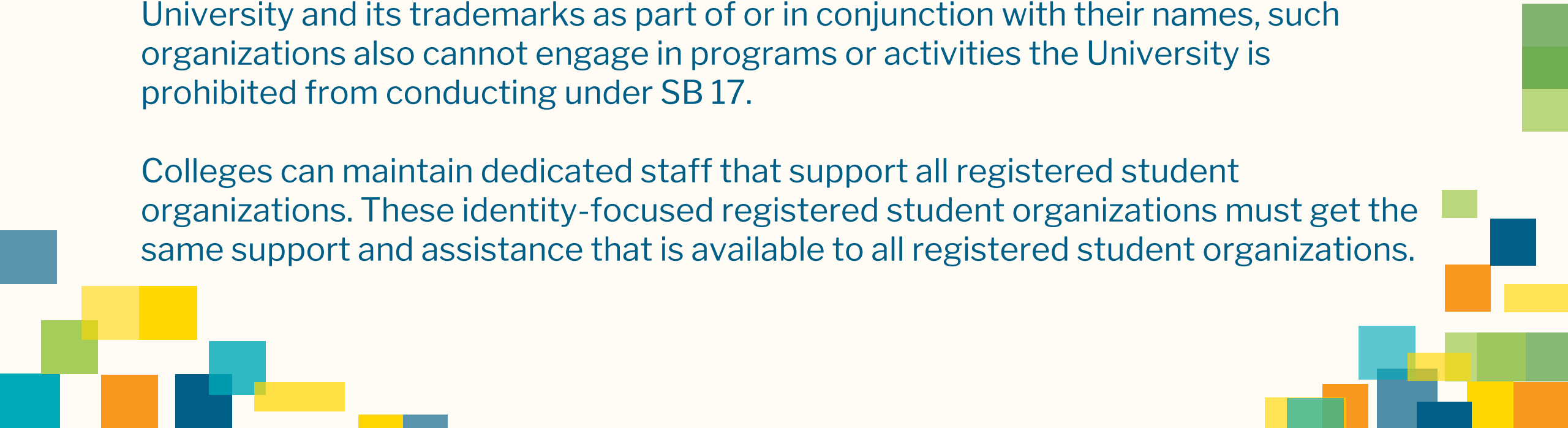
## *Will my student organization be impacted by this bill?*



Registered Student Organizations (RSO) are exempt from SB 17's prohibitions.

Since Sponsored Student Organizations (SSO) are significantly funded by the University, require dedicated employee support, and may use the name of the University and its trademarks as part of or in conjunction with their names, such organizations also cannot engage in programs or activities the University is prohibited from conducting under SB 17.

Colleges can maintain dedicated staff that support all registered student organizations. These identity-focused registered student organizations must get the same support and assistance that is available to all registered student organizations.



# Senate Bill 17 Cont.

***May an institution provide funding to a registered student organization that is organized in reference to race, color, ethnicity, gender identity, or sexual orientation?***

Yes, if provided to all student organizations in a neutral manner without regard to the specified classifications. Student activity fees may be used for all registered student organizations. Allocating student activity fees to a registered student organization is not a “special benefit” and does not negate the application of the bill’s exception if such funds are made available to all registered student organizations.

Student organizations also are allowed to raise funds independently. Other institutional funds that are not from student activity fees, if used to support student activities, must be implemented in a neutral manner without regard to race, color, ethnicity, gender identity, or sexual orientation.

# Fundraising

## **How often can student orgs. fundraise?**

As many times as you want.

## **Is there a limit that my org. can raise?**

No.

## **Does my org. have to file taxes?**

Yes. Income generated over \$600 has to be filed with the IRS if you are not a non-profit organization recognized by the government.

## **How do I inform Student Activities?**

Amount raised for the year must be reported in your annual registration submission.



# Trademark Policy

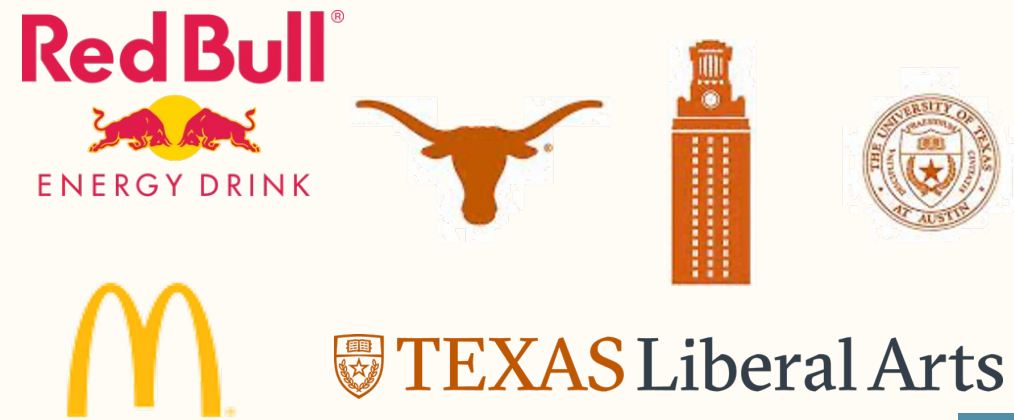
RSOs cannot use the name of The University of Texas at Austin, an abbreviation of the name, or any of its trademarks or logos in its name.

Sponsored student organizations are an official extension of the university and may use protected university logos and marks in accordance with the guidelines for each mark. *Recently separated SSOs can no longer use trademarks and may need to change their website and organization name, if needed.*

## RSO Examples:



## RSO Prohibited Usage:



# Guest Speakers

A guest speaker is not a student, faculty member or staff member.

## ***Guest speakers may:***

- Make speeches
- Give performances
- Lead discussions
- Distribute literature

## ***Guest speakers may NOT:***

- Help staff the organization's table or exhibit
- Address potential listeners who have not chosen to attend the event
- Solicit for her or his off-campus business, organization or service

To obtain approval, book an event consultation in advance with Student Activities.



# Room Reservations – Indoor

## Important Dates

- Fall reservations open: 1st Tuesday in May
- Spring reservations open: 1st Tuesday in November

## HornsLink

- Semester-long requests must be for one day of the week (e.g. every Tuesday from ENTER DATE)
- Be aware of no-class days (e.g. some days fall during breaks)
- The more building and room options, the better!



# Room Reservations – Outdoor

## Mazevo

- *Outdoor Space requests* must be submitted through Mazevo
- Visit [Find a Space](#) on our website to review available spaces by capacity or feature

## Guidelines

- All outdoor reservation requests must be submitted through Mazevo **at least 21 days** in advance of the proposed event.
- You must complete an [Outdoor Event Consultation](#) with Student Activities **at least 14 days** in advance of the event.





# Title IX Reporting



The University of Texas at Austin  
Title IX

Please file a report once you become aware of any Title IX incident: <https://titleix.utexas.edu/>

If you are a part of a SSO, you are an official extension of the university and are required to report any Title IX issues in your organization. RSOs are highly encouraged to report as soon as possible.

## **Title IX Office**

Student Services Building (SSB)  
4.204

100 W. Dean Keeton Suite 4.204  
Austin, Texas 78701

### **Email:**

[titleix@austin.utexas.edu](mailto:titleix@austin.utexas.edu)

**Phone:** [512-471-0419](tel:512-471-0419)

# Tabling

To display literature, disseminate information and opinions, and raise funds

No advance permission is required. Reservations are helpful in securing a desired location


Allowed in common outdoor areas on campus

Must not disrupt other functions and interfere with vehicular and pedestrian traffic

Allowed in any **large, open, indoor** university buildings with permission




# Amplified Sound



**Amplified sound** means sound whose volume is increased by **any** electric, electronic, mechanical, or motor-powered means.

Organizations may use amplified sound on campus at designated times and locations.

***Advance permission is required.  
Schedule a general consultation with Student Activities.***



*Shouting, group chanting, and acoustic musical instruments are exempt from this definition but are subject to general rules on disruption.*



# Amplified Sound Cont.

Amplified sound is permitted on weekdays in nine areas on campus with approval from Student Activities staff. The areas in which amplified sound may be used on weekdays include:

- The West Mall Amplified Sound Area (11:30 a.m.-1:30 p.m.)
- The Union Patio Amplified Sound Area (11:30 a.m.-1:30 p.m.)
- The Winship Circle Amplified Sound Area (8 a.m.-5 p.m.)
- The Battle Oaks Amplified Sound Area (8 a.m.-5 p.m.)
- The Mustangs Amplified Sound Area (8 a.m.-5 p.m.)
- The San Jacinto Amplified Sound Area (8 a.m.-5 p.m.)
- The LBJ Fountain Amplified Sound Area (8 a.m.-5 p.m.)
- The 2609 University Avenue courtyard (8 a.m. - 5 p.m.)
- The Creekside Residence Hall Lawn (8 a.m. - 5 p.m.)



# A-Frames

## What is an A-Frame?

A-Frame is a temporary structure built and used by student organizations to **advertise events and other information about your organization**

## How do I obtain an A-Frame?

A student organization must submit an A-Frame (RSO) reservation request through the Mazevo Reservation System and have that request confirmed by Student Activities before placing an A-frame on campus.

## When do I have to remove my A-Frame?

A-frames must be removed on or before the date of expiration. If an A-frame is not removed on time, it will be removed by Student Activities.



# Signage on campus

Please share flyers on bulletin boards with permission.

Make A-Frame and exhibit reservations.

Do not put stickers on university property or light poles.

You can pass out literature any time, any where on campus. You cannot tape it to buildings or walls.

**Please do not place flyers or pictures**

In elevators,  
On light posts,  
On building doors,  
On A-Frames that belong to another org. or dept.

**without talking to a building manager first.**

# Travel

## Student Organization Travel

HornsLink: [Student Org. Travel Request](#)

Per law and institutional rules, you must register your travel if you are going:  
More than 25 miles from campus and/or  
Overnight

We encourage orgs. to explore Texas and the world together!





# UPCOMING EVENTS



# Spring Student Org. Fair

January 31, 2024  
William C. Powers Student Activity Center  
**10-3 p.m.**

This event is co-hosted by Texas Union.  
It is open to all students!



# Chats with Student Activities

**Chats with Student Activities** are focus group opportunities that we host each semester to get direct information from student organization members.

Free dinner is provided to students in attendance. We send formal invites to specific organizations via e-mail. Your selected organization representative must RSVP.

Spring 2024 chats are listed under Student Activities forms in HornsLink:

**February 21**

**March 27**

**April 3**

We need your participation to enhance our services for you!



# Horns Against Hazing



Horns Against Hazing will equip Longhorns with the skills necessary to recognize the signs of hazing, as well as empower you to make the small courageous decisions to intervene and create a positive impact!

*ENCOURAGE YOUR MEMBERS TO RSVP*

*EVENT WILL BE HOSTED **MARCH 5!***

# UT Marketplace



March 6, 2024  
Speedway & Gregory Plazas  
**10-3 p.m.**

This event is co-hosted by Texas Student Media. It is open to everyone!

UT will be filled with potential employers, service providers, food purveyors, apartment buildings, and more.

## Workshops

### Our office hosts three types of workshops for student organizations:

- Live workshops
- Panel Discussions
- Online Workshops

Recruitment and Retention of Organization Members

Constitutions (Online)

Discover HornsLink

Pillars Workshop

Financial Education for Student Organizations (Online)

Officer Orientation (Online)

Officer Transition (Online)

Planning Successful Events

Student Organization Travel

New Organization Orientation

# Safety Education

## WHO IS REQUIRED TO PARTICIPATE?

All registered and sponsored student organizations at UT Austin are required by state law to participate in the Safety Education Program annually, during the fall semester. Each organization's President/Primary Contact as listed on Hornslink must attend the Officer Workshop, then provide the Organization Training to their entire membership.

Multiple workshops are provided to fit your schedule; however, you only need to attend one per calendar year.

# Awards

## Pillars of the 40 Acres Recognition Program

Pillars of the Forty Acres is a recognition program for student organizations whose activities embody the University's six Core Values. The purpose of the program is to create a culture of accountability and recognize organizations for their creative ways of incorporating the Core Values.

### Why should your organization participate in the Pillars of the Forty Acres program?

- ✓ Enhance your organization and connect with resources
- ✓ Be entered to win monetary prize drawings
- ✓ Get public recognition on the Student Activities website
- ✓ Be honored during the Evening of the Stars



**Swing Out Award  
Applications will be open  
February 19-March 9**

# Evening of the Stars

April 17, 2024  
San Jacinto Multipurpose Ballroom  
**6:00-8:00 pm**

RSVPs will open in March in HornsLink  
We will honor Dean of Students' scholarship recipients, recognize Pillars participants and announce Swing Out Award Winners.



# Contact Us!



**Student Activities**  
*Office of the Dean of Students*  
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Suite 2.112

[studentactivities@austin.utexas.edu](mailto:studentactivities@austin.utexas.edu)  
512-471-3065