



***MBI Student Organization &
Group Policies Manual
2013-2014***

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Disclaimer

The Values of MBI and Student Programs

Student Development Department Mission and Goal Statements

Mission Statement: As a department, we will strive to serve as catalysts for students to become “complete in Christ” (Colossians 1:28-29) and to encourage them to become growing and complimentary members for the “body of Christ” (Ephesians 4:15-16).

Goal Statement: To facilitate the overall growth of the student through the curriculum and to encourage a climate conducive for personal and interpersonal development.

Student Leadership Development Statement

A student leader is one who, elected or appointed, acts as a liaison between the administration and students to insure and provide an accurate representation of student opinion pertinent to the respective organization. Also, the student leader assumes the posture of observer. Through observing and then cultivating leadership skills and qualities among peers, the student leader can influence and impact the future of the Moody community. Most importantly, the student leader should be acquainted with and willing to assume the responsibilities and virtues of followership, role modeling, service, and teachability.

Principles and Standards (expound on these?)

- Principle of Accountability
- Principle of Consideration
- Principle of Encouragement
- Principle of Integrity
- Principle of the Worth and Dignity of the Individual
- Community Living Standards

Using this Manual

This manual of policies pertaining to student clubs and organizations is provided as a tool to assist leaders and organizations. Student organizations are encouraged to use this manual regularly to verify compliance with Institute policies and to ensure the organization's good standing with the Office of Student Programs.

Policy Origins

Moody Bible Institute and the Department of Student Programs reserve the right to change the policies, procedures, rules, regulations, and information at anytime. Changes will become effective at the time the proper authorities so determine and the changes will apply to both prospective and chartered student organizations. All changes to the policy will be noted on the Department of Student Activities website at the time of adoption. The *Student Organization Policies and Procedures Guide* is general information only and it is not intended to be all-encompassing. Baylor University rules, regulations, and policies applicable to students are listed in the policies and procedures and other student-related publications. It is the responsibility of the student to view revisions online or to obtain revisions from the Department of Student Activities or other pertinent University offices.

The policies represented in this document have been compiled by the Department of Student Activities to educate and inform students and student organizations about University policies, guidelines, and regulations. The policies and procedures identified in this document are reviewed annually by all relevant departments.

Policies to Review

Organizations are encouraged to review the Policies for Student Organizations and the General Expectations of Baylor Students as defined in the Student Disciplinary Procedure. All of this information is from the Baylor web site under Student Policies and Procedures.

Questions

If organizations have questions regarding this document or other information related to student organization violations, they should contact the Director of Student Activities at 254-710-2371.

MBI Department Guide

Catering

Office Location: Smith Basement
312-329-4430

Copy Center

Office Location: Smith Basement
312-329-4256

Education Technology Services (ETS)

Office Location: Sweeting 1
312-329-4067

Event and Guest Services

Office Location: Smith 1
312-329-2157 (Student Events Coordinator)
312-329-2074 (Event Logistics Coordinator)

Facilities

Office Location: Crowell Basement
312-329-4314

Food Service

Office Location: Smith Basement
312-329-4324

Public Safety

Office Location: Crowell Basement
312-329-4357

Residence Life

Office Location: Culby 1
312-329-4189

Solheim Center

312-329-4039

Student Development

Office Location: Culby 1
312-329-4190

Student Programs

Office Location: Alumni Student Center
312-329-4206
312-329-2397 (fax)

General Policies for Student Organization Structure

Definition and Purpose of a Student Organization

A student group is a voluntary association of students and faculty organized for the purpose of servicing the Moody community and the common interest in a particular issue or subject.

Student organizations are divided into two categories: Organizations and Student Groups. Student Groups are those groups, which are student initiated and directed. Organizations are those groups that the college initiated and directed.

The purpose of Moody Bible Institute student organizations and student groups is to offer extracurricular learning experiences for their members through involvement in leadership in the areas of public relations, organization, administration, budgeting, and scheduling.

Student Group Chartering and Registration

To receive an initial charter, the proposed student group must submit a charter application to the Office of Student Programs. The application must include the following information:

- The name of the student group
- The purpose or objectives of the student group
- The name(s) of the advisor(s): advisors must be full-time faculty or administrative employees of Moody Bible Institute
- The names and student ID numbers of the individuals constituting the initial membership of the organization: to be eligible for an initial charter, at least 10 full-time Moody Bible Institute students must indicate an interest in forming the student group
- A student group constitution: this must be submitted with the charter application
- A constitution is the framework of the student group and expresses the fundamentals of the group's existence. It should include, among other items, a purpose statement, an indication of the number of officers (**see the Student Life Guide for guidelines**), method of their selection, requirements for organization membership, and general operating procedures.

On the basis of the charter application, the Office of Student Programs determines the eligibility of each student group. Charter eligibility information and expectations include the following:

- The initial charter is provisional for one year. If the student group is still active after one year, its charter becomes permanent. If the student group is inactive within one year, the charter is revoked.
- Constitutions must be resubmitted to the Office of Student Programs every two years.
- Student organizations may change their constitutions. However, the Office of Student Programs must approve these changes prior to their taking effect.

- At least one member of the executive office must attend the Student Organizational meeting at the beginning of each semester.
- Submit all planned events, on an Activity Proposal, to the Office of Student Programs for approval three weeks prior to the event.
- The charter of a student group can be revoked if:
 - The student group fails to register during an academic year
 - The student group violates Institute policy of procedures
 - The student group fails to have at least 10 active members during the academic year unless otherwise negotiated.

By the third Friday in September of each academic year, every chartered student group must register with the Office of Student Programs. The following information must be provided:

- The name(s) of advisor(s) and the student names and positions of officers, student ID numbers, CPO numbers, and phone numbers
- Dates and times of regular meetings
- A current constitution (every other year)
- A list of at least 10 students actively involved to maintain active status.

*Updated information must be submitted to the Office of Student Programs throughout the academic year each time there is a change in leadership within the executive office.

All registered organizations and student groups have the privilege of using the Institute’s facilities and services.

The Office of Student Programs has the ultimate jurisdiction over student organizations and groups, including their affiliations with off-campus organizations.

Constitutions

Reactivating Inactive Student Organizations

The Role and Expectations of Student Group Advisors

Advisors are an integral part of MBI’s student organizations and groups. Advisors work with students outside the formal curriculum, assisting them in the planning and developing of the student group’s programs. A faculty member is usually chosen by the student group to serve as their advisor. The advisor must be a full time employee of Moody Bible Institute, serving in either an administrative or faculty role. The Office of Student Programs is willing to be of assistance to advisors. The following advisor information outlines some of their specific responsibilities:

Guide

- To work with the group so that they are aware of and follow the established procedures and policies outlined in the MBI Student Organization & Group Policies Manual.
- To assist in the group's growth and development by offering direction, support, and fostering self-discipline, integrity, and responsibility in the group members.
- To assist the treasurer in formulating an annual budget (?)
- To approve all expenditures of the organization (?)

Resource

- To offer opportunities for the educational, leadership, and personal development of students
- To assist the group in setting realistic goals and objectives

Encourager

- To approve and attend the functions of the organization or arrange for an appropriate substitute. (It is encouraged to attend the functions of the organization)
- To assist the officers as they improve in leadership skills.
- Pass along minutes of the meeting to the advisor.

Liaison

- To maintain a liaison position between administrative and department offices
- To notify the Office of Student Programs if the organization fails to follow their responsibilities according to the MBI Student Organization & Group Policies Manual

Class Advisors

- To assist the class executive committee in planning and implementing class assemblies and activities.
- Sophomore Class Advisor should provide some members of the executive committee to work with the Junior Class on the Junior/Senior Banquet.
- Junior Class Advisor should provide some members of the executive committee to work with the Senior Class on Senior Retreat and to work with the Junior Class on the Junior/Senior Banquet.
- Senior Class Advisor should work with the executive committee on the selection of a senior gift to the Institute.

Student leaders should recognize the following responsibilities of their advisor

- Treat the advisor as an integral part of the group. This includes making use of the advisor's background and experience with the organization and the Institute.
- Confirm dates for all meetings with the advisor before scheduling events.
- Maintain open communication, informing the advisor of the progress of all programs and activities of the organization.
- Establish regular meetings with the advisor to discuss the affairs of the organization.
- Invite the advisor (and family, if appropriate) to organization activities.

General Policies for Organization & Student Group Membership

Eligibility for Student Offices

For a student to be eligible to run for office, he or she must have the specified grade point averages (GPA) for the type of office:

Major Office – 2.50 cumulative GPA and a 2.00 semester GPA (previous semester)

Intermediate Office – 2.25 cumulative GPA and a 2.00 semester GPA

Minor Office – 2.00 cumulative GPA and a 2.00 semester GPA

Major Offices	Intermediate Offices	Minor Offices
<ul style="list-style-type: none"> ▪ Presidents of classes and music groups ▪ Student Council president and vice president ▪ Student Missions Fellowship president and vice president ▪ Residence Activities Council president and vice president ▪ Resident Assistant ▪ ARCH and Moody Standard editors-in-chief 	<ul style="list-style-type: none"> ▪ Class officers other than president ▪ Student Council executive officers other than the president and vice president ▪ Student Missions Fellowship executive officers other than the president and vice president ▪ Big Brother/Sister executive officers ▪ All organizational presidents not listed under 'Major Offices' ▪ Junior/Senior Banquet chairpersons ▪ Residence Activities Council secretary and treasurer 	<ul style="list-style-type: none"> ▪ Class committee chairman and members ▪ Student Council representatives ▪ Student Missions Fellowship floor representatives ▪ Student Missions Fellowship Prayer Focus Leaders ▪ Student Council and hoc committee members (non-representatives) ▪ All other organizational officers, except those listed above

Note: Employees of the student publications will meet the grade point average required by the faculty advisors, except for the editor-in-chief, which is a major office.

Freshman may only hold a major office in their class council, one intermediate or two minor offices in their class and/or other student group. The necessary cumulative grade point averages will be required for the student to continue in office.

To encourage the distribution of leadership opportunities, offices are classified and regulated as follows: A student may hold one major office or one intermediate office and one minor office or three minor offices.

Qualifications for Student Offices

A Student Leader is one who, elected or appointed, acts as a liaison between the administration and students to insure and provide an accurate representation of student opinion pertinent to the respective organization. Also, the student leader assumed the posture of the observer. Through observing and then cultivation leadership skills and qualities among peers, the student leader can impact the future of the Moody community. Most importantly, the student leader should be acquainted with and willing to assume the responsibilities and virtues of fellowship, role molding, service and teachability.

Candidates for student offices are chosen based on the following criteria:

- Consistent Christian character evidencing spiritual growth.
- Willingness to serve, characterized by dedication and humility.
- GPA consistent with the requirements stated under “Eligibility for Student Offices”.
- Commitment to the spirit and standards of MBI.
- Not on any type of probation or warning status.

Student Organization Campaign Guidelines

- Candidates must meet all Student Development and individual organization requirements.
- Complete and return your Declaration to Candidate for Office Form and your Candidacy Statement to the Office of Student Programs by the assigned date.
- Campaign media is to focus on one’s own qualifications and purpose for seeking office. The Office of Student Programs must approve all campaign material.
- All posted campaign media must be removed immediately after the election.

Student Organization Contractual Acceptance & Compensation

- Each student leader **must sign** a contractual agreement.
- Each student leader **must attend** the Fall Retreat in August and the Winter Retreat in January.
- Each student leader **must attend** the bi-monthly meetings during the Fall and Spring semesters. The specific meeting time and dates to be determined.

The student leader’s commitment of service will begin a week and a half prior to the first day of the Fall semester and go through the end of the Spring semester. The remuneration for your services will be \$1,000 for Presidents, \$800 for Vice-President, for Treasurers \$650, and \$600 for other Executive Officers per semester for the academic year. To have your Spring remuneration placed on your student account you must have completed your Fall Performance Review.

Expectations for Student Organization Leaders

- To comply and maintain the academic requirements to be a student leader: a cumulative grade point average of 2.5 (major office_ or 2.2 (intermediate/minor offices) and not below a 2.0 semester average and must not have any probationary status (Academic, Chapel or Disciplinary).
- To attend the Fall (August) and Winter (January) Student Leadership Retreats and any other training sessions called by the Associate Dean of Student Programs
- To read and complete the summer reading and book review report.
- To participate in the New Orientation Program in the Fall
- To participate in the regularly scheduled Student Leadership Meetings on Tuesdays at 4:30pm.
- To schedule periodic meetings with the Associate Dean for Student Programs: presidents, weekly; other executive members, monthly.
- To participate regularly in organizational meetings.
- To promptly and accurately return all forms and reports as requested by the president of my organization and/or the Associate Dean for Student Programs (evaluations, council minutes, etc.)
- To be available to serve on ad hoc committees throughout the year (e.g. Disciplinary Committee).

- To be facilitators in helping our community to live and work together profitably by confronting student whose behavior infringes upon the rights of others or is the violation of community standards
- To comply with the guidelines and procedures of other departments that provides services or goods for an event.
- To fulfill any additional responsibilities designed by the Associate Dean for Student Programs.

Presidents of each organization bear the following responsibilities:

- To utilize the Associate Dean for Student Programs as a resource person in planning programs and in clarifying policies.
- To inform the Associate Dean for Student Programs of constitutional amendments.
- To submit a tentative activities calendar by the end of the leadership retreat.
- To provide information pertaining to organizational meeting times.

Resigning from a Student Office

All students holding offices will be asked to resign if their semester GPA falls below 2.00 or if their cumulative GPA falls below the requirement for that office. It is the responsibility of the office holder to check his or her GPA and report to the appropriate faculty advisor if his or her resignation is forthcoming.

If a student has accepted the responsibility of an office or membership on a committee, he or she must discharge the responsibility to the end of the term of office, except as follows:

- A student will be allowed to resign from a major office to become president of the junior or senior class, but only with the approval of the faculty advisors involved and the Office of Student Programs.
- In case of ill health or unforeseen circumstances, a student may be permitted to resign if the faculty advisors involved and the Office of Student Programs give approval.
- Students placed on academic or disciplinary probation will not be allowed to hold office and must resign.
- If a student receives a stipend, upon resignation or dismissal, the stipend will be forfeited on a prorated basis.

Event Planning Guidelines

Student Activity Proposal Guidelines

In an effort to provide quality activities, which are edifying, meaningful, and appropriate for the MBI community, the following guidelines have been established for events sponsored by student organizations. Please carefully review and adhere to the following:

- Depending on the duration of, the nature of, and the other factors pertaining to the event several approval channels may need accessing. Please submit a **completed & signed** Activity Proposal Form, for approval at least **3 weeks** before the event date, to the Office of Student Programs located on the second floor of the Alumni Student Center.
NOTE: If a proposal is submitted in less than the time listed in the guidelines, there is the possibility of immediate denial.
- Events may not be scheduled more than a semester in advance (exceptions apply to Institute annual events).
- Music and drama scripts must be in keeping with the Institute standards and a copy submitted with an Activity Proposal Form.
- Before extending an invitation to an outside speaker/group you must get approval from the Associate Dean for Student Programs.
- Completion of all requisitions and review forms necessary are the responsibility of the sponsoring organization.
- The ability to hold your event is based on the timeliness of submitting a COMPLETE form.

Process:

- Complete the Proposal. Proposals will NOT be accepted without the student contact and advisor signatures.
- Set an appointment with the Associate Dean for Student Programs for approval of the logistical and purposefulness of large events.
- **THE OFFICE OF STUDENT PROGRAMS APPROVAL IS ONLY FOR THE CONTENT OF THE EVENT. THE AVAILABILITY OF THE NEEDED RESOURCES (I.E. ROOM AVAILABILITY, ETC.) WILL DETERMINE THE ABILITY FOR THE EVENT TO OCCUR.**
- Set up an appointment with Event and Guest Services to requisition your needed resources.

Fellowship Hall:

- The Fellowship Hall is not meant to hold non-corporate dinner receptions.
- ONLY Facilities is allowed to rearrange, remove, or reset the furniture in the Fellowship Hall.
- Furniture, plants, or other furnishings cannot be brought in or removed from other institute areas without prior approval from the Office of Student Programs and the department supplying the additional pieces.
- Decorations must be approved by the Office of Student Programs.
- Failure to comply with these usage guidelines can result in a charge to the account of the department, student group, or the individual for any damage or any necessary cleaning.

Suggestions:

Planning of a quality event typically follows basic steps that are implemented in a systematic approach. Suggested steps are:

- Define the goals and objectives of the event.
- Select the team(s) for implementation and train them as needed.
- Conduct team meetings to: Brainstorm for ideas, assign tasks, determine budget

- Present your activity proposal for approval, contact an Event and Guest Services Coordinator to see if they can meet your needs, and publicize your event.
- Follow up on the progress of team members.
- Evaluate the process of the event and create a file folder for future reference.

Event Planning

Ultimate responsibility for any actions at any event (and at an approved overnight facility) rests with the organization. Students are at all times accountable to MBI while attending on-campus, off-campus and overnight events,

The official calendar of student events is kept by the Office of Student Programs. Event and Guest Services also has access to the student events calendar.

Please note: It is important to understand that MBI defines an Institute-related activity” as: *any activity sponsored by MBI or an organization recognized by MBI. The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the numbers of members engaging in the activity but depends upon whether the activity is related to the organization as described in the two categories listed below. Student organizations maybe held responsible for the acts of individual members:*

- *When the acts grow out of, or are directly related to, the student organization’s activities or an environment created or knowingly permitted by the organization;*
- *When a member of an organization is violating local, state or federal law or Institute regulations and other members present, by failing to discourage such activity, tacitly condone that behavior*

In addition to the group being held responsible, members and officers also be held responsible as individuals for their role in any violation of Institute policy.

Time Regulations

General Rules

- No alcoholic beverage, illegal drugs or harmful chemicals substances are to be promoted, possessed or consumed at any activity sponsored by an organization
- Except for regularly scheduled meetings, advisors and the Associate Dean for Student Programs are to be given noticed of all student group events.
- Ultimate responsibility for any actions at event (and at approved overnight facility) rests with the organization. Students are at all times accountable to the Institute while attending on-campus, off-campus and overnight events. Any attempts to circumvent the policies will place the future of the organization in jeopardy. The organization and its members will be subject to MBI disciplinary action.
- The conducts of those present (members students, and guests) is the responsibility of the student organization.

Rules Applying to Off-Campus Events

- Prior to approval, an off-campus facility should be identified and reserved for the function.
- An organization must choose appropriate venues for its off-campus activities. Venues where alcohol or other prohibited activities are the main attraction may not be approved.
- The Office of Student Programs reserves the right to reject any off-campus event due to inappropriate choice of venue.

Rules Applying to Overnight and Out of Town Events

- Like all other events, students must submit an Activity Proposal
- A complete list of participants and each student's ID number must be given to the advisor and the Office of Student Programs. Include this with Activity Proposal.
- An emergency phone number must be included and submitted. The name and contact info of the facility where the event will take place should also be included.
- Men and women are prohibited from cohabiting during overnight events and activities.
- If an Institute vehicle is being used for transportation, each driver must have been approved by the Facilities Office (see page #??)

Legal Contracts

(More explanation [here](#))

- In most cases, the student organization should negotiate the basic terms of the contract, such as price, term, level of services to be provided, and description of product to be purchased. Where purchase of a product or equipment is involved, the student organization should carefully review warranties (or lack thereof) in the contract, to be sure that the warranties are sufficient considering the contemplated use of the product or equipment, and prior experience with similar items.
- Route the contract to the Associate Dean of Student Programs who will forward the contract to the Legal Department for approval and authorization by an authorized corporate officer.
- A copy of the approved contract will be returned to you.
- Concerning the use of outside radio vendors, WMBI will be given the first right of refusal with any other radio vendors relative to on campus activities. Please contact the WMBI station manager with your proposal.

Organizations must be aware of the following guidelines in reference to legal contracts to secure the services of performing artists, vendors and/or entertainment supplies (i.e. inflatables, ferris wheels, sound equipment etc.):

Legal Responsibilities for Events

Release Forms

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. If a participant is under 18 years of age, a parent or guardian must also sign his/her form.

Assistance and Support for Legal Responsibilities

The General Counsel and the Office for Risk Management may assist organizations with planning the event and in preparing the proper forms. The Office for General Counsel is located on the second floor of Pat Neff Hall (254-710-3821). The Office for Risk Management is located on the second floor of Sid Richardson, Suite 229 (254-710-8990). Questions about insurance and the approval of drivers may be addressed to Risk Management, located in Sid Richardson, Suite 229, or by calling them at 254-710-4285.

Contracts

The following guidelines are used in reference to legal contracts to secure the services of performing artists, vendors, and/or entertainment supplies (i.e., inflatables, Ferriswheels, sound equipment, etc.). Organizations signing contracts do so in their own name –not in the name of Baylor University.

Guidelines for Consideration in a Contract Review

- **Hold Harmless Agreements:** Contracts including hold-harmless agreements often put the liability for accidents, damage, or injury onto the student organization hosting the event, often times even if the accident or the damage is caused by the other party. If the vendor will not remove this section, you may ask the vendor to add an additional section requiring the vendor to hold Baylor harmless for our acts of negligence. You may want to remove this and/or purchase additional insurance to cover any potential issues.

- **Cancellation Clauses:** Cancellation clauses often include weather related issues, illness of the performer, or other unforeseen circumstances. Pay particular attention to clauses that allow the vendor to cancel without penalty, reimbursement, or just cause. A band that fails to show up for the night of your dance but agrees to come a week later may not be of much value to your organization.

- **Insurance Requirements:** Baylor requires vendors to have \$1 million liability and \$2 million in aggregate insurance and that Baylor University be named as an additional insured. If your contract does not require this and you expect the vendor to perform their services on Baylor University's campus, please include this in your contract. Be sure to read the insurance requirements of all your contracts to make sure your organization is purchasing any insurance you are required to have in place.

Insurance

Events utilizing outside contractors, companies, or vendors require insurance certification by the University. Event planners are expected to submit all required documents to the Coordinator of Insurance & Risk Services for review a minimum of three business days before date of services proposed. It is imperative for event planners to identify vendors and provide Baylor's insurance requirements to them as early as possible. Refer questions regarding Baylor's insurance requirements to the Coordinator of Insurance & Risk Services at 254-710-8985.

Speakers

- Speakers invited to the campus by any person or group of persons should be selected on the basis of their contribution to the overall mission of MBI.
- MBI has no obligation to provide a forum on its campus for everyone with a speech to make. Particular concern should be taken that the Institute not be politicized. The campus and facilities thereon are not places for partisan political rallies but for speeches and discussion which contribute to the understanding of the issues.
- The primary purpose of the speakers should be to provide understanding and education.

- Speakers who advocate violent rebellion and illegal resistance to the laws of the state and the nation or the rules of the University should not be invited. Speakers whose purposes and methods are basically contrary to the purposes and methods of a Christian Institute such as MBI should not be invited.
- The use of profanity will not be tolerated.
- It is recognized that there will be no question as to the accessibility of most of the hundred of speakers who come to the Institute each year, but in questionable cases those planning to invite a speaker will consult with the Associate Dean for Student Programs who shall be the final judge of such matters. The responsibility for proper clearance shall be upon inviting student(s), and disregard of such responsibility will be grounds for MBI disciplinary action.
- Only _____ is authorized to sign Institute contracts.

Publicity

Student organizations may produce publicity in order to advertise for their events, activities, etc. Designs and messages on all products must be in good taste; student organizations may not sell or distribute any product that would embarrass the Institute in view of her constituencies or conflict with the private aims of MBI as a Christian institution of higher learning.

The Office of Student Programs approves all marketing material used for all student group events. Student Programs also reserves the right to remove publicity materials should the content be deemed inappropriate or offensive in accordance with the MBI Student Life Guide.

Use of Copyrighted or Trademarked Material

MBI will not allow student organizations to use copyrighted materials, trademarks or parodies (?) of copyrighted materials, trademarks without the expressed written permission from the company, agency or organization that created and/or owns the intellectual property intended to be used.

Printers will not print MBI organization t-shirts or other promotional materials without first receiving appropriate documentation and written approval from the Office of Student Programs. Student organizations using inappropriate or copyrighted materials, or who have had their materials printed first without appropriate documentation and approval from Student Programs will forfeit their right to have t-shirts and/or other items printed and approved.

MBI strongly recommends that student organizations wishing to use copyrighted material or trademarks begin the design process early in order to have sufficient time to secure the required written permission from the intellectual property owner, as well as securing approval from the Office of Student Programs. The Office of Student Programs will confiscate T-shirts or other materials printed without the required approval.

Please note that this policy regarding the use of copyrighted materials, trademarks, logos, etc. applies to t-shirts, and all printed materials including (but not limited to): flyers, posters, table tents and other promotional and advertising materials that are used by any student organization.

Information in this section was pulled from a variety of state and national legal guidelines. A wide scope of resources were used and are noted where possible in the content of the section.

Chalking Guidelines

The intent of this policy is to maintain the attractiveness of MBI buildings and to limit chalking to those areas that will be readily cleansed by rain.

- Chalking activities must be approved by Student Programs and must conform to this policy.
- If approved, messages may be placed on MBI sidewalks and the plaza floor
- Never chalk on walls, steps, or sides of any building (no vertical surfaces)
- No spray chalk
- Organizations may begin chalking no more than seven days prior to a scheduled event

General Chalking Guidelines

- Designate intent to chalk when submitting the Online Event Registration form.
- Place messages on Baylor sidewalks and streets by writing with white chalk once approved. Colored chalk is not permitted. Violators will be billed for damages caused by colored chalk stains.
- Chalking on walls, steps, or sides of any building is not permitted.
- Spray chalk may not be used under any circumstances
- Chalking is strictly prohibited in areas that are protected from rain including, but not limited to the Brooks Arch, the Baylor Science Building (BSB) Towers, and the steps and walks supporting the BSB plaza and fountains and patio.
- Organizations may begin chalking no more than **seven days** prior to a scheduled event.

Flyers, Handouts, and Mailbox Stuffers