



INSTRUCTIONS FOR SPONSORS OF CLUBS AND SOCIETIES

TEXAS CHRISTIAN UNIVERSITY
FORT WORTH, TEXAS

October 3, 1955

Dear Fellow Faculty Member:

Miss Youngblood has sent a letter concerning the Leadership Training Workshop, October 5 and 6, to all faculty members on her list of sponsors of some campus organization. I should like, in my capacity as Chairman of the Committee on Clubs and Societies, to urge all of you sponsors not only to attend, yourselves, but to see that the student officers in your club are notified and urged to attend all sessions.

If there are any of you who did not receive Miss Youngblood's letter but are sponsor for some group, will you please let her office or my office have a list of your officers for this year. Also she will supply you with a detail program of the Workshop. May I remind all of you that whenever a group of students wants to form any sort of organization, they must (1) have a faculty sponsor and (2) notify my office of their intentions and fill out application for approval from our Committee.

Enclosed you will find a copy of "Regulations for Student Organizations", drawn up by our Committee this past year and approved by the Administration, and also some specific "Instructions for Sponsors", so that you may study them before coming to the Discussion Group for Sponsors on Wednesday night. We will discuss them that night. They are not in final form yet, so you will have opportunity to make suggestions concerning them.

It is quite a privilege to be associated with students in the informal atmosphere of these club groups, outside the classroom. But along with privileges always go some responsibilities. It is to make ourselves keenly aware of these responsibilities that we need to come together to discuss them, so that we will not neglect them out of oversight or ignorance.

We hope that you can attend all four sessions of the Workshop at 7:00 and at 8:15 Wednesday and Thursday nights. Especially we urge your presence at the Group for Sponsors Wednesday.

Most sincerely yours,

Bitita May Hall

Bitita May Hall, Chairman

Committee on Clubs and Societies

INSTRUCTIONS FOR SPONSORS OF CLUBS AND SOCIETIES

I

In an effort to maintain the highest possible standard of extra-curricular activities, TCU has a standing policy that requires every student club or society (including sororities and fraternities) to have a faculty sponsor. This regulation has been defined to include administrative personnel, teaching staff members, library staff members, dormitory house mothers, and wives of faculty members.

Selection of the sponsor is subject to approval by the University's Committee on Clubs and Societies.

II

The primary purpose of extra-curricular activities is to develop STUDENT leadership; however, the faculty sponsor is ultimately responsible for the conduct and actions of his group. This is not intended to imply dictatorial control; it is intended to encourage wise and understanding guidance of our young people.

III

A Sponsor, or his duly appointed faculty substitute, is expected to attend club meetings.

IV

1. Faculty sponsors are expected to attend all socials of their group--both on and off the campus.
2. All meetings and socials should be listed on the social calendar in the office of the Social Director.
3. For all dances and any off-campus socials, a Social Calendar application card must be filled out, signed by the sponsor, and turned in to the Social Director at least three days before the event.
4. If a dance is to be held off-campus, the Social Director must be given a written statement, signed by the establishment's manager, saying that the club or organization will have exclusive use of the dance floor and that no alcoholic beverages will be served.

Article I. The Code for Student Campus Organizations.

To educate young men and women as worthy citizens in a Christian democracy, the Administration of Texas Christian University believes that the following regulations may be implemented.

V

1. Sponsors have a special responsibility in regard to club finances. Detailed guidance should be given student treasurers, particularly at the first of the club's fiscal year. You may be interested in considering some of the following practices:

- a. Giving numbered membership receipts (with carbons or stubs) that would make the club income easy to figure.
- b. Requiring signed bills before club money is paid out.
- c. Keeping a simple set of books in a permanent binder that can be used from year to year.
- d. Keeping all club money in the Trust Fund of the TCU Business Office. This banking service is provided free by the University, and sponsors and officers are always able to keep up with their accounts. (Checks on the Trust Fund Bank must be cashed at the Business Office, and cannot be given to pay off-campus bills.)

2. No organization should be permitted to undertake a financial obligation until the sponsor is satisfied that the obligation can be met at the time it comes due.

VI

For the convenience of club officers and sponsors, the Student Center has 24 small lockers in the General Club Office (Room 202) that you may use for official records. There is no rental fee for either the locks or lockers. One will be assigned by the Social Director on request.

VII

Because the University believes that American education should foster and encourage full and open discussion, student organizations of a political nature are permitted to form on the campus if they conform to all the regulations set forth in "Regulations for Student Organizations." The views of these groups, however, are not to be construed as reflecting the opinions of Texas Christian University. Any public pronouncement of a political nature must be formally approved and signed by the faculty sponsor.

REGULATIONS FOR STUDENT ORGANIZATIONS AT T. C. U.

Article I. The Code for Student Campus Organizations.

To educate young men and women as worthy citizens in a Christian democracy, the Administration of Texas Christian University believes that the formal curriculum may be supplemented effectively by voluntary extracurricular groups. The purposes and activities of such groups shall be consistent with the objectives of the University. No organization shall require of its members any activity incompatible with scholastic attainment. Organizations with purposes or practices contrary to morality, to academic endeavor, or to the welfare of the University will not be permitted to exist on the campus. This code is intended to constitute a statement of policy and practice for the information and guidance of those concerned.

Article II. Procedure for Formation of a New Club.

- A. Requests for organization of a new club must be made on forms to be obtained from the Chairman of the Committee on Clubs and Societies.
- B. These forms will be reviewed by the Committee on Clubs and Societies, which will determine whether the proposed organization meets a specific need, whether it unnecessarily duplicates any existing organization, and whether it is likely to operate in the spirit of T.C.U. traditions.
- C. If a new club is permitted to organize, it must fulfill the following requirements:
 1. Secure a faculty sponsor or sponsors. (For Church related organizations see Section D below.)
 2. File a copy of its Constitution, if it has one, with the Committee on Clubs and Societies.
 3. File a completed Information Sheet in the office of the Social Director.
- D. Student Religious organizations may have an adult sponsor appointed by a local church rather than a faculty sponsor.

Article III. The Functioning of a Student Organization.

- A. A student organization shall be considered on Active Status in good standing when it fulfills the following requirements:
 1. Files a completed Information Sheet in the office of the Social Director by Fall Mid-Semester of each year. The Social Director must be notified within 10 days of changes in constitution, officers, sponsors, or time or place of regular meetings.

2. Has a faculty sponsor or sponsors, and at least one student officer. No student may hold office who is not in good standing and who does not have at least a C average. (1.0)
3. Confines membership to students of the University or persons connected with the University in an official capacity.
4. Meets with some degree of regularity and remains active. Use of any room, whether for regular or special meetings, must be cleared with the office of the Social Director.
5. Handles all finances in accordance with the following provisions.
 - a. All funds shall be deposited in the Trust Fund Bank in the Business Office of the University, or in some bank in Fort Worth.
 - b. An accurate record of receipts and disbursements shall be kept.
 - c. No club shall undertake a special project, social activity, or other undertaking involving financial obligation until officers and sponsor have obtained approval from the Social Director.
 - d. At the close of the school year, each club shall submit to the Social Director a financial statement for audit.

B. A club will be put on probation for any of the following reasons.

1. Failure to file a completed Information Sheet in the office of the Social Director by Fall Mid-Semester of any year.
2. Failure to confine membership to students of the University or persons connected with the University in an official capacity.
3. Failure to meet with some degree of regularity.
4. Use of a campus club room without permission of the office of Social Director.
5. Failure to handle finances in accordance with the provisions of Article III, Section A 5 above.
6. Any activity not in keeping with regulations governing student life will be subject to review by the Committee on Clubs and Societies.

C. An organization is considered on Inactive Status and may not hold meetings nor be represented in any campus publication when

1. It has no faculty sponsor.
2. No meetings have been held for a period of one year.
3. It has not removed a probation within 60 days after date of notification.

D. When a club is placed on Probation or Inactive status a written notice shall be sent to the sponsor and one officer.

1. A club can be taken off Probation or Inactive status only by action of the Committee on Clubs and Societies.
2. The officers and members of such clubs are responsible for presenting to the Committee evidence of having conformed with these general regulations, in order to be removed from Probation or Inactive status.
3. If Probation has not been removed within 60 days after date of notification, the club goes on Inactive status and regular club meetings may not be held.
4. A club that has been Inactive for two years must follow procedure of "Formation of a New Club" (Article II) to be reinstated.

Article IV. Administration of These Regulations.

A. These regulations shall be administered by a committee to be known as the Committee on Clubs and Societies, constituted as follows:

1. The Social Director
2. Seven faculty members
3. Four student members, chosen as follows:
 - a. One man who resides in Fort Worth, one who resides on the campus.
 - b. One woman who resides in Fort Worth, one who resides on the campus.

B. Both faculty and student members are to be appointed by the President of the University; he shall designate one of the faculty members to serve as chairman.