
STUDENT ORGANIZATIONS

F

PREFACE

This handbook explains the policies and procedures that govern the funds allocated by the TTUHSC Student Government Association. The policies and procedures that govern these funds extend beyond the SGA and Student Senate to TTUHSC policies, and state and federal laws. It also helps to ensure there are consistent internal processes in management of all student organization spending. The documentation of expenditures is both necessary and appropriate in order to make qualified responses to official inquiries from such offices as the Internal Revenue Service, State of Texas Auditors, Texas Tech System Board of Regents, and TTUHSC Administration. The regulations set forth in this publication are in compliance with the operating policies approved by the Board of Regents.

In addition to the rules applied by the Board of Regents, the Senate Committee on Finance has prescribed further condition, limitations, rules and procedures for allocated funds. These same regulations are outlined in the Funding Regulations Handbook.

STUDENT GOVERNMENT ASSOCIATION FUNDING

The TTUHSC Student Government Association administers the allocation of a portion of Student Service Fees. Student Service Fees are collected by Texas Tech University Health Sciences Center as a component of tuition and fees.

The Student Senate administers the allocation of the portion of funds received by the Student Government Association for allocation to student organizations. This allocation takes place through a very strict budget process, where annual amounts are allocated to supplement the budgets of student groups throughout the fiscal year.

The Student Government Association advisor is available to answer any question, concerns, or problems you may have. Feel free to contact the Office of Student Life at Student.Life@ttuhsc.edu.

REGISTRATION WITH HSC OFFICE OF STUDENT LIFE

A TTUHSC Student Organization is a group of students joining together for a common mission, purpose, cause, and/or any other association and are, registered with the Office of Student Life.

All student organizations are required to renew their registration with The Office of Student Life each fiscal year.

Officers and advisors should make sure their organization has completed their registration requirements and attended the required student organization trainings.

All outgoing officers should make sure incoming officers are aware of the registration policies and have all of this information.

Application for funding from the Student Government Association cannot be accepted if your organization is not registered with The Office of Student Life.

Funds allocated to your student organization CANNOT be utilized if your organization is not registered with The Office of Student Life or if your organization is not in good standing with Student Life. Good standing includes having an updated roster of officers, advisor(s), and members on HSC Net.

DUTIES OF STUDENT GOVERNMENT ASSOCIATION FUNDED STUDENT ORGANIZATIONS

- A. Each student organization funded through the TTUHSC SGAmust obtain a copy of and is responsible for compliance with the TTUHSC SGA Funding Regulations Handbook and the TTUHSC SGA regulations regarding funding allocation and transactions. This handbook can be accessed on the SGA and Student Life website.
- B. Financial officers of each student organization must turn over all financial materials to their successors and make them aware of all policies and procedures at the end of their term in office.
- C. Student Organizations are required to update any officer or advisor changes through the student organization HSC Net roster within 10 business days.
- D. Student Organization President and Treasurer are required to attend one of the five advertised fall student organization training put on by the Office of Student Life
- E. Student Organization is required to submit their funding contract by September 30th each year.
- F. Student Organization President and Treasurer are required to attend one of the five advertised spring student organization trainings put on by the Office of Student Life.

- G. Student Organizations are required to submit HSC Net Purchase Requests by the deadline (at least 2 week in advance of spending needs).

STUDENT GOVERNMENT ASSOCIATION FUNDING GENERAL GUIDELINES

- H. The process for requesting these funds is as follows:
1. Funds must be requested at least 4 weeks before the event is scheduled to occur or at least two weeks before the last Senate meeting of the year, whichever is first.
 2. Submit a "Request for Additional Funding – SGA Special Projects Funding" form, which is available in HSC Net under FORMS.
 3. The Finance Committee will review the request and submit its recommendation to the Director of Student Life for confirmation.
 4. The student organization will be notified by e-mail when a decision is made regarding the request.

NOTE: No requests for additional funding will be considered after the last Student Senate meeting of the 2024-2025 School Year and the first meeting of the 2025-2026 School Year.

RESTRICTED PURCHASES ON

4. Any person attending a meeting and that has requested a meal is required to attend the meeting and stay until the meeting ends or until the schedule time for the meeting has elapsed, whichever comes first.
5. The officers of the student organization are required to enforce the attendance policy as outlined in the food section. The officers shall work to place food lines so that students cannot easily take food and leave the meeting (i.e. have the serving tables funnel into the meeting room, etc.).

B.

1. Select a food provider that honors Master Card and will take the credit card number over the phone.
2. Contact the Office of Student Life with information _____ to the purchase by submitting the Purchase Request Form through HSC Net no later than 2 weeks prior.
- 3.

9.

10. Once organization travelers have returned, the organization is required to fill out the Clery Student Travel Form and provide all required information within 30 days of returning and before being reimbursed for any travel expenses. This form can be found on the Office of Student Life website under Student Travel.

****Under no circumstances can the SGA reimburse a Texas Tech University Health Sciences Center department, Procurement Card, or Corporate Travel Card. These policies are in place due to restrictions placed on the SGA through federal and state law, as well as University policy.****

1. Each administrative unit approving University-related travel, especially travel that involves students, is encouraged to promulgate guidelines that encourage safe driving and minimize risks of injury during that travel.
2. Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Participation in such off-campus trips and activities is at the students' own risk. If personal injury or accident should occur to students or other persons during such activities, TTUHSC will assume no responsibility, financial or otherwise.
3. Faculty and staff sponsors and organization officers are urged to take all possible precautions to ensure the safety and well-being of all persons participating in off-campus activities.
4. There are no official excused class absences for student organizations. Students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors may set their own requirements for class work missed under such circumstances; they must grant students an opportunity to make up all course work missed while participating in an official off-campus trip.

PROFESSIONAL AND/OR SPEAKER SERVICES

SPEAKER PAYMENT PROCEDURE

- A. The Purchase Request Form must be submitted at least 4 weeks before the event to ensure payment. All original documentation (e.g. airline tickets, lodging, meal receipts) must be turned into the Office of Student Life no later than 10 days after the event in order for reimbursement to be made to the speaker.
- B. An Independent Contractor Questionnaire must be filled out for each speaker prior to payment/reimbursement. Payments/reimbursements will not be made to the speaker(s) without this form.
- C. Speakers must be paid directly for their professional/speaker fees.
- D. No cash advances for speaker's fees or expenses incurred in bringing the speaker to campus are allowed.
- E. Only speakers can be reimbursed for speaker fees (based on Form 1099 of the Internal Revenue Service).
- F. Student Services Fee funds can be used to reimburse the speaker for meals personally incurred in conjunction with a presentation made to the organization. Any other food expenses (banquets, receptions, etc.) will not be reimbursed.

- G. Only speakers, not student organizations, can be reimbursed for the speaker's travel, lodging, and meal expenses. A W-9 must be submitted to the Office of Student Life for the speaker to be reimbursed.
- H. A speakers' reimbursement is based on information received from the Internal Revenue Service. See #3 for information.
- I. Student Services Fee funds cannot be used to reimburse expenses or fees for speakers who are Texas Tech University Health Sciences and/or Texas Tech University employees.

R

30% income tax from his payment.

All t-shirt designs, along with any other product that will have the TTUHSC logo MUST be approved by the

completed seven (7) days prior to the event

POLICY FOR USE OF TEMPORARY COLLECTION CONTAINERS IN PUBLIC AREAS

Nancy Cook – +1-325-696-0488
nancy.cook@ttuhsc.edu

- o Dallas

Chris Yancey +1-214-358-9550
Chris.yancey@ttuhsc.edu

Special Project Fund Request Form – HSC Net FORMS Tab

Travel Request Form/Travel Reimbursement Request form – HSC Net FORMS Tab

Travel Release and Indemnification Form – [Office of Student Life website](#)

Authorization for Emergency Medical Treatment – [Office of Student Life website](#)

Clery Student Travel Form – [Office of Student Life website](#)