

Student Organization Officer Expectations

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WHAT'S INSIDE

- Info for new officers on the requirements with Student Life and ways to manage Senate funding.
- Tip: Pass this information on when officer transition occurs

Getting Started

Welcome! This guide is designed to help you understand the general guidelines for running a student organization.

Our Culture

Student organizations at TTUHSC are an integral part of the student life experience while in school. There are over 130 registered student organizations covering a range of topics that are program/school specific as well as general interest. All organizations are open to all students at TTUHSC, regardless of school or program.



Your Officer Transition Checklist

Elected new officers? This list will help set them up for success.

TASK	STATUS
Update HSC Net Roster - give new officers access and remove old officers, make sure current members and advisors are in the Roster	<input type="checkbox"/>
Go over the duties of each position	<input type="checkbox"/>
Cover any annual or frequent events hosted by the organization	<input type="checkbox"/>
If the org has an off-campus bank account, meet with the bank to grant access to the new officers and remove old officer access.	<input type="checkbox"/>
Provide access to any shared materials, including online systems for storing documents or sending communication.	<input type="checkbox"/>

Officer Guidelines

Common Terms

	DEFINITION
Senate Funds	Student Service Fees that are provided to the Student Government Association for allocation to student organizations. Managed by the Office of Student Life
Agency/Off-Campus Funds	Funds that are raised by the student organization and are held within an off-campus account that is controlled by the officers and advisor. Some Medicine groups have an on-campus Agency fund which is managed by the School of Medicine.
HSC Net	Online platform for managing student organizations, including spending requests for Senate and Agency on-campus funds

Officer Requirements

A. Mandatory Trainings

Fall Semester: Senate Fund Rules and Regulations Training - President, Treasurer, and Advisor are required to attend.

Spring Semester: Re-Registration & Budget Request Process Training - President and Treasurer required, Advisor encouraged to attend.

B. HSC Net Roster

All current members, officers and advisors are expected to be listed in the organization's HSC Net Roster.

Any changes during the year should be updated in HSC Net within 5 business days.

C. Re-Registration & Budget Requests

The annual Re-Registration & Budget Request processes take place each Spring semester. Both must be submitted by March 1st in order to stay within registered status and to receive Senate funding for the following academic year.

D. Officer Transition

Providing new officers with the necessary information to run the organization is vital to the group's continued success. This process should occur after elections have been completed and before any outgoing officers graduate or leave for a semester break.

HSC Net can be used to hold onto Documents to pass onto new officers to help with this transition process.

E. Senate Funds

Funds are allocated to student organizations in September. Spending only begins after two tasks are completed.

- Fall Training is attended by BOTH the President and Treasurer
- A Fully signed SGA Funding Contract is sent to the Office of Student Life

Funding Regulations Handbook

Provides guidelines for the use of Senate funds, including purchases that are not allowed, deadlines and rules for different spending.

<https://www.ttuhs.edu/student-government/documents/FundingHandbook23-24.pdf>

Spending Deadlines

- Purchase Requests must be submitted in advance of the event/meetings
 - At least 2 weeks prior to meetings for food or supplies
 - At least 30 days in advance of large purchases, travel, or speaker payments
- June 2, 2024 - Major Expenditure Deadline
- August 2, 2024 - Deadline for Purchase Requests for the 2023-2024 academic year
- No spending between August 17th - September 7th

Special Projects Fund

Limited fund that can provide assistance to new student organizations and organizations that need funding for a one-time event.

Requests are open from early October to early April. Submit the request at least a month in advance of the need, earlier if for travel funding. Form can be found on HSC Net under FORMS.

Reviewed by the SGA Finance Committee and email sent to requestor when approved/denied.

Purchase Requests

System for making requests to utilize Senate funds for the organization. The purchase must be within the guidelines of the Funding Regulations Handbook and will be reviewed by the Office of Student Life. Any questions will be sent to the HSC email for the student submitting the request.

Approvals are completed in the system when the spending occurs. This allows Student Life staff to adjust the total to the correct amount.

NOTE: For requests to use Agency funding for groups within the School of Medicine, please use their Spending Request Form - <https://ttuhsc.campuslabs.com/engage/submitter/form/start/492209>. The Purchase Request system is for Senate funds only.



Purchase Request Process	
In the organization's Tool menu, select Finance.	<input type="checkbox"/>
Click the blue Create Request button, select Create Purchase Request.	<input type="checkbox"/>
Create a name for the request. <i>Example: Food for General Meeting on 10/15</i>	<input type="checkbox"/>
Enter a short description of the purchase that is needed.	<input type="checkbox"/>
Enter the estimated amount for the purchase. <i>Must be within available balance.</i>	<input type="checkbox"/>
Select the organization's Senate account. <i>If a multi-campus organization, make sure to select the correct campus account for the purchase.</i>	<input type="checkbox"/>
Enter the required information for the purchase needed; examples are provided in the blue box on the page.	<input type="checkbox"/>
Attach a quote, screenshot, or Document/Spreadsheet with itemized list.	<input type="checkbox"/>
If event/meeting is on campus, attach a screenshot of the Facilities or Room Request Form.	<input type="checkbox"/>
Attach a list of members that will be attending the meeting/event or receiving an item being purchased.	<input type="checkbox"/>

FAQs

1. How do I get access to the organization's HSC Net page?
 - a. Previous officers can grant new officers access to the HSC Net tools, by adding the position title to your profile in the Roster. If previous officers are no longer available, please contact the Office of Student Life for assistance.
2. What kind of travel is approved for student organizations?
 - a. Travel that is related to the student organization's national/state/regional affiliated organization or that is meant to provide leadership development that is then shared with the members.

Didn't find what you're looking for? Reach out to our team via student.life@ttuhsc.edu, and we'll help you!

Useful Resources

- [Student Life website](#)
- [Student Government Association website](#)
- [HSC Net](#)