

# Conference on Student Government Associations

## Governing Documents

Revised: January 2019

**COSGA  
Operations Manual  
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# I. Governing Documents

# COSGA

## Statement of Mission and Goals

### COSGA Mission Statement

*As members of COSGA, we are committed to organizing and executing a premier conference that stimulates growth and improvement among student governments worldwide.*

### Student Government Mission Statement

*“To serve Texas A&M University by representing student opinion, addressing campus needs through targeted programming and the maintenance of tradition, and providing opportunities for leadership development in order to enrich the quality of student life.”*

## II. Executive Staff

## Officer Job Descriptions and Responsibilities

### **Requirements of COSGA Executives:**

Must attend ALL scheduled meetings (Wednesday 10:00 PM and or any approved times by the Directors/Member Relations Executive)

Must attend weekly executive meetings (Monday 7:30pm)

Must attend the three-day conference

Must be in good standing with the University, including a cumulative GPA of at least 2.0

Director – Oversee the committee and make decisions in its best interest; Give guidance and support to Executive Members and Committee Members; Supervise and assist in planning all official committee functions; Coordinate and organize Exec meetings and committee meetings; Help Assistant Director, when needed, with committee finances; Be a visual and supportive member of the committee; Be available to help any Executive Staff members.

Assistant Director: The Assistant Director for COSGA manages the budget as well as manages the risk for the Conference. They are also an integral part in helping the Director manage the Executive and Committee staffs. It is critical for the director and assistant director to work together and learn from one another about how to make this conference successful. It is important that this person be skilled in the ways of managing budgets and skilled in all Microsoft Office applications. Additionally, the Assistant Director will be responsible for representing COSGA if the director is unable; this could include executive, general and SGA meetings.

Advancement: This is COSGA's marketing division. They make sure that we reach schools all over the nation as well as around the world, to recruit delegates for the conference. Advancement is responsible for designing and printing the brochures and any other mail outs sent to schools. It is important that these individuals be earnest, persistent and prompt in their responsibilities. Advancement will work with businesses to obtain sponsorships, discounts, and merchandise for the delegates. They also design the committee and conference T-shirts, delegate binders, and merchandise for the COSGA store which is a great opportunity to show off your creativity!

Programs: The programming committee has the privilege and responsibility of choosing and securing the keynote speakers as well as selecting the theme for the conference. It is also their job to organize the roundtable discussions topics and workshops as well as assisting in the set- up of the conference schedule. They are also responsible for the reservation of all rooms/buildings in regards to the conference. Being a part of this committee requires professional people who can handle working with big name speakers and representing A&M in the highest regard.

Member Relations: Committee Development is charged with training the COSGA staff for the conference. They help plan the committee meetings, retreats, and socials. 'Committee D' is the heart and soul of COSGA. Committee members are usually outgoing and ready to serve their committee through many different forms of entertainment. This individual needs to have a vision for helping committee and hosts understand the workings of COSGA in a fun, fresh and effective way.

External Relations: They make sure that we reach schools all over the nation as well as around the world, to recruit delegates for the conference. They are the primary contact for all

attending and potential delegates. This individual needs to be willing to dedicate large portions of time to contacting schools across the country and world. Many times research must be done to find out the correct contact information, but without this position we would not have the variety of delegates that makes COSGA so great!

## Transition Procedures

The selection and transition process.

1. Director
  - a. Application
    - i. Should include
      1. Applicant's personal information
      2. Up to four (4) essay questions that may be answered on attached pages (subject to change from year to year)
      3. Information on when and where applications are due and whom to contact for questions
    - b. Interview
      - i. Interviewers should consist of:
        1. Outgoing COSGA Director
        2. COSGA Advisor
      - ii. Should include:
        1. Up to five (5) questions (subject to change year to year)
        2. Information on how to find out results

Interviewers should review each applicant's application and interview responses. Collectively, they will agree to the applicant that will best serve the committee as the Chair. Each applicant should receive either an acceptance or rejection letter detailing the reasons for the group's decision.

2. Assistant Director
  - a. Application
    - i. Should include:
      1. Applicant's personal information
      2. Up to four (4) essay questions that may be answered on attached pages (subject to change from year to year)
      3. Information on when and where applications are due and whom to contact for questions
    - b. Interview
      - i. Interviewers should consist of:
        1. Newly selected COSGA Director
        2. Outgoing COSGA Director
        3. COSGA Advisor (Optional)
      - ii. Should include:
        1. Up to four (4) questions (subject to change from year to year)
        2. Information on how to find out results

Interviewers should review each applicant's application and interview responses. Collectively, they will agree to the applicant that will best serve the committee. Each

applicant should receive either an acceptance or rejection letter detailing the reasons for the group's decision.

### 3. Executives

#### a. Application

##### i. Should include:

1. Applicant's personal information
2. Up to four (4) essay questions that may be answered on attached pages (subject to change from year to year)
3. Information on when and where applications are due and whom to contact for questions

#### b. Interview

##### i. Interviewers should consist of:

1. Newly selected Director
2. Newly selected Assistant Director
3. COSGA Advisor (optional)

##### ii. Should include:

1. Up to four (4) questions (subject to change from year to year)
2. Information on how to find out results

Interviewers should review each applicant's application and interview responses. Collectively, they will agree to the applicant that will best serve the committee. Each applicant should receive either an acceptance or rejection letter detailing the reasons for the group's decision.

### 4. Committee Members

#### a. Application

##### i. Should include:

1. Applicant's personal information
2. Up to five (5) essay questions that may be answered on attached pages (subject to change from year to year)
3. Information on when and where applications are due and whom to contact for questions

#### b. Interview

##### i. Interviewers should consist of:

1. Two newly selected Executive Members

##### ii. Should include:

1. At least four (4) questions (subject to change from year to year)
2. Information on how to find out results

The Executives should meet at a specified time and review each applicant's application and interview responses. Interviewers should add any information from the interview that they think the others will find useful. Collectively, they will agree to the applicants that will best serve the mission and goals of COSGA. Each applicant should receive either an acceptance or rejection letter detailing the reasons for the group's decision. Acceptance letters should include the date and time of the first meeting and any relevant instructions.

# **III. Advisors**

## Advisor Expectations Checklist

- ✓ Attend general meetings whenever possible
- ✓ Attend executive committee meetings
- ✓ Explain University policy when relevant to the discussion
- ✓ Call meetings of the executive committee when believed to be necessary
- ✓ Speak up during discussion when the advisor thinks the group may make a poor decision
- ✓ Depend on the officers to observe University policy throughout their terms
- ✓ Inform the group of infractions of their bylaws, codes, and standing rules
- ✓ Hold team responsible for planning and evaluation of activities
- ✓ Veto a decision when it violates a stated objective, the bylaws, or University policy, or when it is an unsafe event
- ✓ Determine with each Executive Team advisors voting role
- ✓ Meet with the Chair and Vice Chair once a week
- ✓ Help facilitate the formation of group goals
- ✓ Initiate ideas for discussion when the advisor believes they will be helpful to the group
- ✓ Request to see the financial chair's books at the end of each month
- ✓ Help the Chair or other officers prepare an agenda before each meeting when needed
- ✓ Attend group activities, meetings, events, etc. whenever possible
- ✓ Help team mediate interpersonal conflicts that may arise when needed
- ✓ Take an active part in the orderly transition of responsibilities between old and new officers at the end of the year

# **IV. Standard Operating Procedures**

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## I. INTRODUCTION

This document was written as a prescription for action and continuity for the Conference on Student Government Associations of the Texas A&M Student Government Association. All future references of “COSGA” shall indicate “Conference on Student Government Association” and “Executives” shall refer to members of the committee’s executive team.

### AMENDMENTS TO THE STANDARD OPERATING GUIDE

Amendments of any policies, language or regulations within this document, with the exception of contact information, shall be approved by a majority consensus of a quorum of the executive team at a pre-scheduled meeting or by both of the Advisors for the committee and SGA.

The new Director and Assistant Director shall examine this packet before the beginning of each year so that all contact information in the *Emergency Policies & Procedures* and executive information sheet remains current.

Because it is imperative that the entire executive committee be consistent, all executives are required to read this guide and sign a contract that they agree to uphold the standards set forth in this document.

## II. BASIC OPERATIONS

### *A. General*

1. It is suggested that the committee will be comprised of 30-40 committee members and 8 Directors and Executives; however, the Director and Assistant Director may elect to adjust the number of committee members as the needs of the committee change. This modification does not require consent of a majority of the executive team. Also, the Director and Assistant Director may elect to take Hosts based on the number of delegates attending the conference if additional assistance is needed.
2. Any decisions made that affects the committee as a whole must be approved by a majority of executive staff members at a pre-scheduled meeting where a quorum is present, whereby a majority and a quorum shall consist of at least 51 percent. The committee Advisor and the SGA Advisor have the authority to approve decisions.
3. Any scenario that arises during the year for which there is not a prescribed course of action in this guide shall be documented and a proper solution shall be considered as an amendment at a later date and time.
4. Dues shall be determined each year by a quorum of the executive team.

### **Member Rules**

1. Members are expected to attend the entire conference .
2. Members shall not consume alcohol, smoke, use illegal drugs or make inappropriate remarks in the presence of the participants.
3. Members are responsible for participants until they leave on the last day. For the duration of the conference, members must behave in accordance with conference rules.
4. Relationships and interaction between committee members and conference participants shall be strictly professional; committee members and executives may not engage in any inappropriate personal or sexual misconduct, with conference participants and each other.
5. Members may be contacted by participants through online social sites. It is up to committee member discretion as to whether or not to become online friends with a participant. However, if a committee member decides to friend a participant they must maintain a profile that represents COSGA and Texas A&M in an appropriate light.

### III. EXECUTIVE COMMITTEE

First and foremost, the duty of everyone on the executive team of COSGA is to do whatever is necessary to uphold the integrity of the organization. Executives are chosen for this committee because they believe in it and should always hold a servant attitude for its members, Texas A&M and its prospective students. These offices may be changed to meet the needs of the organization by the Director, in consultation with the committee advisor.

*The executive committee shall consist of:*

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1. Director
2. Assistant Director
3. Advancement Executives (2)
4. Programs Executives (2)
5. Member Relations & Alumni Outreach Executives (1)
6. Delegate Services Executives (1)

*Expectations of Executives:*

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1. The executives are expected to attend and participate in all COSGA activities.
2. The application and interview process, as well as the reasons members were selected, shall not be discussed with anyone outside the executive committee. (In the case that this happens, the executive is subject to immediate removal from the executive committee.)
3. Never discuss what was said at an executive meeting with anyone on the committee.
4. Never discuss any problems COSGA is having with anyone not on the executive team.
5. At the end of each year, by the transitions meeting, each executive is required to put together a pass-down binder for the next year's executives.

## IV. RULES

### A. *General*

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1. Members may not, under any circumstances, speak for the University or give their opinion about questionable subjects while representing COSGA. Members are encouraged to form their own opinions, but while recruiting or at a conference, they are representing COSGA, and the committee's official position is that it stands behind the University.
2. Members are not to drink alcohol for the duration of the conference.
3. No hazing, sexual harassment or lewd conduct of any kind will be tolerated.
4. Members shall never make commitments or statements for COSGA without consulting the Director or Assistant Director.

### B. *Attendance Policy*

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The following attendance policy is applicable to general meetings and conferences:

1. If a committee member must be absent from a meeting, they must submit the Meeting Excuse Google Form by 11:59 PM CST the Saturday prior to the meeting. If the absence is unexpected, the member must email the Member Relations executive.
2. Upon one (1) unexcused absence the committee member will be given a written warning and a meeting with the Member Relations Executive.
3. Upon two (2) unexcused absences the committee member will have a discussion with a COSGA Advisor, Member of the Director staff and the Member Relations Executive.
4. Upon three (3) unexcused absences the committee member will be asked to leave COSGA pending the unanimous discretion of the Directors.
5. Excused absences are considered as exams, job interviews, or any event determined to be necessary for the member's attendance by the Director staff, or Member Relations executive.

COSGA sets this Attendance Policy in order to ensure that COSGA committee members are prepared to host the conference properly. If you have any questions regarding the Attendance Policy, please contact the Director or Assistant Director.

## V. SELECTION OF MEMBERS

### *All members shall:*

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- a. Have at least a 2.00 overall grade-point ratio at the time of the election, selection or appointment, and for the previous semester. Post at least a 2.00 grade-point ratio for the regular semester. Graduate students should have and keep a 3.00 grade-point ratio.
- b. Be in good standing with the University and enrolled in at least six credit hours in a regular semester.
- c. The SGA Advisor has the authority to override grade specifications.

### *A. Executive Members*

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1. Executives shall post a 2.25 cumulative GPR at the time of their election, selection or appointment, and must maintain a 2.0 cumulative and term GPR for every semester (spring, summer and fall) while in office.

### *B. Committee Members*

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1. Returning members are required to complete an application but are not required to do a returning interview unless otherwise determined by the Director or Assistant Director.
2. Newly applying members are required to complete an application and attend an interview.
3. Criteria for selection of committee members must be available in writing before the interview process begins. Selection decisions must be based on these criteria.
4. Notification of acceptance or non-acceptance will occur in a timely and professional manner.

## VI. REMOVAL OF MEMBERS

### *A. Director & Assistant Director*

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1. A complaint concerning a committee member may be filed with the SGA Executive Vice President by any executive council member or member of said committee.
2. Upon receipt of that complaint, the Executive Vice President has one week to convene the performance review committee to consider the matter.
3. The committee Director or Assistant Director in question may appeal the decision of the performance review committee to the Judicial Board of the Student Government Association, who has one week to rule on the matter.
4. The committee Director or Assistant Director in question may appeal the decision of the Judicial Board to the primary Advisor of the Student Government Association, who has one week to rule on the matter.

### *B. Executive Members*

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1. Removal of Executives
  - a. Consultation should occur between the Director and Assistant Director. This consultation shall include the nature, frequency and intent (or lack thereof) of the actions that warrant dismissal.
  - b. A unanimous decision to remove the executive must be made between the Director and Assistant Director.

### *C. Members*

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1. Consultation should occur between the Directors, Member Relations Executive, and relevant committee executive(s) of the member in question. This consultation shall include the nature, frequency and intent (or lack thereof) of the actions that warrant dismissal.
2. A unanimous decision to remove the committee member must be made between the Directors and executives.
3. The Directors will notify the member in a timely fashion and inform him/her of the decision.
4. Should a member choose to leave the organization or be removed from the organization through the aforementioned process, they shall forfeit all dues and or payments made to the organization.

## VIII. FINANCE-ASSISTANT DIRECTOR

- A. Work as a liaison between the SGA staff accountant and the committee.
- B. Follow all financial procedures in the SGA- SOP
- C. Meet with the COSGA advisor once a month
- D. The budget will be established for the current year by the Director and Assistant Director.
  - 1. Each executive must establish a budget within the guidelines of the overall COSGA budget.
  - 2. Each executive must consult with the Directors about their own budget.

# **X. Risk Management**

## **COSGA 2011 Breakdown for Risk Management**

### Facilities

- Parking for participants N/A
- Keeping participants in approved location
  - When delegates are done eating they are allowed to leave the lunch area to walk around the RUDDER. They will be notified that if they leave they must return by the time our next session starts
- Is size of facility adequate for size of group?
  - Final numbers for how many people will be eating during the conference will be passes through food services no later than a week before conference. We have communicated with Dining Services already to clarify this situation. The rooms used for the lunches can fit the adequate number of people according to fire codes.

### Reputation

- How does this event create unity?
  - It allows for the delegates to take a break from soaking up important knowledge to sit amongst their peers, eat, and enjoy the appropriate entertainment
- How will you keep the positive reputation of COSGA in this activity?
  - Each member will be asked to fill in the empty chairs amongst the delegates to socialize. They should not want to sit together and instead will want to socialize with the other delegates.
  - Providing entertainment for the delegates will allow them to see some of the spectacular local talent.

### Emotional

- Improper behavior/ Unsportsmanlike-like behavior

### Activity: Rockies

This nightlife will consist of traveling back and forth from the Hilton and Rockies. The delegates will be able to dance. At this nightlife the delegates will be able to buy their OWN alcohol. Committee members will not be allowed to drink at any time during the conference. If a member chooses to make the decision to drink, they will meet with the Director, Sarah, and Melissa, will be escorted back to the Hilton where the execs will ensure that they have a safe ride home and will not return the rest of the conference. This is zero tolerance.

## Financial Risks

- Line Item Budget
  - All financial costs have been discussed with Judy
  - Rockies is charging to rent out the venue
  - Any damage incurred the night of the event will have to be reimbursed by us

Physical Risk: (possible injury, travel, food, non-student/unwanted guest, alcohol or drugs, environment could affect activity)

- Drowsy driving: committee members will switch off drivers
- Accidents (van): committee members will be required to complete van video prior to conference. During the retreat and meeting prior to the conference the accident procedures will be reviewed. If an accident does occur there will be a folder in the van on what actions should be taken for reference. The Director will be contacted and the Advisor. An Incident Report Form will be filled out and any forms that transportations services require.
- Rockies double books: we will call a week before to make sure they know we are coming. We have a contract with them and will be meeting with them prior to ensure all expectations are communicated
- Sick delegate: delegate will be transferred back to the Hilton.
- Alcohol Poisoning: Members of the COSGA students organization are not professionally trained medical caregivers and therefore do not have the knowledge necessary to determine when or if a delegate is suffering from alcohol poisoning. If this occurs at the scheduled nightlife by a member or delegate, the closest individual will locate the director who will then call 911. The advisor will then be called and they will decide what parties need to be contacted. An Incident Report Form will be filled out
- Unruly behavior by COSGA: members will be transported back to headquarters. The execs will then contact the Director and the advisor to meet with the committee member and decide the outcome.
- Unwanted guest arrives: hospitality committee will be working the nightlife. **Hospitality committee will stand at the door when the delegates arrive.** If someone comes to the door without a lanyard, the master list will be checked. If they are not on the master list then they will be asked to leave.
- Committee member drinks: each member will have signed an alcohol policy prior to the conference. If they are caught drinking or any suspicion of drinking beforehand, the witness to the act should notify the director or on-site executive immediately and should lead them to the person. This member will be pulled outside to prevent a scene. A director or advisor will talk to them and then be escorted back to the headquarters. The confronting exec member will ensure that the drinking member has safe transportation home. The member will not be allowed to participate in any further official COSGA events. If necessary the advisor will notify the appropriate officials to adjudicate alleged violations of the alcohol policy, which every member signed.

- Committee member arrives not in a van: each member will be notified beforehand that they are to drive to the Hilton and ride a van to every place that we attend during the conference. If they arrive they will be asked to take their car back to the Hilton and ride a van over.
- Nightlife entry: People will receive wristbands before leaving the Hilton.
- Visibly drunk delegate: If the delegate is visibly drunk but does not have alcohol poisoning they will ride back in a van with one member from their respective school, 2 COSGA committee members in addition to the two drivers already in the van.
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#### Facilities

- Parking for participants N/A
- Keeping participants in approved location
  - Someone will be at the door at all times. A delegate will not be allowed to leave the premise unless they are getting on a COSGA van to head back to the Hilton. If they insist on leaving they will be given consequences of not returning to the next nightlife. Their name and school will be reported to headquarters on the Incident Report Forms and we will make sure they will not be allowed to enter the next nightlife
- Is size of facility adequate for size of group
  - Rockies will hold all members. It will be smaller than the previous nightlife at the Hilton
- Who will be allowed inside of facility
  - Only delegates, committee members, and staff will be allowed in the nightlife through COSGA. We have contacted Rockies and they have agreed that no one will be allowed inside except for affiliated staff on their behalf

#### Reputation

- How does this event create unity?
  - After being in a professional setting all day, the delegates have warmed up to one another. The dancing will provide them with a different scene to network, relax, and get to know one another
- How will you keep the positive reputation of COSGA in this activity?
  - COSGA members will have signed an alcohol policy prior to the conference. If a member is caught drinking they will be asked to leave and will not return for the rest of the conference
  - Members will socialize amongst the delegates getting to know each one of them
  - We will stress all of this at every meeting until the conference and at the retreats
- Texas A&M Delegates
  - They have to follow all rules and procedures every other delegate follows. If they get back to the Hilton and have consumed alcohol they will be returned to the room, with another A&M Delegate and 2 COSGA Members besides drivers.

#### Financial Risks:

- Texas A&M School Buses
  - Payment taken care of
  - Used to transport delegates from Rudder to George Bush Library & George Bush Library to the Hilton
- Walkie-Talkies
  - Used for inter-committee communication
- **Van kits**
  - **Rubber gloves, medicine, medicine waiver forms, mints, maps if necessary, emergency procedures**
- Enterprise Vans
  - Payment taken care of
  - Used to transport delegates during the entire conference.

#### Physical Risk (possible injury, travel, food, non-student/unwanted guest, alcohol or drugs, environment could affect activity)

- Vans: upon receiving the vans, they are inspected by Enterprise; they are expected to be in proper, working conditions; all COSGA vehicles will have two (2) COSGA committee members (a driver and a passenger); COSGA members are NOT permitted to provide personal vehicles throughout the duration of the conference
- Flat tire: each morning, every van will be looked at to ensure no tires are flat; if a tire happens to go flat while in transportation, the driver will radio an exec and the exec will take a replacement van to them; vans will be switched and the exec will call transportation services
- Van runs out of gas: all vans will be filled up with gas each night; if a van happens to run out of gas, driver will radio Transportation exec and explain situation; an extra van will be brought to the location and switched; transportation services will be called
- Accident: drivers will be careful and alert. In the event of an accident of any magnitude, it is COSGA policy to notify the police and file and report. Reports must be filled in the event of an accident, regardless of which party is at fault
  - COSGA vehicle involved in a single-car accident, no injury: the transportation exec should be informed IMMEDIATELY; the non-emergency police number should be called so that an officer can file a report. Transportation member and another driver will arrive on the scene to pick up the delegates. The transportation member will aid in filling out the accident report with the driver, and call a tow truck if necessary. Do not discuss this event with anyone after it has been handled by a COSGA exec.
  - COSGA vehicle involved in a single-car accident, injuries sustained by member: a COSGA member should call 911 if injuries require medical attention. Next, the transportation exec should be contacted and an

- executive will be sent to aid the COSGA members. The exec will bring the Insurance of that person. If the injuries are serious the Director should call the University Police Department who will dispatch the Critical Response team from Texas A&M. The Director is responsible for completing an incident report form once the situation is resolved.
- COSGA vehicle involved in a single-car accident, injury sustained by delegate: Driver should call 911 if injuries require medical attention. Next, the transportation exec should be contacted and an exec will be sent to aid the COSGA members. The exec will bring the Insurance of the person. If the injuries are serious the Director should call the University Police Department who will dispatch the Critical Response team from Texas A&M.
  - COSGA vehicle involved in accident with other vehicle, no injuries sustained: accident is defined as any collision between COSGA vehicle and any other vehicle where visible damage is sustained. Notify the transportation exec to call the police to file an official accident report. Director should then contact the advisor. The Director is responsible for completing an incident report form once the situation is resolved
  - COSGA vehicle involved in accident with another vehicle, injuries sustained: A COSGA member should call 911 if injuries require medical attention. Next, the transportation exec will be sent to aid the COSGA members. The exec will bring the Insurance of that person. If the injuries are serious the Director should call the University Police Department who will dispatch the Critical Response team from Texas A&M. The Director is responsible for completing an incident report form once the situation is resolved
  - Driver becomes lost: during van training, drivers will familiarize themselves with the routes; there will be maps of all driving routes located in vans; driver will reference these and if still lost, radio an exec to get help; exec will help the driver get back on designated route
  - Driver-pulled over (traffic violation): driver will obey all traffic laws. If the driver pulled over is at fault, we are not above the law and do not claim to have immunity to the law. And do not claim to have immunity to the law. The member is not allowed to use COSGA as a defense when appearing before a judge. The Director in charge is responsible for completing an incident report form once the situation is resolved.
  - Van becomes over filled: drivers are informed of the maximum load capacity of Texas A&M vans; will not begin driver until the proper number of people are in the van; if driver cannot handle the situation by him/herself, they will radio an exec who will go to that location to help solve the problem
    - Every person in a COSGA vehicle will be required to wear a seatbelt. Drivers of the vehicles will be informed to not operate the vehicle until all seat belts have been fastened
  - Disgruntled delegates:
    - If the behavior occurs while the vehicle is stationary: ensure vehicle is in park and the parking break is on. Radio in to the on-call exec, inform

them of the situation and let them know that the vehicle has been temporarily delayed from completing its route. Calmly address all of the passengers and inform them that the vehicle will not continue until all passengers are seated, wearing their seatbelts and behaving in a non-disruptive and orderly fashion. If the passenger refuses to act in accordance with the appropriate vehicular conduct, radio in to Transportation exec and request that one of the backup vehicles is brought to your location. Once the backup vehicle arrives, escort all of those passengers complying with the vehicular conduct policy into backup vehicle. Exit the vehicle. The transportation exec will notify the director of the situation and the director will determine if the police are necessary

- If behavior occurs while vehicle is in motion: locate the nearest well lit parking lot, driveway, or entrance to pull vehicle over into park. DO NOT pull vehicle over on the shoulder of the road. Ensure vehicle is in park and the parking break is on. Radio in to the on-call exec, inform them of the situation and let them know that the vehicle has been temporarily delayed from completing its route. Calmly address all of the passengers and inform them that the vehicle will not continue until all passengers are seated, wearing their seatbelts and behaving in a non-disruptive and orderly fashion. If the passenger refuses to act in accordance with the appropriate vehicular conduct, radio in to Transportation exec and request that one of the backup vehicles is brought to your location. Once the backup vehicle arrives, escort all of those passengers complying with the vehicular conduct policy into backup vehicle. Exit the vehicle. The transportation exec will notify the director of the situation and the director will determine if the police are necessary
- Intoxicated delegates: alcohol is NOT permitted in any COSGA related vehicles during the conference. The drivers will look for alcohol poisoning in the delegates and use best judgment; if driver feels delegate is extremely intoxicated, he/she will radio an exec. Heavily intoxicated delegates will be escorted back to the Hilton with the presence of an exec and no one else in the vehicle except for the driver. If signs of alcohol poisoning are evident, driver will radio exec that will then contact COSGA director; delegate will be taken to the Emergency Room to be evaluated; Director will remain with the delegate until release. Director in charge is responsible for completing an incident report form once the situation is resolved.
- Sick delegates: van kits contain medicine; if a delegate requests medicine driver is allowed to administer the medication; the receiving delegate will fill out a waiver form upon accepting the medication
- Delegate vomits in van: all vans are stocked with trash bags. If delegate missed trash bags, the delegate should be dropped off at destination, and the vehicle should be returned for cleaning. Remind the drivers not to touch bodily fluids of the delegate. Vomit should be cleaned while wearing gloves and using cleaning agents. The vehicle should be returned to use as soon as possible

- Problems with TAMU buses at Nightlives: Texas A&M buses will be used to transport delegates after the nightlives are over; the drivers of these buses will be employed through transportation services; drivers will know all necessary steps to take if a situation were to arise
- Bad weather: in the case of bad weather and charter buses are running behind schedule; Texas A&M's Transportation Services will be contacted to make arrangements for delegates to be transported
- Van training: all drivers will be required to watch the driving Van Video. Upon completion of the video, each COSGA member will take a test over the video. During this meeting, aspects of the missed questions will be addressed. These committee members will then be required to take the test again. During the van video, the transpo exec will discuss the correct answers to the commonly missed questions, and explain why they are the correct answers.
- Airport: all flight information will be confirmed by COSGA committee. If spaces are not available, the delegates were informed before the conference that they are responsible for their own transportation to either Easterwood Airport or College Station.
- Late arrivals: all delegates have been informed of departure times for COSGA transportation; late arrivals are responsible for their own transportation to College Station
- Problems with charter buses: BCS takes responsibility for their buses; another charter bus will be sent to the location and delegates will switch buses and then be transported to the proper location
- Delegate is injured getting into any vehicle: Driver will assess the situation and radio an exec; depending on the severity of the injured delegate may/may not be taken to the emergency room
- Handicap delegate: proper transportation will be provided to assist any handicapped delegate; Texas A&M Buses, which are handicap accessible, will be used to assist their needs

#### Facilities

- Parking
- There will be no parking for the majority of the delegates because they will not have their own way of transportation
- Some delegates use their own car or have a rental car to drive to the conference. These vehicles will be parked at the Hilton during their stay in College Station. Any transportation related to the Conference will be done through Texas A&M vans and buses.
- Keeping participants in approved location
  - As far as the transportation is concerned, the approved locations are in the vans/buses. The driver of each van will make sure each delegate is wearing a seatbelt to prevent someone from falling out of a vehicle
- Is size of facility adequate for size of group?
  - We have reserved 15 Enterprise Vans and 2 Tahoes. This will be enough vans to transport the delegates because

the vans will be making continuous routes. This will provide a smooth movement of delegates with minimizing the amount of time a delegate will have to wait for a vehicle

#### Reputation

- How does this event create unity?
  - Van drivers will have a lot of interaction with the delegates. Whenever delegates are in the vans/buses, their drivers will be extremely hospitable to them. This creates unity between the COSGA staff and the conference delegates
- How will you keep the positive reputation of COSGA in this activity?
  - The positive reputation will be upheld through the dedication of the drivers
  - Drivers will make conversation with the delegates and make them feel welcome
  - They will answer any questions and will be of any service they can be to the delegates

#### Emotional

- Improper/un-sportsman-like behavior