

# **Student Organization Manual 2010-2011**



**Distributed by  
The Office of Campus Life & FYE**

## **THE OFFICE OF CAMPUS LIFE AND FIRST YEAR EXPERIENCE**

Huston-Tillotson University believes that learning also takes place through experiences outside of the classroom. The Office of Campus Life and First Year Experience (FYE) is primarily responsible for the development of co-curricular programs, activities and events that contribute to the mission and goals of the University. Educational, cultural, civic and social programming is designed to expose students to growth avenues that will prepare them for success in a diverse society.

The Office of Campus Life & FYE is involved in the overall coordination of campus student activities, the advisement of the Student Government Association (SGA), the National Pan-Hellenic Council (NPHC), an umbrella organization for all Greek-letter organizations and Mr. and Miss Huston-Tillotson University.

For additional information or questions regarding officially recognized student organizations please contact the Office of the Director of Campus Life & FYE, Davage-Durden Student Union Office B, at (512) 505-3037 or [ejsimeon@htu.edu](mailto:ejsimeon@htu.edu).

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"The first responsibility of a leader is to define reality. The last is to say thank you. In between, the leader is a servant."

Max De Pree  
Leadership is an Art

# STUDENT ORGANIZATIONS

## Umbrella Organizations

### Student Government Association

The representative body for all full-time and part-time students is the Student Government Association (SGA).

### National Pan-Hellenic Council

The National Pan-Hellenic Council is an organization composed of officers and representatives from each Greek-letter organization on campus.

### Residence Hall Association

The Residence Hall Association is an organization focused on providing activities and addressing issues in the residence halls.

## University Recognized Student Organizations

### Academic Organizations

Alpha Kappa Mu Honor Society  
Beta Kappa Chi Honors Society  
Kappa Delta Pi Honor Society  
Pi Gamma Mu Honors Society  
Phi Beta Lambda Business Honors Society  
Sigma Tau Delta Honor Society  
American Marketing Association  
Business Club  
Psychology Association  
National Association of Black Accountants  
National Black MBA Association  
National Science Teachers Association (NTSA)  
Honda Campus All-Star Challenge Club

### Greek-Letter Organizations

Alpha Phi Alpha Fraternity, Inc.  
Alpha Kappa Alpha Sorority, Inc.  
Delta Sigma Theta Sorority, Inc.  
Omega Psi Phi Fraternity, Inc.  
Sigma Lambda Beta International Fraternity, Inc.  
Zeta Phi Beta Sorority, Inc.  
Phi Beta Sigma Fraternity, Inc.

### Other Organizations

BACCHUS & GAMMA  
HIV/AIDS Peer Educator Club  
HT Preservation Club  
HT Quiet Storm Poets  
International Student Association  
I Think!: The Philosophy & Religion Association  
HT Latino Students Association  
HT Preservation Club  
NAACP University Chapter  
Pre-Alumni Council

Toastmasters  
15000 Watts

**Campus Ministry Organizations**

Sister Connection  
Brothers of Fellowship  
God's Anointed Angels of Praise  
Gospel Choir  
Women of Excellence Fellowship Group  
Oxford Club  
Precious Jewels Praise Dance Team  
Mime Ministry  
Prayer Warriors  
Campus Ministry Student Advisory Counsel

**Athletic Organizations**

Rowdy Rams  
HT UTSA- Tennis Club  
HT Ram-nites Dance Team

# UNIVERSITY RECOGNITION

## REASONS TO BE RECOGNIZED

1. Use of the Huston-Tillotson University name to identify institutional affiliation
2. Ability to publicize using campus bulletin boards and kiosks
3. Ability to hold meetings and activities on campus
4. Right to apply for student organization funding
5. Use of campus facilities and services.

The privileges listed above are not extended without careful consideration. Once recognized, an organization carries the name of Huston-Tillotson University and the programs and activities planned and presented by the officers and membership of the organization are governed by the policies of the institution.

## THE RECOGNITION PROCESS

### For New Organizations

In order to retain official university recognition, student organizations must meet and maintain certain requirements. The process of becoming a newly recognized student organization requires completion of the following steps:

- Step 1:** Meet with the Director of Campus Life & FYE to discuss the process.
- Step 2:** Review the guidelines for student organizations outlined in this handbook.
- Step 3:** Complete the following:

- a. New Student Organization Proposal Form** (See Appendix A)

This form must be completed before recognition will be considered. All student organizations should be officially recognized and on file with the Office of Campus Life & FYE.

- b. Organization Constitution and By-Laws** (See Appendix B)

Every student organization should have a current copy of their constitution and by-laws on file with the Office of Campus Life & FYE. This will help in the development and stability of new organizations.

### **Important things to remember about your constitution:**

1. It must be submitted to the Office of Campus Life & FYE on an annual basis
2. The membership requirements must be aligned with those outlined in this handbook.

**All constitutions must contain the following:**

1. A concise statement of purpose
2. The main goal(s) of the organization
3. A clear outline of the general membership requirements
4. Officer positions, the duties of each and requirements to be an officer
5. A discussion of any other essential processes relevant to the organization

**Step 4:** Submit the completed form along with any supplemental items to the Director of Campus Life & FYE.

**For New Greek-Lettered Organizations**

In order to retain official university recognition for Greek-Lettered organizations, both the students and the organization must meet and maintain certain requirements. The process of becoming a newly recognized Greek chapter requires completion of the steps listed above AND the following steps:

- Step 1:** Meet with the Director of Campus Life & FYE to discuss the process.
- Step 2:** Review the guidelines for student organizations outlined in this handbook.
- Step 3:** Make initial contact with the necessary officials of the organization to advise them that there is interest from HT students. This may mean contacting a National Board members or an Alumni Association. This contact should be made by the Director of Campus Life & FYE or directly by the students, depending on the organizations policies.
- Step 4:** The designated representatives of the organization must submit a formal letter expressing a desire to charter a chapter on campus. (The letter should explain the history of the organization, details of alumni support in the area, and a plan of action of how the alumni association in the area will ensure that the chapter remains active, if it is chartered.)
- Step 5:** After the letter is submitted, the Director of Campus Life, in consultation with the Dean of Student Affairs, will determine if expansion will be granted. The factors that will determine the decision are:
1. If there is a need for the group at the time
  2. Whether or not the organization brings a unique service to the campus that isn't already being provided
  3. If there are enough students to make the group viable
- Step 6:** If expansion is granted, then an officially recognized interest group must be formed and a New Student Organization Proposal Form must be submitted as described above. The interest must be made up of a minimum of 3 interested undergraduate students with a minimum of 2.5 cumulative AND session GPA.

**Step 7:** If the national organization approves intake for the group, then the appropriate regional/national officer must submit all necessary paperwork to the Director of Campus Life for further approval. The necessary information to be provided is:

1. Documentation showing that all of the interested students have maintained a 2.5 cumulative AND session GPA (to be verified by the University Registrar)
2. A good conduct record (to be verified by the Dean of Student Affairs)
3. An outline of the nationally mandated intake process (to be verified with Regional Director)
4. A letter from the Regional Director stating that intake for this group has been approved by the national organization
5. The letter must indicate that the interested students going through intake have been approved by the necessary regional & national officers (to be verified with Regional Director)
6. A calendar must be turned into the Director of Campus Life 2 weeks prior to the expected start date of the intake process and should include the official start/end dates for intake. Along with the calendar the Regional Director must include a description of the activities for intake from beginning to end (to be verified with Regional Director)
7. Once all information is submitted, reviewed, and approved then the group can proceed with intake. Failure to do so may result in intake not being approved and the permission to expand to HT being revoked.
8. After intake is completed and the new members are initiated, they will need to meet all university and national requirements for an active chapter for the length of 1 year after the date they were initiated. If all requirements are met after a year, then the chapter will receive full recognition from the university.

**Note:** New organizations must complete the entire proposal process outlined above. The form and a sample organizational constitution and by-laws can be made available through the Office of Campus Life & FYE. Upon review of the information a determination of approval or denial will be made and formal notification will be provided by the Office of Campus Life & FYE.

### **For Current Organizations**

A similar process exists for student organizations seeking to renew their recognition but it includes some additional items. The steps are as follows:

- Step 1:** Meet with the Director of Campus Life & FYE to discuss the process.
- Step 2:** Review the guidelines for student organizations outlined in this handbook.
- Step 3:** Complete the following:



- a. **Student Organization Renewal Form:** This form must be completed before renewal will be considered. All student organizations should be officially recognized and on file with the Office of Campus Life & FYE.
- b. **Organization Constitution and By-Laws:** Every student organization should have a current copy of their constitution and by-laws on file with the Office of Campus Life & FYE. An updated copy of this document should be submitted annually.

**Note:** Constitutions and by-law must be submitted to the Office of Campus Life & FYE on an annual basis.

- c. **Membership Roster:** A list that includes the names of all current members of the organization as well as their student identification number, e-mail address and telephone number.
- d. **Activities Calendar:** Using a calendar template provide all activities both on campus and off campus that the organization has planned for the academic year. Include the name, time and location of each event. Calendars are reviewed at the start of each semester to accommodate updates and changes where feasible.

**Step 4:** Submit the completed form along with any supplemental items to the Director of Campus Life & FYE.

**Note:** Current organizations must complete the entire renewal process outlined above on an annual basis. The form can be made available through the Office of Campus Life & FYE. Upon review of the information a determination of approval or denial will be made and formal notification will be provided by the Office of Campus Life & FYE.

## **RECOGNITION DEADLINES**

To secure official university recognition for the academic year the processes outlined above must be completed prior to the end of the second week of classes. If a currently recognized organization does not have the required items on file with the Office of Campus Life & FYE by the deadline all associated privileges will be suspended. In the case of a proposal for a new organization, failure to meet the deadline will necessitate placing the proposal on hold for submission at the start of the next academic year.

# ORGANIZATION REQUIREMENTS

Student organizations may be officially recognized when formed for purposes that are consistent with the goals and mission of Huston-Tillotson University. In order to retain official recognition, student organizations must also meet certain requirements. Only by complying with the following conditions may organizations enjoy the privileges associated with the status of being officially recognized by the University.

1. Officially recognized student organizations must:
  - a. Have a full-time (employed by the University at least on a nine-month basis) faculty or staff advisor.
  - b. Submit a renewal form to the Office of Campus Life & FYE at the start of each academic year.
  - c. File a copy of the organization's constitution and by-laws with the Office of Campus Life & FYE and keep it current by updating it regularly and resubmitting it annually.
  - d. Provide the Office of Campus Life & FYE with a current membership roster that included contact information.
  - e. File a copy of the organization's activities calendar for the current academic year with the Office of Campus Life & FYE.
  - f. Conduct all the activities of the organization in a manner that is consistent with the mission and goals of the University.
2. Officially recognized student organizations and their University advisor(s) are responsible for compliance with federal, state and local laws, in addition to University policies.
3. Students who are minors may be asked for parental permission for certain types of activities. Minors who are not students at Huston-Tillotson University are ineligible for membership and may not participate in the activities of the Huston-Tillotson University officially recognized student organizations. The only exceptions to this requirement are minors who are dependents of Huston-Tillotson University students, faculty or staff members, who will be allowed to participate if their parent/guardian:
  - a. Is a member of the student organization;
  - b. Is in attendance while the dependents are participating and
  - c. Is willing to accept responsibility for and waive liability of Huston-Tillotson University for any accidents and/or injuries to minors that may occur while participating in the event.
  - d. Travel Training Requests & liability waivers must be completed and approved at least 2 weeks in advance of proposed trip.

## ORGANIZATION ACTIVITIES

The University is a forum for ideas and their exchange, thus it seeks to provide the climate and conditions for teaching, learning and other intellectual pursuits. This can only occur if order is maintained and all involved recognize standards of behavior. The following activities guidelines are designed to serve these objectives:

1. All officially recognized student organizations will have their activities, whether on or off campus, approved by their advisor(s).
2. Because the University is directly impacted by the actions of its students, no officially recognized student organizations may use the institution's name in conjunction with an activity without the express authorization of the institution (ex. University seal or other images).
3. Officially recognized student organizations are not authorized to provide activities for an all-University audience unless they have received prior approval from The Director of Campus Life & FYE and the organization advisor(s). This approval is required in order to avoid over-lapping programs, double-booking university facilities, as well as to provide the necessary security in order to keep the campus community safe. An activity open to an all-University audience is generally defined as one that is geared towards the entire campus, not only the members of the organization.
4. King-Seabrook Chapel is the center of on-campus religious and spiritual activity, accordingly officially recognized student organization events to be held in the Chapel must receive approval from the Director of Campus Life & FYE and utilize facilities services in accordance with established use policy.
5. Advisor(s) shall monitor contracts for the activities of officially recognized student organizations. Students are not authorized to sign contracts on behalf of their organizations unless they are approved to do so in writing by their organization advisor(s).
6. The officially recognized student organization inviting a speaker or performer to the campus will be responsible for the conduct of their guest, and are fully responsible for any damages caused by acts on the part of the speaker/performer, the audience, or those acting in concert with him or her. The sponsoring organization is responsible for maintaining order, and if necessary providing security, during the speech or performance. The privilege to invite speakers/performers to campus carries with it the important task of ensuring that the goals and mission of the University are not compromised. Officially recognized student organizations inviting a speaker or performer to the campus shall not hold the University responsible for any of the above mentioned items.
7. Because of the number, variety and scope of activities sponsored by the institution's faculty, staff and students, Huston-Tillotson University cannot be held responsible

for accidents and/or injuries incurred through activities on or off campus sponsored by officially recognized student organizations. Officially recognized student organizations are encouraged to purchase event insurance where relevant.

8. The University reserves the right to cancel any officially recognized student organization activity it deems to be in direct conflict with the University's mission and goals, or for the safety of the campus community. The Dean of Student Affairs, Director of Campus Life & FYE or a duly authorized representative may also terminate an officially recognized student organization activity on the grounds that it constitutes disruptive activity as defined by the Texas Education Code- Section 37.123- Disruptive Activity (<http://law.onecle.com/texas/education/37.123.00.html>) or if there is a violation of HT's Code of Conduct 7 Community Standards.

# ORGANIZATION MEMBERSHIP

## GENERAL ORGANIZATION MEMBERSHIP

To participate as an officer, member or potential member of an officially recognized student organization the student must:

- Be in good standing with the University
- Have and maintain at least a 2.5 Cumulative GPA (if applicable)
- Agree to adhere to all of the guidelines as set forth in this document

**Note:** Admission to Huston-Tillotson University and any of its recognized organizations is open to all qualified individuals. All student organizations must be advised that, by law, University official recognition will be granted only if the organization is in compliance with the statement above and with Title IX of the Civil Rights Act of 1974, Amended. In order to comply with Title IX, your organization must provide equal opportunity for full participation by either sex and must not discriminate on the basis of sex in any area of activity or membership in the organization. In the case of sports clubs & Greek-lettered organizations, separate teams (men/women), where necessary, may be organized as long as equal opportunity exists for either sex to form a team. Honorary and professional organizations are exempt from Title IX and must be able to furnish written proof from the national office.

**Note:** All student organizations are subject to the university's Code of Conduct & Community Standards, which can be located at [www.htu.edu](http://www.htu.edu), in the Student Affairs section

## GREEK-LETTER ORGANIZATION MEMBERSHIP

Students seeking membership in Greek-letter organizations must have completed a total of at least 30 credit hours with a minimum of 12 at Huston-Tillotson University and possess at least a 2.5 cumulative AND session grade point average. To remain active after completing the intake process all members of Greek-lettered organizations must maintain a cumulative AND session GPA of 2.5 or above. Failure to maintain a cumulative AND session GPA of 2.5 or higher will result in that individual being inactive until their grades meet those requirements. All Greek-lettered organization chapters must also maintain a session AND cumulative GPA of 2.5 and above. Failure to do so will lead to that chapter being suspended for the upcoming semester and will remain so until the requirement is met. All organizations will host their new membership activities and programs during the Fall or Spring Semester. These dates are approved by each organization's national body and the Director of Campus Life & FYE in conjunction with the Dean of Student Affairs. The Director of Campus Life & FYE will set dates that serve as deadlines for new membership activities and programs to be completed by each semester. No new membership activities and programs shall take place after the set deadlines without the authorization of the Director of Campus Life & FYE in conjunction with the Dean of Student Affairs.

**Note:** Greek-Letter organizations must have at least three members that are both active and eligible to operate as an active undergraduate chapter at Huston-Tillotson University.

Members are considered active if they meet the requirements for being an active member as set forth by their national organization and they are considered eligible if they meet the institutional requirements identified above in the section on Greek organization membership. If a chapter does not have the minimum number of members required, it will become partially-inactive with regard to all programming activities except for membership intake. During the semester of membership intake or selection, the Director of Campus Life and FYE may choose to approve up to three programs to assist the organization with recruitment efforts. Chapters may be allowed to hold 1 educational program, 1 community service event, and 1 fundraiser with the proper consent until the chapter can meet the minimum requirement to become fully active again. The organization will remain partially-inactive but will retain its university recognition to recruit new members provided the organization meets all grades & conduct requirements.

### **New Membership Requirements**

Greek-Letter Organizations wishing to conduct new membership activities and programs must meet the following requirements in addition to those of their national body:

1. Be in good standing with Huston-Tillotson University, the Office of the Dean of Student Affairs, the Office of Campus Life & FYE, the national body of the organization and the National Pan-Hellenic Council.
2. The Chapter President & Graduate Advisor must meet with the Director of Campus Life & FYE to discuss the organization's desire to conduct new membership activities and programs. Also, the Regional Director must provide written approval 2 weeks **prior** to the start of **any** intake activities. Once received the university will determine if approval is granted.
3. Have a new membership activities and programs schedule, including dates, times and locations for all activities, on file with the Director of Campus Life & FYE prior to the first program.
4. Provide a list of all perspective members who attend interest meetings, information sessions, etc. by the close of the next business day to the Director of Campus Life & FYE.
5. Adhere to any additional administrative requests made by the University, Dean of Student Affairs and/or Director of Campus Life & FYE (i.e. signed Release of Information Form & Hazing Statement)
6. Follow all guidelines as set forth by the organization's national body as well as those outlined in this document.
7. Confirm that all individual participants, both active members and prospective members, are not currently on disciplinary probation or suspended from the University and possess the minimum grade point requirement(s).

**Note:** Contact between prospective members & organizations are limited to the approved activities designated by the new membership process & consistent with the organizations national guidelines. Any unapproved meetings held will constitute a violation of HT policy and the individuals involved may be subject to disciplinary action. Absence of advisors at any meeting with prospective members may result in disciplinary action being taken against each of the individuals found to be involved.

## Hazing

Before pursuing membership in a recognized Greek-Lettered Organization at Huston-Tillotson University, students are strongly encouraged to carefully review the section on hazing located below. This information can also be accessed on the Student Affairs homepage of the University website <http://sa.htu.edu/>

All prospective candidates for membership and current members are required to sign a hazing release form if he or she wishes to seek membership in a Greek-Lettered organization to ensure he/she is aware of the University policies and law against hazing. The University works closely with NPHC chapter Graduate Advisors to ensure clearer communication and enhanced chapter productivity. Finally, the University also includes hazing awareness among a variety of other risk management topics and leadership programming which is sponsored by the Office of Campus Life & the First Year Experience to aid student organizations in reaching their full potential.

Hazing is against the laws of the State of Texas and Huston-Tillotson University policy. The Office of Campus Life & FYE in conjunction with the Office of the Dean of Student Affairs will work to enforce all legislation, laws, regulations, and policies pertaining to this issue as it related to officially recognized student organizations.

### Hazing Defined

Hazing (as defined by the Texas Education Code) means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:

1. Any type of physical brutality, such as whipping, beating, striking, branding, paddling, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.



### ***Other Unacceptable Activities***

Activities which constitute acts that are dangerous, harmful, or degrading, in violation of Huston-Tillotson University's definition of hazing include, but are not limited to:

- Calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;
- Total or partial nudity at any time;
- The eating or ingestion of any unwanted or unpleasant substance;
- The wearing or carrying of any embarrassing, degrading, or physically burdensome article;
- Paddle swats, including the trading of swats;
- Pushing, shoving, punching, slapping, tackling, or any other physical contact;
- Throwing oil, syrup, flour, or any substance on a person;
- Individual or group interrogation;
- Consumption of alcoholic beverages accompanied either by threats or peer pressure;
- Lineups intended to demean or intimidate;
- Transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- Confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small);
- Any type of personal servitude that is demeaning or of personal benefit to the individual members, including, but not limited to spending money on chapter members or fulfilling chores (i.e. washing car, cleaning room, ect.)
- Wearing of embarrassing or uncomfortable clothing;
- Assigning pranks such as stealing, painting objects, harassing other organizations;
- Intentionally messing up the house or a room for clean up;
- Pressuring prospective members for sexual contact;
- Marching or death marches;
- Requiring travel outside of nationally sponsored events;

- Attending educational sessions at campuses other than HT;
- Demeaning names;
- Yelling and screaming;
- Requiring boxing matches, wrestling, or fights for entertainment;
- Failure to report any inappropriate activities or knowledge of hazing; and
- Any prohibited activities as outlined by the national organization or activities inconsistent with the national organization's membership intake or selection process.
- Hazing may also include any activities required of prospective or new members as a condition of participation in the organization that is not sanctioned as part of the national membership process.

**NOTE:** It is not a defense to prosecution of hazing that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

### *Committing an Offense*

A person commits an offense if the person:

1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. Recklessly permits hazing to occur; or
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge, in writing, to the Dean of Student Affairs or other appropriate official of the institution.

### *Texas Law regarding Hazing*

Be aware that in a Texas court of law:

The offense of failing to report hazing is a Class B misdemeanor.

1. Any other offense considered hazing that does not cause serious bodily injury to another is a Class B misdemeanor.
2. Any other offense considered hazing that causes serious bodily injury to another is a Class A misdemeanor.
3. Any other offense considered hazing that causes the death of another is a state jail felony.

### ***If a Hazing Allegation is Made***

In the event that a hazing allegation is levied against a Greek Lettered Organization at HT, and is found to be potentially serious and credible, the chapter will receive a letter from the Director of Campus Life & First Year Experience indicating that a report has been filed, and instructing the chapter :

1. Chapter Advisors will be contacted,
2. The Regional Director will be contacted,
3. Their national office will be notified, and
4. All activities including, but not limited to membership intake, programming, community service, and ALL programs must **Cease and Desist** immediately.

**NOTE:** The purpose of Cease & Desist is to stop all activities & contact with new & prospective members to avoid further cause for concern, real or potential harm, and/or liability pending the completion of an investigation. Failure to adhere to a cease and desist of all activities may result in conduct action, including chapter suspension or revocation.

5. After all necessary contact is made, the University will conduct its investigation, which will be led by the Director of Campus Life & FYE or other assigned conduct officer as noted by the Dean of Student Affairs. In most scenarios the alumni advisor, the regional official, and/or a national officer will also conduct an independent investigation.
6. After both investigations are completed, the Director of Campus Life & FYE and the Dean of Student Affairs will meet with the representatives from the accused organization to discuss the status of the investigation. If the determination is made that that no charges will be levied against the chapter, then the organization will be reinstated and all activities can re-start immediately.
7. If a chapter is charged with a violation of the code, the Director of Campus Life & FYE will meet with the representatives of the organization to discuss next possible steps. The sanctions for hazing can be chapter suspension, chapter revocation, and/or individual sanctions.

## ***Membership Intake & Selection Processes***

All NPHC organizations and other organizations that have selective membership processes of any kind are reminded that recognition by the University is a privilege. Further, all are subject to the standards below:

1. All members are expected to have at least a **2.5 session AND cumulative grade point average** to remain an active member of the organization.
2. **Students must have at least 30 credit hours to pursue membership in an NPHC organization. Advanced placement credit hours will not count toward the 30 credit hours.** If an individual is a transfer student, twelve credit hours must have been completed at HT.
3. An organization must have at least three active members to be recognized on-campus. All three students must be full-time in order to be active. University recognition is required to conduct programming, reserve space, advertise events, and represent the chapter.
4. **NOTE:** For an inactive chapter and during the semester of membership intake or selection, the Director of Campus Life and FYE may choose to approve up to three programs to assist the organization with recruitment efforts.
5. All members and chapters must comply with all University policies.
6. Organizations must apply for new organizational or renewal paperwork each academic year. Organizations are primarily evaluated on their academic, cultural, and civic contributions to the immediate campus and East Austin communities.
7. **Membership intake, selection, or any other membership processes are subject to final approval by the University regardless of the national organization's approval.** Such approval from the Regional Director must be sent, in writing, to the Dean of Student Affairs **at least one week** prior to the beginning of any membership activities. ***Failure to adhere to this policy may result in suspension of the chapter.***
8. **The University takes the following factors into consideration when determining if an organization should be approved to conduct membership:**
9. Whether at least 75% of the chapter is in compliance with the 2.50 grade requirement (some consideration is made for very small chapters);
10. Whether the chapter is fulfilling the service requirements of their organization as outlined by their national guidelines, organizational calendar, and the Office of Campus Life & FYE;

11. Whether the chapter is fulfilling the programming requirements as outlined by their national guidelines, organizational calendar, and the Office of Campus Life & FYE; and
12. Whether the chapter and its individual members are in compliance with the conduct expectations by the University.

### PROBATES AND STEP SHOWS

The presentation of new members (i.e. probates) are intended to be a celebration for and recognition of new members rather than a vehicle for disrespecting, belittling or degrading other Greek-letter organizations.

Activities that will not be tolerated during a probate include, but are not limited to: lewd, indecent, or obscene behavior and language of any kind (i.e. no vulgarity or profanity in chants or music, no ripping of other organizations letters or defacing symbols). Other prohibited behaviors include but are not limited to, attacks made on other organizations, personal attacks to specific members of other organizations, etc. Further, no inappropriate attire, alcoholic beverages or disruptions by those in attendance will be tolerated. The chapter sponsoring the event may be held accountable for the behavior of their alumni members and those guests that are not associated with the university.

Organizations are strongly encouraged to utilize constructive themes and convey positive overall messages during such activities that are in keeping with the goals and mission of the University.

1. Probates **must** be completed no later than the last day of class for the semester.
2. **All probates must start on-time.** Failure to comply may lead to disciplinary action being taken against the sponsoring organization as per the Code of Conduct.
3. All probate events **must** be fully completed no later than 10PM Sunday through Thursday, and by 11PM on Friday or Saturday
4. **All music for probates must be edited for content and must be reviewed and approved by the Graduate Advisor in advance of the event.** Failure to comply may lead to disciplinary action being taken against the sponsoring organization as per the Code of Conduct & Community Standards.
5. **All probates require extra security provided by Campus Safety or another security firm with the consent of the Director of Campus Safety.** The bill for extra security must be paid by the sponsoring organization. Failure to comply may lead to the event being cancelled AND disciplinary action being taken against the sponsoring organization as per the Code of Conduct & Community Standards.
6. Graduate Advisors are **required** preview and approve all probate content & music.
7. Graduate Advisors are **required** to attend the probate and provide supervision.
8. No probates can be held in the King-Seabrook Chapel or in Avgard-Lovinggood Auditorium.

Failure to comply with these regulations will result in disciplinary action being taken to hold those organizations in violation of these guidelines accountable (i.e. possible loss of recognition, probation, suspension, or revocation).

**Note:** All of these guidelines also apply to step shows.

### **GREEK PLOTS**

All changes to Greek plots, no matter how big or small, must be approved by the Space Allocation Committee. Paperwork requesting these adjustments can be obtained in the Vicer Alumni Hall.

# Organization Advisors

Each student organization must have an on campus faculty or staff advisor that is employed full-time by the University. The following will assist organizations in selecting an advisor as well as understanding the advisor's function within your organization.

## **The Role of the Advisor:**

An advisor adds to the continuity of your organization by making sure that in transitioning officers they understand their responsibilities as well as how student organizations should operate according to University policy and the guidelines set forth in this document. Advisors also aid in the area of program development by helping student organization officers with logistical considerations and the exploration of ideas when planning events for the campus community.

## **Duties of the Advisor:**

1. To have an understanding of the requirements pertaining to student organizations as well as institutional policies governing students at Huston-Tillotson University to assure that they are met and upheld by the organization.
2. To be aware of liability issues (i.e. hazing, alcohol and drug uses, off campus travel, etc.) and advise the organization in making decisions that will not put the organization at jeopardy regarding these areas when planning activities.
3. To attend general meetings and sponsored activities of the organization.
4. To be available to the officers of the organization on a regular basis for advice and consultation.
5. To work with the Office of Campus Life & FYE to make sure that the organization has completed all requirements for official recognition.

## **Considerations When Recruiting an Advisor:**

Before making a selection, keep in mind the following: (1) find someone who will have the time to devote to your organization and (2) find someone who will take the role willingly and seriously.

When approaching your potential advisor for the first time, make certain that he/she has a clear understanding of your organization's purpose as well as what would be required of him/her in terms of the role, duties and time involved.

Allow the person a reasonable length of time to consider his/her decision.

If possible, choose someone who shares some of the same interests as your organization and someone with whom you are in regular contact.

**How to Work With Your Advisor:**

It is best to meet with your advisor prior to general meetings to review the agenda and topics to be discussed.

Be open to suggestions and critiques from your advisor. His/her knowledge and experience will help in developing solutions and in clarifying points of confusion.

If an advisor cannot attend your meetings and activities consider changing the dates and times or secure a secondary advisor.



## Program Funding

Through the Student Government Association (SGA), a programming fund has been created to encourage the sponsorship of educational and cultural programs, as well as leadership development activities that are open to all students by officially recognized student organizations. Programs considered for funding can be social, civic or academic. They must provide the campus community with the opportunity to celebrate their own cultures or learn about and share in cultures different from their own. Programs eligible for funding include, but are not limited to, events that address topics related to academic achievement, cultural awareness, civic empowerment, and leadership development. Only officially recognized organizations are eligible to apply for funding.

If funding is offered, all logistical requirements relevant to sponsoring an event on-campus must be completed before funding is dispersed. Further, if funding is offered, organizations may not charge students to attend the event; money from the programming fund cannot be used for fund-raisers, nor for activities which are not open to the entire campus community. Receipts and change (if applicable) must be submitted to the Student Government Association Treasurer or the Director of Campus Life & FYE by the close of the next business day following the event. Any organization that misuses funds may be required to repay the amount granted, lose official recognition, or both. Misuse of funds may also result in individual conduct action.

# OTHER GUIDELINES

## POSTING & PUBLICIZING

Posting and publicizing are defined as any method of disseminating informational materials on the campus of Huston-Tillotson University for which the following apply:

1. Only officially recognized student organizations, University offices, governmental or educational agencies and student, faculty and staff with pre-approved items will be allowed to use designated posting areas for advertising purposes. All materials must be cleared and stamped by the Office of Campus Life & FYE prior to printing and dissemination.
2. Only events sponsored by the approved bodies identified above may be promoted under these guidelines. Sponsorship shall imply participation, promotion, scheduling or production of the event by members of the sponsoring organization.
3. Publicity located on bulletin boards and kiosks should be no larger than 22" x 28".
4. There will be a maximum of one flyer or poster for a particular announcement per bulletin board and kiosk.
5. All publicity must contain the name of the organization or individual, the date(s) of the event, the location of the event(s) and a clearly visible expiration date stamp obtained after approval has been given.
6. Persons or organizations who post items are responsible for the removal of the materials when the date for posting has expired. The expiration date is the day following the date of the posted event.
7. The posting period for any item may not exceed four weeks without prior approval from the Office of Campus Life & FYE.
8. Materials printed in a foreign language must have the same information presented in English.
9. Materials must be attached to the bulletin boards and kiosks so as not to deface or destroy the surface. Signs, posters or flyers must be attached with tacks. No tape or staples are to be used.
10. Materials should not conceal other items posted on bulletin boards and kiosks.
11. Materials cannot be attached to glass surfaces, indoor or outdoor walls, doors, vending machines, trashcans, cars, trees, light posts, sidewalks or other similarly unauthorized locations.
12. Additional authorizations/restrictions required by building managers, residence hall directors, departmental units or other areas on campus, must be observed.

13. Advertising for organization sponsored events held off campus may not contain any reference to Huston-Tillotson University.
14. A outside co-sponsors or private business' name may appear only one time on a banner, poster or flyer and may not exceed 100% of the typeface used.
15. All postings or publicity not adhering to these or other applicable University guidelines and regulations will be removed immediately and the sponsoring student organization may be subject to, but not limited to, the following:
  - a. Loss of posting and publicizing privileges
  - b. Loss of University official recognition.
  - c. Possible University disciplinary action taken.

**Note:** A schedule for submission and approval of materials for posting and publicizing can be accessed through the Office of Campus Life & FYE.

#### **EVENING & LARGE SCALE EVENTS**

The following requirements are utilized for events recognized as large scale or late night (i.e. mixers, parties, probates, step shows, etc.). The Director of Campus Life & FYE in conjunction with the Director of Campus Safety will determine which events fall under this category. Remember that the priority regarding these functions is the safety and security of all participants.

1. Publicity should be approved and posted appropriately once approved (See Posting & Publicizing section on this document for more information).
2. Requests to use campus facilities must be submitted by the sponsoring officially recognized student organization in a timely manner. The student who submits the request for a facility must be an officer of the sponsoring organization and must attend the event (See Facilities Services section on this document for more information).
3. In regards to the event, the organization's advisor(s) should be present to monitor both the behavior of participants as well as the cleaning of the area used after the event is over. The following tasks must be completed:
4. All events must end at the time specified on the request for the facility (i.e. no later than 12:00am on weekdays and 2:00am on weekends). The music will be discontinued and the sponsoring organization will notify participants that it is time to leave at least 15 minutes prior to the end of the event to provide time for clean up. The sponsoring organization may risk losing the privilege of utilizing campus facilities and services if events are not ended on time.

5. The services of Campus Safety are required for events where a need is anticipated or a request is made by the organization for additional security. The Director of Campus Life & FYE in conjunction with the Director of Campus Safety can determine that additional security will be a requisite of the organization being able to hold the event. The security officer(s) will be paid for by the sponsoring student organization. Contact the Director of Campus Safety for more information.
6. Lights must remain at a level that is adequate for identification of other participants and safe passage to enter and exit the facility.
7. Functions will be cancelled immediately if alcoholic beverages are found inside or outside of the facility, appropriate noise levels are not maintained, traffic congestion is not controlled, and/or if fights occur inside or outside of the facility. Any activity outside of the facility that may affect the safety and security of the participants will typically cause the function to be cancelled.
8. If the services of a DJ are being utilized for the event the sponsoring organization is responsible for making sure that the individual(s) providing the service have read and signed a DJ Services Contract available through the Office of Campus Life & FYE (See Appendix F). More information regarding these guidelines is provided below.

**Note:** Officially recognized student organizations or their guests who violate these guidelines may be subject to, but not limited to, loss of facility request privileges, loss of recognition, and/or disciplinary action as per the Code of Conduct.

## **DJ SERVICES**

For events sponsored by officially recognized student organizations that plan to make use of DJ services the organization must obtain the individual(s) contact information as well as a signed copy of the DJ services contract mentioned previously. It is also imperative that the individual(s) providing the service read, understand and agree to the guidelines below.

Individuals providing such services must abide by the following:

1. Do not play any music that uses profanity
2. Maintain an appropriate volume level
3. Start on time
4. End on time

**Note:** It is the DJ's responsibility to seek out clarification from the sponsoring organization or the Director of Campus Life & FYE on any point mentioned above that is unclear. A failure to comply with any of these items will constitute a breach of contract and result in a partial or total forfeit of payment.

## **INFORMATION TECHNOLOGY**

Officially recognized student organizations wishing to obtain a university e-mail and/or webpage portal for the organization should have the organization's president and advisor(s) complete and sign a Technology Services Access Request Form for Student Organizations to be submitted to the Director of Campus Life & FYE for approval (See Appendix G).

**Note:** All content is subject to institutional review and must abide by the policies set forth by the University. Misuse of these services can result in a loss of these privileges, loss of recognition and/or disciplinary action being taken.

## **FACILITIES SERVICES**

Use of campus facilities and services by officially recognized student organizations requires the completion of a Campus Activity/Events Request Form a minimum of 5 business days prior to the activity or event (See Appendix H).

The process for submitting a facilities request form for a student organization is as follows:

1. Check the University Events Calendar, which is a link located on the HT Homepage to make sure that the location, day and time desired are available.
2. Fill out the electronic version of the facilities request form for student organizations, which can be accessed under the link labeled "Documents" on the University Events Calendar.
3. E-mail the completed form as an attachment to the Director of Campus Life & FYE for approval and submission to the Event Coordinator.
4. Once the request form has been approved by Events Coordination it will be placed on the University Events Calendar and you will receive an e-mail confirmation.

## **FOOD SERVICES**

Organizations wishing to use the catering services provided by Gourmet Services, Inc. or obtain a food waiver allowing food to be brought in from off campus should contact the General Manager directly at 505-3153 to make arrangements.

## **DUPLICATING SERVICES**

Information regarding duplicating services and procedures can be obtained through Central Duplicating which is located in Central Services/The Post Office.

## **ADDITIONAL SERVICES**

Audio visual equipment such as projectors, laptops, video cameras, etc. can be reserved by faculty/staff through Library and Media Services located with the exception of microphones and the piano located in the Chapel which can be reserved using a Facilities Request Form.

## DRUGS & ALCOHOL

The purchase and possession of alcoholic beverages and other controlled substances by any officially recognized student organization is prohibited; such substances may not be consumed at any activity on campus sponsored by an officially recognized student organization. Failure to comply may result in immediate disciplinary action being taken against the individual and the organization. Refer to the Student Handbook issued by the Office of the Dean of Student Affairs for more information on the University's drug and alcohol policy.

## POLICY VIOLATIONS

An officially recognized student organization violates University policies when:

1. One or more of its officers or authorized representatives, acting in the scope of their organizational capacities, commits the violation;
2. One or more members of a committee of the organization commits the violation while acting in the scope of the committee's assignment;
3. A member of an organization, acting with apparent authority of the organization, commits the violation;
4. One or more members of an organization, under circumstances where such person or persons knew or should have known that an act constituting a violation was occurring or about to occur, fails to prevent the action;
5. One or more members of an organization fails promptly to report to the appropriate University authorities knowledge of or any reasonable information about a violation;  
or
6. One or more members knowingly violate a local, state, or federal law.

**Note:** Reference the Student Handbook provided by the Office of the Dean of Student Affairs for details regarding the disciplinary process used to address policy violations. This information can be obtained in the Student Affairs section of the HT webpage at [www.htu.edu](http://www.htu.edu).