



Student Organization Manual

2016 – 2017

Distributed by: The Office of Campus Life

THE OFFICE OF CAMPUS LIFE

Mission: The Office of Campus Life is committed to promoting the core values of the university: Integrity, Diversity, Excellence, Accountability, Leadership (IDEAL) and Service. To this end, our aim is to provide resources, quality programming, and initiatives for the development of students and the campus community in a nurturing environment as guided by the Mission of the University.

The Office of Campus Life 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 Miss and Mr. Huston-Tillotson University.

For additional information or questions regarding officially recognized student organizations, please contact the Office of Coordinator of Campus Life, Davage-Durden Student Union, at (512) 505-3037 or campuslife@htu.edu.

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Student 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.

A comprehensive list of all student organizations is available at:

<http://htu.edu/students/student-organizations>

UNIVERSITY RECOGNITION

REASONS TO BE RECOGNIZED

1. Use of the Huston-Tillotson University name to identify institutional affiliation.
2. Ability to publicize utilizing 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 - New Organizations

In order to retain official university recognition, student organizations must meet and maintain certain requirements. To start an organization on the Huston-Tillotson University campus, requirements are: five (5) interested members, a full-time faculty/staff member, and officers (president, vice-president, treasurer) who must maintain a GPA of 2.5 or higher. Obtain an application from the web or the Office of Campus Life (Davage-Durden Student Union) The process of becoming a newly recognized student organization requires completion of the following steps:

Step 1: Complete the New Student Organization Proposal Packet and submit along with any required documents

- Constitution
- Member roster
- Goals & Outcomes
- (See Appendix A for specific details)

Important things to remember about your constitution:

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

1. It must be submitted to the Office of Campus Life annually.
2. Membership requirements must be aligned with those outlined in this handbook.
3. Registered Student Organizations must be in compliance with Title IX of the Civil Rights Act, which requires membership and activities to be open to all persons regardless of race, religion, sexual orientation, national origin or disability. Student Organizations whose national organization is exempt from Title IX must furnish proof by letter from the national office Organizations are exempt from Title IX requirements only as they relate to their status as single-sex organizations.
4. Registered Student Organizations must adhere to all university policies and all

- local, state, and federal laws, and must also adhere to their own approved constitutions.
5. Registered Student Organizations must have a student emphasis.

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 2: Have a minimum of five (5) members

Step 3: Designate an on-campus faculty/staff advisor. In addition, also designate a professional or graduate advisors (as applicable).

Step 4: Submit the completed packet, along with any supplemental items to the Coordinator of Campus Life.

Step 5: Attend New Student Orientation/Risk-Management Training – all Registered Student Organizations are required to attend this orientation and training prior to the start of their respective programming calendar(s).

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 Coordinator of Campus Life 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 or an Alumni Association. This contact should be made by the Coordinator of Campus Life or directly by the students, depending on the organization's 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 regarding 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 Coordinator 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 that time;

2. Whether or not the organization brings a unique service to the campus that is not already being provided;
3. If there are enough students to make the group viable.

Step 6: If expansion is granted, 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 composed of a minimum of 3 interested undergraduate students who have 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 Coordinator 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.
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 submitted to the Coordinator of Campus Life 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, 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 one 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 are available through the Office of Campus Life. 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.

For Current Organizations

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

Step 1: Complete the following:

1. **Student Organization Registration/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.
2. **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. An updated copy of this document must be submitted annually as necessary.

3. **Membership Roster:** A list that includes the names of all current members of the organization as well as their student identification numbers, e-mail addresses and telephone numbers.
4. **Annual Report:** Report on the year's achievements and outcome of your stated goals and outcomes.
5. **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.

NOTE: In order to properly process the programming needs of all Registered Student Organizations all programming calendars are due no later than the close of business on the last official class day of the spring semester (For 2016-2017 – Friday, April 28th).

Note: Current organizations must complete the entire renewal process outlined above on an annual basis. The form is available through the Office of Campus Life. 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.

RECOGNITION DEADLINES

To secure official University recognition for the academic year, the processes outlined above must be completed and submitted on or before close of business on the last official class day during the spring semester (for 2016-2017: Friday, April 28th). If a currently recognized organization does not have the required items on file with the Office of Campus Life 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.

Note: Applications for New Student Organizations must be submitted to the Office of Campus Life no later than October 15.

1. Officially recognized student organizations and their University advisor(s) are responsible for compliance with federal, state and local laws, in addition to University policies.
2. Students who are minors may be asked for parental permission to participate in 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;
 - 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.
3. All Registered Student Organizations are required to complete 24 hours of community service with an approved community service site (Approved list of Community Service Sites on file in the Office of Campus Life).
 4. Specific Student Organizations will be required to attend the annual Student Leadership Retreat. See Campus Life Office for details. Please note that all members of SGA and NPHC Officers are required to attend due to the nature of the position.

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 (i.e. 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 Coordinator of Campus Life and the organization advisor(s). This approval is required to avoid over-lapping programs, double-booking University facilities, and to provide the necessary security 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 Coordinator of Campus Life 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). Please note that no contract is valid on behalf of the University unless signed by the President.
6. The officially recognized student organization inviting a speaker or performer to the campus will be responsible for the conduct of its guest, and is 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, Coordinator of Campus Life 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 Huston-Tillotson University's Code of Conduct Community Standards.

ORGANIZATION MEMBERSHIP

To determine whether a student is eligible to participate in a registered student organization, a preliminary assessment for membership will be conducted at the end of each semester and again during the census day of the subsequent semester to confirm eligibility.

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 and 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 and Community Standards, which can be located at 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 of those credit hours at Huston-Tillotson University, 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 his/her 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 in either the Fall or Spring Semester only. These dates are approved by each organization's national body and the Coordinator of Campus Life in conjunction with the Dean of Student Affairs. The Coordinator of Campus Life 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 Coordinator of Campus Life 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 Coordinator of Campus Life 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 grade and conduct requirements.

All Student Organizations must complete Student Organization Annual Report detailing the following:

1. Active members, new members, new officers (Name, HTU ID #)
2. Number of meetings held during the year
3. Activities/events hosted
4. Goals achieved over the last academic year
5. Advisors

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, the national body of the organization and the National Pan-Hellenic Council;
2. The Chapter President and Graduate Advisor must meet with the Coordinator of Campus Life 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 Coordinator of Campus Life prior to the first program;
4. Provide a list by the close of the next business day to the Coordinator of Campus Life of all prospective members who attend interest meetings, information sessions, etc.;
5. Adhere to any additional administrative requests made by the University, Dean of Student Affairs and/or Coordinator of Campus Life (i.e., signed Release of Information Form and 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 and organizations are limited to the approved activities designated by the new membership process and consistent with the organization's national guidelines. All intake informational/intake meetings **MUST** be held on-campus. Any unapproved meetings held will constitute a violation of HT policy and the organization placed on immediate cease and desists 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's website.

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 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 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 relates 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 definitions 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;
- Eating or ingesting any unwanted or unpleasant substance;
- Wearing or carrying 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;
- Interrogating any individual or group;
- Consuming 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, etc.);
- 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:

1. The offense of failing to report hazing is a Class B misdemeanor.
2. Any other offense considered hazing that does not cause serious bodily injury to another is a Class B misdemeanor;
3. Any other offense considered hazing that causes serious bodily injury to another is a Class A misdemeanor;
4. 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 Coordinator of Campus Life 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 and Desist is to stop all activities and contact with new and 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 Coordinator of Campus Life 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 Coordinator of Campus Life 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 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 Coordinator of Campus Life will meet with the representatives of the organization to discuss next possible steps. The sanctions for hazing may 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 represents the chapter;
4. All intake meetings are required to be held on campus in the presence of an advisor.
5. All active Greek Letter Organizations must agree to participate in a university Step/Yard Show during Welcome Week and Homecoming week to be hosted by NPHC.
6. All members and chapters must comply with all University policies;
7. Organizations must apply or new organizational or renewal paperwork each academic year. Organizations are primarily evaluated regarding their academic, cultural, and civic contributions to the immediate campus and East Austin communities;
8. **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 two weeks** prior to the beginning of **any** membership activities. **Failure to adhere to this policy may result in suspension of the chapter;**
9. **The University takes the following factors into consideration when determining if an organization should be approved to conduct membership:**
 - a) Whether at least 75% of the chapter is in compliance with the 2.5 grade requirement (some consideration is made for very small chapters);
 - b) Whether the chapter is fulfilling the service requirements of its organization as outlined by its national guidelines, organizational calendar, and the Office of Campus Life;
 - c) Whether the chapter is fulfilling the programming requirements as outlined by its national guidelines, organizational calendar, and the Office of Campus

- Life; and
- d) Whether the chapter and its individual members are in compliance with the conduct expectations by the University.

Note: For an inactive chapter and during the semester of membership intake or selection, the Coordinator of Campus Life may choose to approve up to three programs to assist the organization with recruitment efforts;

NEW MEMBER PRESENTATIONS AND STEP SHOWS

The presentation of new members (new member presentations) is 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 new member presentation 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 its alumni members and those guests who 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. New member presentation events must be completed by the deadline given by the Coordinator of Campus Life for that current semester;
2. **All new member presentation events 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 new member presentation events **must** be fully completed no later than 10PM Sunday through Thursday, and by 11PM on Friday or Saturday;
4. **All music for new member presentations 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 and Community Standards;
5. **All new member presentations 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 and Community Standards;

6. **All new member presentations must be held on-campus.** Failure to comply may lead to disciplinary action being taken against the sponsoring organization at the sole discretion of the Dean of Student Affairs and the Coordinator of Campus Life
7. Graduate Advisors are **required** preview and approve all new member presentation content and music;
8. Graduate Advisors are **required** to attend the new member presentation and provide supervision; and
9. No new member presentation events can be held in the King-Seabrook Chapel or in Agard-Lovinggood Auditorium.

Note: All Greek Letter Organizations are required to participate in activities sanctioned by the University as needed, including;

1. Yard/Step shows
2. Annual Homecoming events
3. Fall//Spring Welcome and Orientation Week as necessary.
4. Charter Day
5. Presidents Opening Convocation
6. NPHC Executive Board attendance at the annual Student Leadership Retreat – also add for general membership.

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

Any changes to Greek plots must be approved by the Space Allocation Committee. Paperwork requesting these adjustments may be obtained from the Director of Public Relations in Anthony E. and Louise Viera-Alumni Hall room 200.

ORGANIZATION ADVISORS

Each student organization must have an on campus faculty or staff advisor who 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 the student organization.

The Role of the Advisor:

An advisor adds to the continuity of the student organization by making sure that in transitioning officers responsibilities are understood 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 assisting 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 assist with the retention and persistence of students in the organization, advisors are strongly encouraged to work in conjunction with the Office of the Registrar and/or the Center for Academic Excellence(CAE) to verify grade eligibility each semester to ensure that members are in good standing. Failure to maintain the required GPA or higher will result in that individual being inactive until his/her grades meet those requirements See Appendix D);
3. 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;
4. To attend general meetings and sponsored activities of the organization;
5. To be available to the officers of the organization on a regular basis for advice and consultation; and
6. To work with the Office of Campus Life 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 assist 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 disbursed. 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 or 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 Coordinator of Campus Life 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. Please see the Request for Program Funding Application that can be found on the Student Organization website or in the Campus Life Office.

NOTE: Please allow fourteen (14) business days to process all funding requests.

OTHER GUIDELINES

Posting and 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 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;
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 Coordinators, 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. An 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; and
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.

Evening and Large Scale Events

The following requirements are utilized for events recognized as large scale or late night (i.e., mixers, parties, new member presentation events, step shows, etc.). The Coordinator of Campus Life, 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 and 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:
 - a) All events must end at the time specified on the request for the facility (i.e., no later than 12:00 a.m. on weekdays and 2:00 a.m. on weekends). The music will be discontinued and the sponsoring organization will notify participants 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;
 - b) 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 Coordinator of Campus Life 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 compensated by the sponsoring student organization. Contact the Director of Campus Safety for more information;
 - c) Lights must remain at a level that is adequate for identification of other participants and safe passage to enter and exit the facility;
 - d) 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; and
 - e) 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 (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 discussed above. 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; and
4. End on time.

Note: It is the DJ's responsibility to seek clarification from the sponsoring organization or the Coordinator of Campus Life 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 must 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 Coordinator of Campus Life 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 may 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. Both the Advisor's signature and contact for the student organization have to be on the form along with the signature of the Coordinator of Campus Safety;
3. Submit in person or E-mail the completed and signed attachment to the Event Coordinator and copy the Coordinator of Campus Life;
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 Ala Carte Menu 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 with the exception of microphones and the

piano located in the Chapel which can be reserved using a Facilities Request Form.

DRUGS AND 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 its organizational capacities, commits the violation;
2. One or more members of a committee of the organization commit 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 was about to occur, fails to prevent the action;
5. One or more members of an organization fail 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.

Appendix

**Student Organization Registration/Renewal Form
Statement of Assurance**

Student Organization Membership Roster Form

Student Organization Annual Report

Student Organization Calendar Proposal Template

Student Organization Community Service Log

**Organization Membership Intake Aspirant Grade
Verification Form**

Student Organization Registration/Renewal Form
 (Must be signed by the organization President and Advisor.)
 (Appendix A)

School Year _____

Date Submitted _____

1. General Information

Name of Organization

Organization Mission

Categorization (*Circle up to 3 that apply and rank in order of significance*):

Academic
 City or State Club
 Civic or Political
 Creative Arts
 Cultural
 Department

Gender-Specific
 Female
 Male
 Greek-Lettered
 Honor Society
 Mentoring

National Pan-Hellenic Council
 Professional (i.e. Business, Law)
 Residence Hall
 Service
 Spirit/Sport

2. Organization Contact Information

Organization Phone Number _____

Organization Email Address _____

3. Executive Board

Title	Name	Phone Number	Email Address
President			
Vice- President			
Secretary			
Treasurer			

4. Advisors (Note: Must have at least one Advisor. A secondary advisor is highly encouraged. One advisor must be full-time HT faculty/staff member.)

Name	Title	Phone Number	Email Address

5. Officer Elections

Officer elections will be held: Annually (Month: _____)

6. Meetings

Frequency of General Body Meetings _____ Day(s) __

Location _____

Time: _____

Frequency of Executive Board Meetings _____ Day(s) __

Location _____

Time: _____

7. Members (Note: A Membership Roster Form must be submitted by Organization Advisor before application can be approved. Any membership changes or additions that occur throughout the year must be submitted to the Office of Campus Life.)

Number of Members _____

8. National Affiliation

If organization is an affiliate of a national body, please fill in below:

Name of National Body: _____

**Huston-Tillotson University
Office of Campus Life
Austin, Texas**

Statement of Assurance of Compliance with University Policies

The student organization described hereby applies for registration as an official student organization of Huston-Tillotson University. The officers and advisors certify that they have read the Policies and Procedures for Student Organizations available at <http://htu.edu/students/student-organizations> and agree to conduct the business and activities of this organization in accordance with the regulations pertaining to student organizations set forth in these documents. The organization, its members, and its advisors agree to comply with all rules, regulations, policies, and procedures of the Board of Trustees, Huston-Tillotson University, all federal and state laws and regulations, the Student Handbook, the Office of Student Affairs/Campus Life and the Registered Student Organization Manual. It is understood that failure to do so can affect the registration status and/or activities of the organization.

Organization President Name (Print)

Organization Advisor Name (Print)

Organization President Signature (Print)

Organization Advisor Signature (Print)

For Office Use Only: Date Received: _____

Required Attachments for New Student Organizations

1. Constitution
2. Membership Roster Form
3. Benefit, Outcomes & Vision (*Please answer the following on a separate sheet of paper*):
 - Benefit to the University and Students* – How will the registration of this organization contribute to the mission of Huston-Tillotson University, and how will the campus community benefit from its existence? How will members as individuals benefit from their involvement?
 - Goals & Outcomes* – What are the goals of this organization? What specific accomplishments or outcomes does the organization hope to achieve? How will you measure your success?
 - Vision & Longevity* – If registered, how will you ensure that this organization will exist and thrive long after your graduation?

Required Attachments for Student Organization Renewal

- Submitted Annual Report
- Organization held at least 24 hours of community service with an approved partner.
- Attended General Assembly Meetings
- Updated Constitution (if applicable)
- Membership Roster Form with updated Executive Board information
- Benefit and Outcomes Statement (for the subsequent academic year)

Approval Status: Approved (Y) (N) Date _____

Approval Pending Reason: _____

Denied Reason: _____

Huston-Tillotson University
 Office of Campus Life
 Austin, Texas
 (Appendix A-1)

Student Organization Roster & Membership Release Form

Academic Year: 20____ - 20____

Organization Name: _____

I hereby authorize, by my signature below, Huston-Tillotson University and the Coordinator of Campus Life or designee to review and/or verify all records (i.e. academic, financial, citizenry, etc.) relevant to requirements for membership in the above organization.

	Print Name	HT I.D. #	Signature	Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

Chapter President Signature

Date

Advisor Signature

Date

Student Organization Annual Report

Organization Name: _____

Organization Mission: _____

Membership

Number of total membership: _____

Number of new members: _____

Number of graduating members: _____

Number of active members: _____

Meetings

Your organization meets: Weekly Bi-Weekly Monthly

of meetings held during _____ academic year: _____

Activities *(Please attach the following information.)*

- o List organization activities from fall 2016-Spring 2017 (include date, time, location, event description, and attendance number):
 - Campus Events *(mandatory minimum of one each semester)*
 - Community Service Events *(each organization is required to complete 24 hours within the academic year)*
 - Fundraising Events *(amount raised)*
- o List of goals achieved over the past academic year, based on your organization's mission.
- o Suggestions or comments on how Student Activities can help your organization.
- o Reflect on what areas could use improvement within your organization *(ex. communication, structure)*

New Officers: Academic Year _____

Title	Name	Ph. Number	Email

Advisors: Academic Year _____

Title	Name	Ph. Number	Email

Huston-Tillotson University
Department of Student Affairs
 Austin, Texas

PROPOSED CALENDAR OF EVENTS

MUST BE TYPED!! NOTE: All activities officially secured with the Special Event Occupancy Request Form.

Name of Organization:				
School Year: Fall 2016				
Submitted By:			Position/Title:	
Date:				
Month/Day/Year	Event Name	Proposed Location	Approximate Attendance	Classification (Seminar/Service/Social)

Approved by: _____

Date: _____

Greek Organization Membership Intake Aspirant Grade Verification/Sign-In Form

Organization & Chapter Name _____

We hereby declare that on _____ (date submitted), the following individuals are aspirants for membership into our organization and will be duly initiated pending the decision of our regional, national, and international representative(s).

Aspirant Name (Please Print)	Signature*	HT ID #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

* By signing above, I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit HT to release academic information about me for membership and statistical data purposed to appointed organization members, campus/graduate advisor(s), regional and national office(s). I understand that this waiver will be in effect until I notify HT that I no longer wish to allow such information to be released.

** Cumulative grades will be verified approved for intake by the Huston-Tillotson University Division of Student Affairs.

Huston-Tillotson University
Greek Letter Organization Membership Intake Requirements Checklist
(Greek-Lettered Organizations must comply with any requests made by the Office of Campus Life)

Upon written approval from the Office of Campus Life and/or the Office of the Dean of Student Affairs, a Greek-Letter Organization shall be permitted to conduct New Membership Intake in either the fall or spring semester, only after all items listed below have been submitted to the Office of Campus Life.

New Membership Intake Form:

- Each Greek-Letter Organization must submit a New Membership Intake Form to the Office of Campus Life signed by the organization President and Faculty/Staff advisor.

- In addition to the New Membership Intake Form, each Greek-Lettered Organization is required to submit a schedule of general activities to the Office of Campus Life prior to the start of the scheduled Intake Process. This schedule must include the dates, times, and locations for all activities related to the Intake Process. The schedule must be signed and dated by the Chapter President and Graduate Advisor.

Intake Aspirant Grade Verification/Sign-In Form:

- Each Greek-Lettered Organization is required to submit an Intake Aspirant Grade Verification/Sign-In Form containing the names of all persons who attended the Interest Meeting or Information Session to the Office of Campus Life prior to the start of the scheduled Intake Process. The Intake Aspirant Grade Verification/Sign-In Form must be signed by the actual individuals in attendance as well as signed and dated by the Chapter President and the Graduate Advisor.

Approved Prospective Candidates List:

- Prior to the start of the scheduled Intake Process, each Greek-Lettered Organization must submit a roster of all prospective candidates for membership to the Office of Campus Life. The list, which must be signed and dated by the Chapter President and Graduate advisor, will be reviewed to verify whether or not the individuals meet the institutional requirements for membership in a Recognized Student Organization. Anyone who does not meet the requirements will not be able to participate in the Intake Process.

Hazing Statement & Agreement Form:

- All Greek-Lettered Organizations must submit a Hazing Statement & Agreement Form signed by each of the approved candidates. The form is to be submitted to the Office of Campus Life prior to the start of the scheduled Membership Intake Process.

- Immediately following the completion of the scheduled Intake Process and prior to the a New Member Presentation, Greek-Lettered Organizations must submit a Student Organization Membership Roster of all new and current active members that has been signed and dated by the Chapter President and the Graduate Advisor to the Office of Campus Life.

New Membership Presentation:

- Each Greek-Lettered Organization must submit a complete Run of Show for review by the Office of Campus Life detailing the scheduled New Membership Presentation no later than ten (10) days prior to the New Member Presentation.

Note: Greek-Lettered Organizations must schedule a New Membership Presentation review with the Office of campus life no less than 72 hours prior to the scheduled New Membership Presentation.

