



**Guidelines for
Registered Student
Organizations**

2022-2023

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INTRODUCTION

Thank you for your interest in student organizations at Texas A&M University-Texarkana! The typical student at our campus spends a great deal of time in the classroom or studying at home. As a result, the student may miss out on important learning and engagement opportunities normally associated with college group memberships. Therefore, TAMUT regards participation in student organizations (clubs, activities, and Greek life) as a vital way for students to experience the value of group associations and affiliations.

It is the goal of the Office of Student Life to encourage student involvement in – and promote the creation of – organizations that will facilitate new learning activities in order to:

- enhance students culturally and socially
- encourage development and refinement of leadership skills
- provide a means to network with peers, faculty/staff, and alumni
- instill the values of the University's mission and vision into our community.

Members of existing and prospective organizations need to be aware of University rules and regulations in order to effectively and efficiently plan and implement activities and programs, both on and off campus. The guidelines in this handbook have been established so that all interested students may be successful in these endeavors. The following pages have been organized into three sections for your convenience: organization status, type, and governance; funding your student organization; and use of university facilities.

Student leaders who need further assistance should contact us at (903) 223-1362 or visit the Office of Student Life in UC125. We are available to help interpret rules and regulations, share knowledge of available resources, and provide ongoing support for your student groups.

To achieve, you must believe something and want something with all your might. Then, you must be willing to commit yourself to a course.

- Anonymous

PART 1. ORGANIZATION STATUS, TYPE, & GOVERNANCE

A. Types of Student Organizations

Governance or University-Sponsored**	Act on behalf of the University to make policy recommendation or provide programs to advocate for or to represent the student body.
Academic-Based & Honor Societies	<i>Academic organizations</i> are related to a particular academic area or field of study and are interest-based. <i>Honor societies</i> are academic organizations that recognize members for meeting specific academic standards and are often affiliated with a larger national organization.
Diversity & Inclusion	Devoted to promoting diversity, equity, inclusion and belonging for all University students.
Faith-Based	Exist to provide a religious and social outlet for students.
Interest-Based	<i>Interest-based organizations</i> are created to stimulate the areas not associated with any academic department.
Recreational	<i>Recreational organizations</i> involve participation in a common activity, usually with the intention of engaging in competition against other schools/teams.
Fraternities & Sororities	Social organizations formed around common goals and aspirations. These organizations have a required paid membership and can be local or nationally affiliated. Membership is lifelong and these organizations are philanthropic in nature.
Spirit**	Organizations that promote school spirit in pride at campus sporting events, University functions, and in the community at large

**** Governance Organizations and Spirit Groups are funded by the Office of Student Life but are NOT funded by Student Organization Operating Budget:**

These organizations currently include: [Campus Activities Board \(CAB\)](#), [Student Government Association \(SGA\)](#), [Inter-Greek Council \(IGC\)](#), [Eagle Dance Team](#), and E-Block. [Student Organizations Council \(SOC\)](#) is the only exception to this rule as they provide opportunities and trainings for student organizations and delegate funds for student organizations with SOC membership.

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B. Benefits of Organization Status

An official student organization has the privilege of using University facilities, receiving allocated funds, sponsoring activities on campus, distributing literature/advertising on campus, and calling upon the assistance of staff in the Office of Student Life for program planning.

C. Requirements for Organization Status

A group of five (5) or more currently enrolled students may form an official student organization by meeting the following requirements:

1. Register your new organization or transition your existing organization in EagleSync (tamut.presence.io) by the designated deadline. Organizations are required to transition in order to renew their recognized status annually each spring. Notifications from EagleSync with regard to renewal for the following academic year go out in April.
2. Establish and submit membership categories and criteria, such as officer titles of president, vice president, secretary, treasurer, etc. If the organization does not have traditional positions, they must have a designated contact person who is a currently enrolled student and an active member of the organization. *
3. Not deny membership on any basis prohibited by applicable law, including but not limited to, ethnicity, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity.
4. Have an advisor who is a full-time member of TAMUT faculty/staff.
5. Annually review and submit constitution & by-laws via EagleSync.
6. Agree to conduct its affairs in accordance with the rules and regulations of the University and the State of Texas. The president and one other officer (or active general member if your organization doesn't have officers) must complete an annual risk management training. This must also be completed by your organization advisor as well.
7. Hold at least three (3) general member meeting per fall and spring semesters. **
8. Must input **all** member meetings and organization events in EagleSync 2 weeks prior to the meeting/event date.

** All organizations are required to list a president. The president and the contact person can be the same person.*

*** Not required for the following student organization types: honor societies, faith-based, recreational, and spirit organizations.*

If basic requirements for organization status are not met, your organization will be deactivated in EagleSync, and you will not be considered a university-recognized student organization.

All forms are available under the "Campus Life" tab at www.tamut.edu or are available under the resources tab on the EagleSync homepage. Failure to submit all documents by the established transition deadlines will result in the organization's loss of official status, including eligibility to receive funding.

I. What Constitutes a Meeting

Student organizations typically hold two (2) meeting types: general member and executive. General member meetings are open to all current and/or new members of the organization. Meetings must be submitted and approved in EagleSync 2 weeks prior to the congregating, and minutes should be taken at these meetings.

Executive or officer meetings are meetings held by the executive board of an organization. These meetings do not have to be submitted in EagleSync, but minutes should still be taken at these meetings.

II. Registering Meetings/Events and Strikes

All organizations must log ALL their events in EagleSync and keep attendance at each one. This applies to all organization general member meetings and all events. Logging events helps students find out about events, helps keep the Office of Student Life in the loop, and helps provide organizations data that will help in future planning of meetings and events. As a reminder, events must go through an approval process, so ***please make your requests no later than 2 weeks before the date of the event, or your organization will be at risk of not getting your event approved in time.***

Not following this rule will result in a strike. Strikes will last throughout the semester in which the strike occurred with the exception of summer semesters. After 3 strikes, organizations will not be permitted to apply for, or receive funding for the following semester OR reserve rooms for a month after receiving the 3rd strike. For example, if you reached your 3rd strike at the end of the spring semester, you cannot apply for funding for the fall or reserve rooms for the first month of the fall semester.

**Organization officer meetings do not have to be logged in EagleSync unless they are regularly scheduled meeting. Attendance for in-person officer meetings should be recorded and maintained by your org's secretary or corresponding officer.*

III. Transitioning Your Organization

All organizations will receive a notification email from EagleSync the second week of April requesting that they transition their organization within a designated 2-week timeframe. Organizations should review their bylaws/constitution, make any necessary changes, and update them in the EagleSync. Any changes to the officer roster, including removing graduating or transferring members, should take place during this time. Both bylaws/constitution updates and officer roster updates should be completed ***before*** transitioning your organization. Once this information is completed, you should be able to transition your organization in EagleSync. All access to the admin dashboard will go over to the incoming officers or remain with the continuing officers once the transition is approved. Failure to transition your organization within the designated timeline requires your organization to submit a justification for reinstatement. Justifications will be evaluated and voted on at the following scheduled SOC meeting. Organizations that are not reinstated through the SOC may appeal to the Coordinator of Student Engagement within 1 week of receiving their ruling. For more information, please refer to this article: [How to Transition Your Student Organization](#)

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IV. Student Organization Tiers

Based on activity, student organizations will be ranked in three (3) tiers. Qualifications for tiered status restarts at the beginning of each fall and spring semester. Basic organization requirements must still be met prior to being considered for tier status. For more information on basic organization requirements, please refer to [Part 1. Section C.](#)

Tier statuses are optional for the following student organization types: honor societies, faith-based, recreational, and spirit organizations. Organizations that desire to be exempt from tier status can request the chance by emailing the Coordinator of Student Engagement. For organizations eligible for financial support, funding will be considered on a case-by-case basis and must be reviewed by the Student Organizations Council (SOC) Budget Committee. Tier statuses will be highly considered for those organizations in which the status is applicable.

i. Requirements and Benefits of Tier Status

Tier 1

Tier 1 Requirements

Tier 1 of student organizations is the top tier of organizations and is based on:

- Holding at least four (4) general meetings per semester.
- Holding or co-hosting at least three (3) campus-wide events per semester.
- Community service or volunteer hours are equivalent to ten (10) hours per member for the whole organization (25% should come from off-campus volunteer work) *
- Maintains minutes of all meetings and uploads them into EagleSync under their organization's Documents tab.
- Having a designated representative that attends all SOC meetings that occur during the semester
- Attends at least 3 Student Org Workshops per semester

Tier 1 Benefits

- Eligible for a maximum of \$1250 of funding per fall/spring semester**
- Highlighted as a Featured Organization on the EagleSync homepage
- Highlighted monthly on the Student Life Instagram page

Tier 2

Tier 2 Requirements

Tier 2 student organization status is based on:

- Holding at least three (3) general meetings per semester
- Holding or co-hosting at least two (2) campus-wide events per fall/spring semester
- Community service or volunteer hours are equivalent to 5 hours per member for the whole organization (25% should come from off-campus volunteer work) *
- Maintains minutes of all meetings and uploads them into EagleSync under their organization's Documents tab.
- Having a designated representative that attends all SOC meetings that occur during the semester

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- Attends at least 2 Student Org Workshops per semester

Tier 2 Benefits

- Eligible for a maximum of \$750 of funding per semester**

Tier 3

Tier 3 Requirements

Tier 3 student organization status is based on:

- Holding at least three (3) general member meeting per semester
- Holding or co-host at least one (1) campus-wide event per month
- Maintains minutes of all meetings and uploads them into EagleSync under their organization’s Documents tab.
- Having a designated representative that attends all SOC meetings that occur during the semester
- Attends at least 1 Student Org Workshops per semester

Tier 3 Benefits

- Eligible for a maximum of \$500 of funding per semester**

** Community service hours are based on active membership, so if you have 15 members, Tier 1 status would require your organization to reach 150 hours for the whole organization. Individual volunteer hours can count towards the whole organization’s hours.*

*** Full funding is not guaranteed. Organizations with track records of hosting successful events and fully utilizing funds awarded in previous years may be eligible for more funding as decided on by the SOC Funding Committee if resources are available and the requests are in line with the Student Organizations Funding Policies and Procedures found on the dropdown under the Resources tab on the EagleSync homepage.*

ii. Organizations Without Tiers

If your organization is not tiered, you must meet the basic requirements for Student Organization Status listed in [Part 1. Section C](#). Organizations that fall into this group will be eligible for a maximum of \$250 of funding per semester. **

D. What Counts as Community Service?

Community Service is described as unpaid acts of volunteer service benefitting others. These acts can happen on or off campus.

Eligible Service does not include:

- Donating funds
- Political lobbying (Non-partisan voter registration is an eligible activity)
- Religious instruction
- Conducting worship service
- Proselytizing
- Volunteer service performed as part of court-ordered community service
- Serving only family members

In order to submit your community service hours, you can log into EagleSync, go to your Profile, and click “Apply for Opportunity” towards the top righthand corner of your profile. Once to the page, select “Service Hours” from the drop-down menu. You can also access the form [here](#).

E. Terms of Office for Organizing Officers

Terms of officers from student organizations must be clearly defined in the by-laws of the organization. We recommend that annual elections take place in early April to allow time for appropriate and necessary officer transition activities.

F. Role of the Advisor

Every official student organization must have an advisor who is a full-time member of the faculty/staff at TAMUT. Ideally, the advisor should have a common interest in the organization’s purpose and goals, be accessible to approve official University forms and club requests, willing to attend meetings and functions sponsored by the organization and provide advice and guidance as a means of continuity and stability to a group whose membership is continually changing. An organization may also choose to have an alternate advisor or co-advisor. **The officers and members have the responsibility of managing the organization in order to develop their own leadership and organizational skills.**

I. What Advisors Can Expect from Officers

1. Keep the advisor informed of all organizational activities and details.
2. Meet regularly with the advisor and discuss all plans and problems.
3. Develop and maintain good records and sound financial procedures.
4. Provide minutes of meetings and other materials sent to members.
5. Make no commitments for the advisor without his/her consent.
6. Do not assume the advisor will continue to serve as advisor for the succeeding year.

G. Student Organizations Council (SOC)

SOC is the primary liaison between TAMUT and the undergraduate student organizations falling under its scope of authority. SOC also serves as a programming and advisory group for all student organizations. The Coordinator of Student Engagement will schedule activities only with officers or pre-authorized representatives from each organization. Each organization should designate at least (1) representative to serve on the Student Organizations Council (SOC), which meets monthly. An individual may only represent a single club regardless of membership in multiple organizations. Representation in SOC is not mandatory but highly recommended and is required if your organization plans to request funding from the SOC budget. Your organization’s SOC representative must attend all SOC meetings in order to qualify for SOC funding.

If for any reason, your organization’s representative is unable to attend a meeting, the SOC secretary & Coordinator of Student Engagement must be notified via email 24 hours or more prior to the meeting except in case of emergency. The email should also include the name of a temporary replacement representative. This temporary representative cannot be a representative for another student organization. Attendance by the temporary replacement will maintain the organization’s eligibility for SOC funds. However, the replacement cannot vote. Their presence will contribute to meeting quorum.

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H. Risk Management

Risk management and safety training is required for **ALL** registered student organization presidents and advisors. Organizations are required to have each organization president and one other officer (or active general member if your organization doesn't have officers) complete an annual risk management training to maintain recognition as a registered student organization. This must also be completed by your organization's advisor or at least one of your organization advisors if you have multiple.

When planning campus events that meet any of the following risk indicators, the event will require approval from the campus Risk Management officer. The risk indicators are:

- Food and/or Catering
- Open to the public
- Outdoor event
- Outside Vendors
- Potential for risk or injury*
- Large scale/complex*
- Involves travel
- Performer/Speaker

**Indicating one of these risk factors will require the event organizer to also submit a Risk Assessment Matrix tool ([System Risk Assessment Matrix](#)) that clearly outlines the event risks, the seriousness and probability of it, as well as mitigation measure to the Risk Management officer. This matrix may be required for events that do not have these indicators but are requested at the Risk Management Officer's discretion.*

I. Hazing

Hazing means any intentional knowing, or reckless act, occurring on or off the campus of Texas A&M University - Texarkana, by either one person or a group, 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 any organization whose members are students at an educational institution. The term includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, 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 or 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, drug, or other substance which subjects the student to an unreasonable risk of harm, or which adversely effects 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, or that adversely effects 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 subsection. This includes other activities that prevent access to places or privileges to new members that existing member, or members with seniority do have access to (i.e. walking on grass, not stepping on cracks, etc).

I. Personal Hazing Offense

A person commits an offense if the person engages in hazing, solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing. Intentionally, knowingly, or recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident

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involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Office of Student Life or other appropriate officials of the institution.

II. Organizational Hazing Offense

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. Allegations of hazing will be investigated according to the Student Organizational Accountability process and can result in the organization's probation or the temporary or permanent suspension of the organization.

- i. All organization's must include an anti-hazing statement in their constitution and bylaws. The anti-hazing statement is as follows:

"Hazing is any intentional or reckless act by one person alone or acting with others that endangers the mental or physical health of a student. Hazing may occur on or off campus and usually takes place in connection with obtaining membership in or holding office in a student organization. "Student" includes all persons presently enrolled, accepted for admission, and those intending to enroll after a period of vacation.

A person commits the offense of hazing if the person engages in hazing, solicits, encourages, aids, or attempts to aid another in hazing, knowingly permits hazing to occur, or has firsthand knowledge that a specific hazing incident has occurred or may occur and fails to report the act to the proper authority.

A student organization which knowingly engages in or encourages hazing may also be charged with the offense of hazing.

This offense is punishable by a fine and/or confinement in jail. It is not a defense to a charge of hazing that the person at whom the act was directed consented to or acquiesced in the hazing activity.

If you have knowledge that a person or organization is planning or has committed an act of hazing, you must report the information to the Coordinator of Student Engagement or the Director of Student Life. The full text of the act is published in the Texas School Law Bulletin 4.51 (Texas Education Agency, 1990)."

III. Consent is Not a Defense

Despite if the person that was being hazed consented to the activities, hazing is still a crime and is not permitted.

IV. Examples of Hazing

This list of prohibited practices is intended to provide examples of hazing that can occur during any initiation/training process and active membership to an organization/team. Because it is impossible to anticipate every situation that could involve hazing, this list should not be considered all-inclusive. Any infraction of the below can result in the loss of intake privileges

(recruiting, training, new members, etc.), current and future, and/or university recognition (including Greek charters and athletic eligibility), as well as other disciplinary sanctions. For clarification of the University's hazing policy, what activities are encompassed by it, and to obtain lists of alternatives, students and groups should contact the Department of Student Life.

1. Psychological hazing, which is defined as any act which is likely to: (a) compromise the dignity of another; (b) cause embarrassment or shame to another; (c) cause another to be the object of malicious amusement or ridicule; (d) or cause psychological harm or substantial emotional strain.
2. Humiliation in front of non-members by reference to "pledgeship."
3. Line-ups of the new members/recruits, or interrogating individuals or groups with questions of any kind.
4. Deception prior to the end of an initiation process to convince a new member that he or she will not complete initiation/training.
5. (Non)Members told to do anything exclusively for the entertainment of the organization members.
6. Forcing, coercing, or permitting students to disrupt scheduled classes, public forums, or other facets of the University's academic programs such as creating activities that are so time consuming that students cannot go to class, do homework, sleep, etc.
7. Any form of obtaining signatures of members or alumni (i.e. lists, on paddles, on balloons, etc...) or obtaining handshakes/greetings/phone calls in a manner inconsistent with the Hazing Policy.
8. All forms of physical activity not a part of an organized athletic contest and not specifically directed toward constructive work (push-ups, sit-ups, morning walks, calisthenics, etc.). No one truly knows the physical limitations of individuals and the safety of our students must always come first.
9. The application of foreign substances to the body, such as throwing food, spraying water of any temperature, etc.
10. Such activities, such as scavenger hunts, which result in illegal activity, new member ditches, kidnaps, unity walks, blindfolding, etc.
11. Forcing, coercing, or permitting students to be deprived of sufficient sleep. (Eight consecutive hours per day is the required standard.)
12. Any paddling, swatting, or individual or collective spanking.
13. Personal errands run by new members for returning organization members.
14. Assigning pranks such as stealing, painting objects, or harassing another team/organization.
15. Depriving students of access to their residence hall rooms such as taking their keys, making them spend the night in another's rooms or at a house, etc.
16. Not providing decent and edible food (i.e., no unusual combinations or preparation, colored foods, raw food, strange combination shakes, etc.).
17. Depriving student access to means of maintaining a normal schedule of bodily cleanliness (including a minimum of one shower per day).
18. Forcing, coercing, or permitting students to eat or drink foreign or unusual substances such as raw meat, salt water, onion, hot peppers, baby food, etc.
19. Forced nudity and/or forcing, allowing, or suggesting that students dress in a conspicuous, embarrassing, and/or degrading manner.

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20. Forcing, coercing, allowing, suggesting, or permitting students to drink excessive amounts of alcohol.
21. Forcing and/or coercing the branding/cutting/tattooing of any part of the body.
22. Forcing, coercing, or permitting an individual to be “buried alive”, for any period of time.
23. Forcing, coercing, or permitting students to disrupt the operation of the University dining commons.
24. Any form of punishment/and or demerit system is prohibited.
25. Any activity or ritual that involves the abuse or mistreatment of an animal.

I. Student Organizational Accountability

Student organizations should not deny membership or discriminate against members, other students, or other organizations on any basis prohibited by applicable law, including but not limited to sex, race, national origin, religion, age, veteran status, or handicap status. Reports of organizations participating in discriminatory behavior will be taken seriously and can result in multiple consequences, including, but not limited to organization suspension or termination.

J. Complaints and Incidents

All complaints and incidents reported about a TAMUT recognized student organization will be reviewed by the Office of Student Life and the Dean of Students and defined by the student conduct process for individual students. Any member of the University or larger community may report alleged misconduct involving a student club or organization. The reporting process is initiated through the submission of the online Campus Community Incident Report form located here: [Maxient Reporting Form](#)

Once submitted, the report of the incident will go to the Office of Student Life.

II. Initiating a report

Reports should be submitted as soon as possible after an incident or event occurs. In cases in which a University staff member is notified of an incident from an outside person or entity, the staff member may document the conversation and prepare the incident report. In cases in which the reporting person fears retribution, the name may be withheld by the reporting staff member at the discretion of the Director of Student Life and the Dean of Students. Anonymous reports may be submitted but will make it unlikely to substantiate the validity of the complaint.

Upon receipt of a complaint or incident report, the Office of Student Life has a responsibility to address it. This includes notifying the Dean of Students in cases in which an individual has possibly violated a student rule. Complex or serious cases such as sexual harassment, sexual assault/rape, sexual abuse, hazing, illegal drugs, the involvement of a recognized fraternity or sorority, or cases in which the possibilities of both individual and organizational violations exist, will require investigation prior to charges being issued. Such investigations will be conducted expeditiously and handled as established in the Student Code of Conduct.

In such cases, the Dean of Students working with the Director of the Student Life or their designee(s) will determine the process and timing of the investigation. Hazing investigations will be reported to the Dean of Students for their action as appropriate. A determination regarding the need for a joint investigation (with members of a parent organization, inter/national headquarters staff assisting, or university department) is made at this time with the

Office of Student Life coordinating their participation.

Reports which indicate possible Title IX violations such as sexual harassment, sexual assault, dating violence, domestic violence, retaliation, or stalking must be reported to the designated on-campus Title IX representatives for review and consideration. In such cases, the Title IX representative take over the investigation process and will follow their own protocols to address Title IX related concerns or violations.

III. Investigations

Upon receipt of a report, the Dean of Students may conduct a preliminary investigation to determine if there is enough information to support an alleged violation of the Code and, if so, which violations occurred. The person who submitted the report may be asked to appear at an investigative meeting to discuss the report or provide additional information. During the time of the investigation, if the Dean of Students decides the report lacks merit, it will be dismissed within two (2) weeks and the appropriate parties involved will be notified. If there is enough information to allege a violation of the Code or other university policy, the Dean of Students will establish if the student conduct process proceeds for the individual student(s) or if the student conduct process will proceed for the whole organization. Conduct violations for individual student(s) will follow the guidelines outlined in the Student Code of Conduct.

After the investigation, if the Dean of Students determines there is enough information to support an alleged violation of the Code by a student organization, you will have the following resolution options:

i. **Informal Organization Conduct Meeting**

This meeting is with the accused members of an organization or the officers of accused organization, the Coordinator of Student Engagement, and the Dean of Students. During this meeting the following will occur:

- Opportunity to review your student rights
- Review of the student conduct process (including allegations, purpose of the restorative action plan, resolution options)
- Review the reports and information received
- Opportunity to tell your understanding of the event(s) you either witnessed, took part in, or discovered
- Conversation about how the behavior did or did not align with University expectations, which include but are not limited to, the Code of Student Conduct, University Housing Community Standards, and Administrative Regulations
- If responsibility is accepted, a conversation around the appropriate restorative action plan that will foster education and growth, and restore trust with the University community

An outcome of an informal meeting will be one of the following:

- A not responsible finding.
- Acceptance of responsibility and determination of a restorative action plan.
- Not accepting responsibility. Formal hearing procedures will proceed.
- Acceptance of responsibility, not accepting of the restorative action plan. Restorative action hearing will proceed conducted by the Student Organization Accountability Board (SOAB).

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ii. Restorative Action Hearing by Student Organization Accountability Board

All hearings will be fair and impartial and will use a reasonable person standard when assessing whether the information presented constitutes a preponderance of the evidence. Investigations of incident reports and charging of student organizations will be conducted by a Student Organizations Accountability Board (SOAB). The three-person hearing board will consist of a TAMUT staff member, faculty member, and a currently enrolled student. The Student Organizations Accountability Board must elect a Chair of the SOAB. The sole purpose of this hearing is to determine whether policy violations occurred and, if applicable, a restorative action plan. The hearing board chair is responsible for the facilitation of the formal hearing process.

A charged student organization may submit a challenge to the impartiality of any member of a hearing body to the Chair of the Student Organization Accountability Board or the Director of Student Life. Decisions on challenges shall be final and not subject to appeal.

A charged student organization will have the opportunity to present evidence on its behalf, including presenting witnesses and/or signed, written statements from witnesses, and other documentary evidence. Witness testimony is not required and the inability of the charged student organization to question a witness who has provided a witness statement is not a violation of the due process rights of the charged student organization, as the charged student organization has the opportunity to review the written statement and may offer evidence to rebut the witness statement and other evidence presented at the hearing. Witness statements are entitled to be given the same weight by the hearing body as live witness testimony. Witness statements need not be sworn or in affidavit form. The charged student organization and any witnesses may be accompanied during the hearing by an advisor. A faculty/staff advisor or national representative may serve as an advisor to the charged student organization. A student representative of the student organization is required to address the hearing body in-person, although the representative may consult with the advisor and other members of the student organization during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of the student organization unless expressly authorized to do so by the chair of the Board. The charged student organization and any witnesses shall provide the advisor's name in writing to the chair of the Student Organization Accountability Board two (2) class days prior to the hearing. The advisor may not serve as a witness.

Protection from self-incrimination does not extend to student organizations.

The burden of proof in an SOAB hearing always rests with the University. The standard of proof will be the preponderance of the evidence, meaning that the evidence, as a whole, shows that the fact sought to be proved is more probable than not.

The formal rules of evidence do not apply to Student Organization Accountability Board proceedings.

Appropriate witnesses will be called by the University to all formal hearings. Those

witnesses who appear may also be questioned by the charged student organization. If called witnesses do not appear, their written or taped statements may be considered by the hearing body. Appropriate witnesses may also be called by the charged student organization to all hearings, provided they are reasonably available and do not disrupt or delay the hearing. In the event a witness is not reasonably available or the witness's presence may disrupt the hearing, a written statement from the witness may be substituted. Witness statements need not be sworn or in affidavit form.

If the charged student organization fails to appear at the scheduled hearing after proper notice or fails to cooperate with the Student Organization Accountability Board process, the hearing may be held in the charged student organization's absence.

Prior records of Student Organization Accountability Board action and complainant/witness impact statements are considered by the hearing body only in the sanctioning phase of deliberations.

The hearing body's determination of "responsible" or "not responsible" will be based solely on the information presented at the hearing. However, when additional information that affects this determination is gathered outside the hearing, it may be used provided it is shared with the charged student organization and the student organization has an opportunity to respond to the information.

In cases involving multiple students or organizations charged; information provided at one hearing may be used as evidence in the related case(s).

To request the cancellation of a previously scheduled formal hearing, the charged student organization must submit a written statement to the chair of the Student Organization Accountability Board two (2) class days prior to the hearing date. At the discretion of the chair of the Student Organization Accountability Board (or designee), the hearing may be rescheduled or conducted in the charged student organization's absence. Hearings may only be rescheduled once, or they will be conducted in the charged student organization's absence.

All decisions made by the SOAB will be communicated in writing to the charged student organization and will include the findings of fact, determination of responsibility, sanctions (if applicable).

1. SOAB Procedural Outline

- The written notice
- Hearing called to order by Chair
- Introductions of Board members and hearing participants
- The Chair will review the investigation report(s) and charges, and as appropriate:
 - Facilitates questions of witnesses (if any) this can include text, video, photos, and other things specific to the case.
 - Questions from board members
- Student Organization presents their case including:
 - Presentation of witnesses (if any)
 - Questions from panel members and board chair
- Student Organization final statement regarding responsibility
- University summary statement - chair reviews charges of alleged Student Rule violations

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- Hearing is dismissed for Student Organization Accountability Board Deliberation
 - The board will specifically review the charges for organization responsibility using a preponderance of evidence standard
- Chair Delivers Board’s Decision regarding Student Rule violation
 - If the organization is found NOT RESPONSIBLE for violating a Student Rule, then the hearing is dismissed.
 - If the organization is found to be RESPONSIBLE for violating a Student Rule, then proceed to Part 2.
- The Chair will review the charges and outlines sanctioning guidelines to be considered
 - Nature of the behavior
 - Circumstances of the case
 - Past organizational conduct history
 - Sanctioning precedent and options
 - Educational/developmental impact on organization and its membership
- Student Organization presentation of case including:
 - Self-imposed sanctions, national organization requirements or protocols developed
 - Questions from Board members
- Student Organization final statement regarding sanctions
- Student Organization Accountability Board Deliberation
 - Deliberation of sanctions
- Chair reads Boards’ decision(s) regarding sanctions for student organization

2. Student Organization Restorative Action Guidelines

In light of the facts and circumstances of each case, the following resolutions or combination of resolutions and restrictions (with or without appropriate modifications) may be imposed upon any student organization found to have violated Student Code of Conduct or the Student Organizational Guidelines protocols. Certain sanctions may result in a loss of a tier which can incur a financial cost to the student organization. If a student organization does not complete a sanction by the required deadline, the Office of Student Life, working in conjunction with University officers and/or organization advisors may place restrictions on the organization.

Primary Resolutions

- Organizational Social Probation: * Restriction of an organization’s ability to host or participate in any social activity outside of meetings, educational programs, community service projects, and intramural activities. The length of the probation is set by the Board and is normally set to end at the conclusion of the current or some future semester. It is also possible that more stringent disciplinary action, including restriction from participation in University events, Greek Life activities, intramural events or University traditions, may result if violations occur during the probationary period.
**This resolution may be accompanied by a secondary restriction.*
- Letter of Reprimand: A letter that makes a matter of record any incident that reflects unfavorably on the student organization or the University. It specifies that more severe disciplinary action may result should the organization be involved in future violations.
**This sanction is generally accompanied by a secondary sanction.*

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Greek-letter organizations may be subject to additional action, restrictions or sanctions to be determined through their Greek Council jurisdictional procedures.

- Warning: A written admonition of a student organization for actions unbecoming a recognized student organization to the university community.

Loss of Privileges (may be imposed in addition to a primary resolution as appropriate):

- University Restrictions: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The mechanics of the restriction should be clearly specified, as well as how long it is in effect (i.e. funding request limitations, room reservation restrictions, travel support withdrawn, tailgating restriction, social restriction, date party restriction, alcohol or intramural restriction).
- Community/University Service: An organization may be offered an opportunity to complete a specified number of hours of community/university service in lieu of other sanction(s). The deadline for completion is set by the Board and is normally set to end at the conclusion of the current or some future semester. The Chair of the Student Organization Accountability Board or their designee must approve the type of Community/University Service prior to participation by the organization.
 - Organizations may not count community service time done by individuals assigned community service hours as part of TAMU student conduct or court ordered directives. Completion of service projects will be supervised by the organization advisor of the organization with a final confirmation of completion provided by the Chair of the SOAB.
- Educational Requirements: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, presentations or guest speakers, essays, reports, etc. The deadline for completion is set by the Board and is normally set to end at the conclusion of the current or some future semester. Completion of educational requirements will be supervised by the faculty advisor with a final confirmation of completion provided by the Chair of the SOAB.
- Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions. Compliance with the restitution sanction will be supervised by the organization advisor with a final confirmation of completion provided by the Chair of the SOAB.
- Letter of Apology: A letter written to those impacted by the behavior of the organization. The letter indicates that the organization accepts responsibility for the incident and has remorse for their actions.
- Other Penalties: The Student Organization Accountability Board may impose other restrictions, requirements, or sanctions in addition to, or in conjunction with those listed, when deemed appropriate.

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3. Appeals of Student Organization Accountability Board

Appeals of Student Organization Accountability Board sanctions are heard by the Dean of Students or their designee. The written outcome of the appeal will be copied to the Director of Student Life, Coordinator of Student Engagement, and the Dean of Students (as applicable).

To initiate an appeal, the student organization must complete the Appeal Request Form and submit it to the Dean of Students within five working days of the date the decision was announced. The organization must base the appeal on one or more specific aspects of the previous hearing; Unjust sanction(s) or a violation of procedural fairness.

The Dean of Students or their designee may deny the admission of any evidence that does not accompany the student organization's request for appeal.

Rules of Evidence in an Appeal

- Burden of proof rests with the student organization
- Decisions will be based on a preponderance of the evidence
- The written appeal must be limited to facts of the incident and the basis of the appeal.

**The purpose of the appeal is NOT to rehear the case, but to review the decision that was made regarding the case.*

Appeal Process

The student organization representative will submit a written appeal to the Dean of Students or their designee who will serve as the appeal officer and render a decision. The Dean of Students or designee will conduct an administrative review of the appeal and render a decision in writing to the student organization. Should there be a need for additional information or clarification the appeal designee may contact and/or meet with the student organization representative.

Appeal Decisions

All decisions of the Dean of Students or their designee are final, there is no other appeal provided.

The Dean of Students or their designee may:

- Uphold the original sanction(s)
- Modify the sanction(s)
- Remand the case for new hearing
 - If the appeal is based upon a violation of procedural fundamental fairness and the appeal officer determines that a deviation of fundamental fairness occurred and the deviation was sufficient enough to make the process fundamentally unfair to the student organization, they may remand the case back to the Student Organization Accountability Board for a new hearing.

Note: A finding that a procedural violation occurred in the initial hearing will not result in the dismissal of the case.

Decisions will be delivered within three working days of the appeal hearing.

4. Records

Student organization conduct files will be maintained in accordance with the procedures

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outlined in the university Records Retention Schedule.

5. Interim Suspension of Recognition

Based upon the severity of a student organization's alleged behavior, the Dean of Students, or the Director of Student Life (or their designee(s)), may impose an interim disciplinary action prior to the initiation of formal charges under the Student Organization Accountability Process.

When the student organization's actions/behaviors affect the safety, health, or general welfare of a student organization and/or the University community, an interim disciplinary action may be issued. Some of the restrictions that may be placed on the student organization during the interim disciplinary action period include, but are not limited to:

- Social activities
- Intramural competitions
- Organizational competitions
- Eligibility to receive any University award or honorary recognition
- Privilege to occupy a position of leadership or responsibility in any University student organization, governing body, publication, or activity
- Ability to represent the University in an official capacity or position

K. Student Organization Leadership Awards

At the end of each academic year, there will be a Student Organization Leadership Awards Luncheon sponsored by the Office of Student Life. At this luncheon, clubs, their officers and advisors will be eligible to receive any of the 5 given awards:

- **Scott Bruner Award for Visionary Student Leadership** (student only—not limited to student org members but rather overall student leadership)
- **Outstanding Organization**
- **Outstanding Community Service**
- **Outstanding Organization Advisor**

Applications for awards can be completed in EagleSync during the designated nomination period (usually January-March).

PART 2. FUNDING YOUR STUDENT ORGANIZATION

- A. **Funding Guidelines for Use of Student Services Fees**
- B. **Purchasing Guidelines for Student Services Fee Funds**
- C. **Requests for Purchase**
- D. **Consultants/Speakers**
- E. **Authorized Travel**
- F. **Criteria for Travel Funding**
- G. **Fund Allocation Based on Enrollment**
- H. **Tax-Exempt Status**

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PART 2. FUNDING YOUR STUDENT ORGANIZATION

A. Funding Guidelines for Use of Student Services Fees

Student organizations have the ability to request funds for use from the Student Organizations Operating Budget. The Student Organizational Operating Budget is determined in part by the amount of student services fees collected during the previous year.

All funding requests submitted by student organizations are presented to the SOC Budget Committee to make a recommendation on the approval of that request. Final decision-making authority rests with the Coordinator of Student Engagement and the Office of Student Life account managers.

The Student Organization Council (SOC) Budget Committee is a committee under SOC with the authority to determine funding based on the Student Organization Funding Policies and Procedures, requests received, and the amount of funding available per semester. SOC allocation funds are derived from the University Services fee (USF) collected from all campus students. Please see below for eligibility requirements, documents, and the forms required for requesting funds.

The process of requesting and receiving allocated funds is outlined in the Student Organization Funding Policies and Procedures.

Factors considered in allocating funds for use by a student organization are as follows:

- potential to promote student participation and engagement;
- benefit to students and the University;
- efficiency in management and utilization of funds;
- size and activity of organization;
- potential to promote student and faculty interaction;
- provide opportunities for social, professional, and cultural growth;
- support the educational mission of the University;
- meeting deadlines and regulations assigned by the University.

Guidelines imposed by the Student Activities office are as follows:

1. Operating funds for official student organizations are included in the annual Student Activities Budget.
2. Student organization funding requests must follow guidelines that coincide with their tiered status.
3. Operating expenses include monthly meeting costs, paper, copier expenses, long-distance calls, promotional supplies, postage, etc.
4. All official student organizations must adhere to the Purchasing Guidelines for Student Services Fee Funds.
5. Travel requests and fundraising opportunities must be approved in accordance with the guidelines on the following pages.

B. New Student Organization Funding

New student organizations are eligible for SOC funding. All new student organizations may qualify for \$250 in funding during their first semester *if there are remaining student organization funds are available*. In order to receive funding, the organization must meet all basic organization requirements where applicable including:

- Hold at least 1 (one) general meeting that is properly requested, approved, and advertised through

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approved flyers, social media, etc. Attendance for this meeting should be logged in EagleSync no later than one (1) week after the meeting.

- Complete the Risk Management Training requirement
- Have a completed constitution and bylaws listed in their org documents in EagleSync
- Have a designated SOC representative and must attend all SOC meetings after their organization registration is approved.

Funding will be based on progress achieved and maintained toward meeting the basic criteria for official status. This will be determined by the Coordinator of Student Engagement and the SOC Budget Committee.

Any new organization that is awarded new organization funding and then fails to continue to participate in SOC will be placed on funding probation and will not be eligible to apply for funding for the following semester. They can file an appeal after the completion of their probationary period to be reconsidered for funding.

B. Purchasing Guidelines for Student Services Fee Funds

All funds allocated by the Office of Student Life must be expended according to TAMUT and the Texas A&M University System rules, as well as State of Texas Purchasing and Travel Regulations. All paperwork is prepared in conjunction with the Office of Student Life. The following guidelines will help expedite the payment process and assist your organization.

C. Requests for Purchase

1. A *request for purchase* form must be submitted for all purchases and be authorized by appropriate Student Life staff two (2) weeks in advance.
2. All requests for purchase must be signed by the club's officers, and advisor.
3. An individual who commits University funds without authorization will be held personally responsible for payment of the purchase.

Organizations are strongly encouraged to purchase from vendors with payment terms of net 30 days and vendors that honor the University's tax-exempt status.

Invoices or charge slips/receipts must be on letterhead or show vendor's name, address, phone number and itemization of purchases with costs. If it is absolutely necessary to work with a vendor who will not accept "net 30 terms", the Fiscal Office will try to accommodate a limited number of such requests.

4. Each invoice submitted for payment must be accompanied by a copy of the flier for the meeting or special event.
5. All expenditures/purchases must be completed by June 30. All invoices, fliers, and/or sign-in sheets must be turned in by that date to comply with Fiscal Office deadlines.

D. Consultants/Speakers

A contract must be completed for expenses over \$49.50 and approved by Administration four weeks prior to the event. The club must fill out a *purchase request* form in Student Life supplying the name of speaker and/or company, title, event, date & time, topic, social security number, and mailing address. **Students may not sign contracts.** Only authorized University personnel may do so, including contracts for vendors and travel.

E. Authorized Travel

The requesting organization must submit an application for funding for travel and provide the Student Activities Specialist with the minutes indicating quorum vote of the organization approving the trip. The completed application, agenda, and registration paperwork must be on file with our office at least six weeks prior to the trip or two weeks before the deadline.

F. Criteria for Travel Funding

Priority will be given to travel events open to all full club members and provide the greatest benefit to students. The *request for funding* proposal must explain how students in the organization will benefit from the activity or event. Late requests will be denied unless there are extenuating circumstances. All requests for travel, which require the use of the Student Organizational account funds must be reviewed by the Office of Student Life and approved by the Director of Student Life. Preference will be given to travel requests to regional conferences. The University will fund registration fees and lodging at half the state-mandated rate for double occupancy per person. No late registration will be paid. Travel must promote the development of TAMUT students. If a funded traveler does not attend the conference for any reason, the organization is required to reimburse the University for any non-refundable fees and expenses.

G. Fund Allocation Based on Enrollment

The Student Services Fee is collected with tuition upon student enrollment. Since associate members are not current students and have not contributed to the funding source, it is inappropriate to allocate funds for their use or benefit. Guest expenses must not be covered by allocated funds. Organizations with external accounts may choose to utilize those funds to cover the costs of associate members and guests.

H. Tax-Exempt Status

TAMUT is a state educational agency and purchases using allocated funds are state tax-exempt in Texas. A club's external account is not tax-exempt.

PART 3. USE OF UNIVERSITY FACILITIES

- A. **Event Requests**
- B. **Room Reservations**
- C. **Event Risk Management**
- D. **Media Equipment**
- E. **Signs, Posters, and Flyers**
- F. **Booths and Tables**
- G. **Guest Speakers**
- H. **Fundraising and Solicitation**
- I. **Bake Sales**
- J. **Alcoholic Beverages**
- K. **Club Workroom and Storage**
- L. **Off-Campus Activities**
- M. **University-Sponsored Activities**

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PART 3. USE OF UNIVERSITY FACILITIES

To ensure the equitable and appropriate use of campus facilities, the University establishes rules and procedures regarding the use of its facilities.

A. Event Requests

Any time a student organization plans to host a meeting, event, or other gathering, whether it is virtual or in person, an event request must be submitted by an appropriate club officer or advisor in EagleSync using the [Event Registration](#) form. The request should be placed at least two (2) weeks in advance to allow time for proper routing. The event information collected in this form will include necessary routing for other event planning stakeholders (risk management, specific space controlled by different departments, event vetting committee, etc). If the event request is not submitted in the timeline specified, the Student Life staff may deny the request. Once an event request is submitted, please continue to check your email as there may be questions along the way. Once a decision to approve or deny an event request is made, the user who submitted the request will receive an email notifying them of the decision.

B. Room Reservations

All scheduling of rooms is handled through the Office of Student Life after student organizations make an event request. Meeting dates and times for each semester must be submitted in EagleSync at the beginning of the semester. Approval for the use of multipurpose areas such as Eagle Hall, the Patterson Student Center gym or game room, or Bringle Lake Village common areas will only be approved on a case-by-case basis. Rooms for special activities must also be requested via EagleSync. If conflict of times of room reservations arises between student organizations, the room reservation will be given to the organization with the highest tier. If both organizations are ranked the same, the room reservation will be granted to the event that most benefits the campus community and will be awarded based on the discretion of the Coordinator of Student Engagement. Rooms should be cleaned and sanitized after the meeting/event. If refreshments are served, tables must be cleaned with a wet cloth, trash bagged and taken to outside dumpster.

C. Event Risk Management

When planning campus events that meet any of the following risk indicators, the event will require approval from the campus Risk Management officer. The risk indicators are:

- Food and/or Catering
- Open to the public
- Outdoor event
- Outside Vendors
- Potential for risk or injury*
- Large scale/complex*
- Involves travel
- Performer/Speaker

**Indicating one of these risk factors will require the event organizer to also submit a Risk Assessment Matrix tool ([System Risk Assessment Matrix](#)) that clearly outlines the event risks, the seriousness and probability of it, as well as mitigation measure to the Risk Management officer. This matrix may be required for events that do not have these indicators but are requested at the Risk Management Officer's discretion.*

D. Media Equipment

Submit your written request in detail to the Office of Student Life at least one week in advance.

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E. Signs, Posters, and Flyers

Signage is defined as any billboards, decals, notices, posters, banners, flyers, and any kind of handheld advertisements or publicity. The following guidelines apply for publicly posting these on University property:

- must include the name of the student or organization, time, place, and the date
- may be posted no longer than one week prior to the event, and must be removed by the person or organization posting them no later than 24 hours after the event
- may not be attached to plants, a permanent sign installed for another purpose, a fire hydrant/alarm, or on or between a curb and sidewalk
- indoor signs may be posted only on approved bulletin boards (not below or beside them). These bulletin boards are located in the hallway near Student Life, in various classrooms, in the STEM building, and in Bringle Lake Village
- banners made from butcher paper can also be used to advertise events. We have butcher paper, paints, markers, and brushes available for use while in the Office of Student Life
- digital signage may be requested for any approved club activity. Please email your request to the Coordinator of Student Engagement. Include all relevant information that will be needed, including any desired graphics.

All marketing materials must be pre-approved by Office of Student Life personnel and must contain the Office of Student Life Approval Stamp. Do not tape anything on windows or walls, hang fliers that cover other fliers, or post banners that exceed a length of six feet.

F. Booths and Tables

A booth is any table or other temporary structure installed for distributing/displaying petitions, handbills, or literature, raising funds, or soliciting tangible items. Permission to set up a booth or table must be requested in writing through our office at least 48 hours in advance. A *room reservation request* form may be used to request that a booth be set up.

G. Guest Speakers

Only official student organizations or University departments may present outside speakers at on-campus events. **The sponsoring organization has the responsibility for making it clear that the organization, not the institution, extended the invitation to speak and that any views expressed by the speaker are his/her own and not necessarily those of the University, its administration, or any other component of the institution.** Refer to *Use of University Facilities and Consultants/Speakers*.

H. Fundraising and Solicitation

All fundraising or solicitation activities must be approved by at least three days in advance and must be done in writing using the *room reservation request* form. A proposal outlining the method and purpose of the fundraiser must be included. Approved activities include membership drives, book fairs, raffles, etc. The sponsoring organization is responsible for clean-up after the event. **If the club is requesting donations from a local retailer, the club must be raising funds for a specific purpose.** The club must submit a letter to the retailer requesting donations and provide a copy to Student Life.

I. Bake Sales

Student organizations who wish to hold a bake sale in student center space must complete an *event request* form. One organization may host a bake sale the second Tuesday of the month each month during the Fall and Spring semester due to our contract with food services. Once approved for the table (based on availability), only homemade baked goods may be sold at tables reserved for bake sales. No other foods are permitted. Student groups are responsible for clean-up after the event is over. Sale of food items shall be restricted to appropriate areas in the Campus Center. For matters of sanitation and safety, food sales are not permitted elsewhere.

J. Alcoholic Beverages

Alcoholic beverages are not permitted on University grounds and cannot be purchased with allocated funds. **Alcohol cannot be consumed on any University-funded trip or at any University-sponsored event.** See *Student Code of Conduct* for more information.

K. Club Workroom and Storage

An area in University Center Suite 125 has been designated as a workroom and club storage for all student organizations. Housed in this area are club cabinets and materials each organization is welcome to use (including copier and printer). Each club will be assigned a locking cabinet and key, and each club is responsible for ensuring the room remains neat at all times. Do not take any supplies without prior permission. No food or drinks may be stored in the lockers or workroom.

L. Off-Campus Activities

If students are representing TAMUT or one of its sanctioned organizations at an off-campus event, they are held accountable to the *Student Code of Conduct*, and they must submit an Off Campus Event form. The University assumes no responsibility for student conduct at off-campus events.

M. University-Sponsored Activities

All clubs are expected to participate and provide a booth or activity at the Club Drive each fall and spring semester and to participate fully in all University-sponsored events. These include but are not limited to grand openings, preview days, SOAR, etc. Each of these is not only an opportunity to represent the University but also to recruit new club members

PART 4. FRATERNITY/SORORITY LIFE

H. Introduction of Greek Life

I. Recognition

- I. National Chartered Organizations
- II. Local Organizations
- III. National Colonies
- IV. Interest Groups

J. Expansion

K. Expectations

L. Recruitment

- I. Recruitment of Potential New Members (PNMs)
- II. Recruitment Registration/Information Tables
- III. Formal vs. Informal Recruitment
- IV. Types of Recruitment Events
- V. Open Bids
- VI. Underground Pledging
- VII. Dry Recruitment
- VIII. Recruitment Counselors
- IX. Recruitment Ethics

M. Membership

N. Inter-Greek Council

PART 4. FRATERNITY/SORORITY LIFE

A. Introduction

Fraternity/Sorority life at Texas A&M University – Texarkana is a growing community of student leaders. We currently have very diverse organizations ranging from local organizations to international Fraternities and Sororities. The Fraternity/Sorority community is governed by the Inter-Greek Council which consists of a representative from each of the organizations on campus. A&M Texarkana recognizes the benefit of having a Fraternity/Sorority community, which promotes friendship, provides a social outlet, and encourages the principles that are at the core of each fraternity and sorority.

B. Recognition

I. National Chartered Organizations

These are organizations that have met all requirements by their national organization to operate with full benefits of a chapter. National chartered organizations are recognized by a national fraternity/sorority and usually the organization is a member and governed by a national Greek conference such as National Panhellenic Conference, National Pan-Hellenic Conference, North-American Interfraternity Conference. National organizations are held to the standards and rules of their national board and those of the University, if any rules or regulations of the national board or the University are violated, the University will decide on disciplinary measures, and notify the national board.

II. Local Organizations

Greek organizations that are founded at Texas A&M University-Texarkana, and do not operate at other Universities are considered Local fraternities/sororities. Texas A&M University-Texarkana allows local organizations to participate in Greek Life. Since the local organization does not have a national board to report to, they must abide by the rules set for all Greek organizations determined by the Office of Student Life.

III. National Colonies

National colonies are new organizations affiliated with a national fraternity/sorority, that are on a probationary period, and do not have all rights and privileges of a chapter due to the early stages of creating the organization. Usually, the national organization is a member and governed by a national Greek conference such as National Panhellenic Conference, National Pan-Hellenic Conference, North American Interfraternity Conference. Colonies must complete all requirements to be a recognized organization at Texas A&M University-Texarkana and meet the requirements of their national board before they can receive their charter to be an official chapter of their national affiliate. National organizations are held to the standards and rules of their national board and those of the University, if any rules or regulations of the national board or the University are violated, the University will decide on disciplinary measures, and notify the national board.

IV. Interest Groups

Interest Groups are an organization that are waiting for, or searching for, affiliation with a national organization. An interest group is not officially affiliated with a national organization and is governed solely by the Office of Student Life. Creating an interest group is the first step to creating a Greek Letter Organization, and they are encouraged to affiliate with a national organization as a colony within a year.

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C. Expansion

Texas A&M University-Texarkana is currently open to expand Greek Life. To create a Greek Letter Organization students must register as a student organization, have at least 5 *currently enrolled student* members that make up their roster with a minimum 2.3 grade point average for each member. We currently have 1 Inter Fraternity Council fraternity, (Tau Chapter of Phi Lambda Chi), one National Pan-Hellenic Conference organization (Epsilon Pi Chapter Zeta Phi Beta), one National Panhellenic Conference sorority (Alpha Sigma Alpha), and one local sorority (Omega Delta Chi). For a new Greek organization to become approved for expansion they must get a majority vote by the Inter-Greek Council. Preference for new Greek Letter Organizations will be given to national fraternities and sororities.

D. Expectations

Greek organizations are found on high principles and standards of their membership. Those involved in Greek Life at Texas A&M University-Texarkana represent a great percent of the student leaders at the University. Fraternities and sororities are expected to exemplify the standards of their organization, and excel in scholarship, service, and campus involvement. The following are requirements to become and remain involved in the Greek community:

- Potential members must have a 2.3 cumulative G.P.A. to join a fraternity or sorority
- Fraternity and sorority officers must maintain a 2.3 cumulative G.P.A. to remain in office.
- G.P.A. of the organization must stay above 2.0 or the organization could be subject to social probation until their overall G.P.A. increases.
- Each organization must have a representative for Inter-Greek council and attendance is mandatory for each meeting.
- Each organization must participate in Spring Recruitment in order to pick up spring new member class.
- Each organization and member will be held to the Student Code of Conduct.
- All organization events whether they are on or off campus will be held to the Student Code of Conduct.
- Organizations will be expected to participate in on and off-campus community service/philanthropy events and report their service to the Office of Student Life or in EagleSync.
- Organizations cannot discriminate against current members, prospective members, or other students in the campus community based on race, ethnicity, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity.

E. Recruitment

The process when potential new members gain information and show interest in Greek Life. Greek organizations will be expected to provide information about their organization and recruit new members. This is the first chance that incoming students have to join the Greek community.

I. Recruitment of Potential New Members (PNMs)

Recruitment of new members should be an ongoing process by all members of your organization, but these are the final weeks before the opportunity to take in new members. All members should be encouraged to get their organization's name out and try to bring interest to their fraternity/sorority.

Examples include:

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1. Talking to potentials about the benefits of Greek Life particularly your organization.
2. Flyers, posters, digital signage or any other approved marketing to promote your group and encourage nonmembers to register for recruitment.
3. Creating a list of potential members, which helps with
 - a. Organizing who is or may be interested
 - b. Brings awareness to members that may not know some of the potentials, which creates an opportunity for them to try to meet them.
 - c. Proactively checking eligibility with the Office of Student Life.

It is important to recruit for recruitment participation, so your organization can get the maximum benefit of the recruitment process.

II. Recruitment Registration/Information Tables

Students eligible for registering for recruitment will have the opportunity to do so at a registration table while organizations have the opportunity to show case their organization. The tables can be decorated in the organizations memorabilia and must be manned by active members. The members will be there to discuss their organization with potential members. This is a lot like a club drive but dedicated to Greek Life.

Examples of helpful things to do during Recruitment Registration/Information Tables week.

1. Keep up the good recruitment work stated above. This recruitment behavior should go on year-round, but it is especially important close to recruitment, because it is the last opportunity to do so.
2. Collect all memorabilia that represents your organization (Ex. Flags, tablecloths, blankets, shirts, pamphlets, etc.) to present on your table.
3. This week would be a great time to have mandatory letter shirt days, so students can see the successful students that are involved with the Greek community.
4. Brush up on your organization's history, mission, expectations of membership, values, benefits of membership, and fun facts. Every member will be considered an expert by potential members, so it is important that you know your stuff!
5. Communicate with the Office of Student Life; turn all potential names in so you can find out who is eligible. Eligibility will hinder the number of students that can participate in Recruitment so try to get as many people interested as possible. Members that do not have 12 hours, and do not have a cumulative GPA of 2.3 will not be eligible to register for Recruitment.

III. Formal vs. Informal Recruitment

You probably are not doing something right if you are not a little stressed during Recruitment, but aside from the stress, it is a lot of fun, and it will mold the future of your organization. Tables will not be out during this week, but the promotion of your organization should persist. Flyers, posters, digital signage, or any other approved marketing should increase. Speaking with potential members about the opportunities of Recruitment should increase. It would be wise to have formal dress/badge attire days, as well as letter shirt days to get the last-minute attention of those eligible for Recruitment. Remind Recruits of the times and days that they need to show up for Recruitment events.

IV. Types of Recruitment Events

1. Informational Day – Organizations will be allotted time to present their organization to the participants going through Recruitment. This would consist of organization history, mission, benefits of joining, information regarding dues, day and time of recruitment party etc. During formal recruitment in the fall, The Office of Student Life will host one large informational session for all potential recruits. Each organization will have an opportunity to share a little bit of information about their organization. During informal recruitment during the spring, the organizations are allowed to host their own separate informational sessions.
2. Recruitment Events – Recruitment Events are dry events held by Fraternities and Sororities that are hosted for potential members. At these “recruitment events” organizations will typically organize an activity for the members and Recruits to participate in and get to know each other. (Ex. sporting events, group activities, dinners etc.) Events must be held on campus unless prior approval is given from The Office of Student Life. During formal recruitment in the fall, each organization will have a designated time on each day. The recruits will rotate from room to room participating in each organization’s activities. The schedule for formal recruitment is set by The Office of Student Life. During informal recruitment in the spring, organizations are allowed to host their own events on their own schedule during the week(s) deemed Recruitment Week by The Office of Student Life. Fraternity members are not allowed to attend sorority recruitment events and sorority members are not allowed to attend fraternity recruitment events.
3. Bid Day – During formal recruitment in the fall, The Office of Student Life oversees the bid process. Organizations will meet and vote after preference day on Thursday of recruitment week. The eligible recruits will also complete a preference list in which they rank the organizations they would like to receive bids from. The Office of Student Life along with the recruitment counselors from each organization present then bid match according to the organization’s list and the recruit’s list. On Friday of recruitment week, the Office of Student Life will host a fun bid day reveal ceremony. During informal recruitment in the spring, the organizations are allowed to vote and extend bids to any eligible recruits. The bids must be given to the Office of Student Life for the recruits to accept their bid.

Members can only accept one bid. If a member accepts a bid and quits during the new member education process, they will not be eligible to join another Greek organization until the next year. If organizations do not participate in Recruitment, they will not be eligible to pick up new members until the following semester. If a new member quits during the new member education process the Office of Student Life must be contacted immediately, to have the member removed from the organization’s roster.

V. Open Bids

Open bids are invitations for membership that the organization gives to someone after the Recruitment period has closed. People considering an open bid often didn’t decide whether they wanted to go through Recruitment Week or were not informed on the process. Open bids are available for two weeks for all Greek organizations. There can be 3 open bids given per semester, unless noted otherwise by their national organization through the continuous open bid process. Local Greek organizations may also participate in the continuous open bid process upon approval

from the Office of Student Life. Bids must be given to the Office of Student Life and students must come to the Office of Student Life before beginning the new member education process.

VI. Underground Pledging

Underground pledging or underground new member education is when an organization does not abide by University rules during their selection process. If an organization chooses to secretly take on a new member outside of the time frame allowed by recruitment, doesn't meet the 2.3 G.P.A. requirement, that organization will be subject to New Member Intake Probation. The probation will prohibit the organization from bringing in new members for a period of time based on the decision of the Office of Student Life. If the organization continues to take new members while on New Member Intake Probation, they will be subject to further disciplinary action which could include full suspension of the chapter, colony, or interest group.

VII. Dry Recruitment

All recruitment should be a dry recruitment, which means that there should be no alcohol or drugs distributed, provided, or consumed by members or potential members during any Recruitment events. If it is reported that alcohol is present at any recruitment function, pending investigation, the organization could be subject to losing new member intake privileges, and social probation which would prohibit any social events hosted by the organization.

VIII. Recruitment Counselors

Each organization will designate an active chapter member to serve as a Recruitment Counselor (RC). The role of the RC is to guide the potential new members (PNMs) throughout the process and promote a fair and equitable process for everyone. The RC is not allowed to identify the organization to which they belong. If it is discovered they have disclosed or discussed this information with PNMs, they will be removed from their position as RC. They are also not allowed to participate in the Recruitment events. They will guide the PNMs to their events and serve as a liaison between the Office of Student Life and the PNM. RCs are expected to be in the room during events to ensure rules are being followed.

IX. Recruitment Ethics

It is expected that each organization recruits in a manner that is respectful and promotes Greek unity at TAMUT. Slandering or defamation of another chapter's character will not be tolerated. Organizations are not allowed to actively recruit First Time in College (FTIC) or newly enrolled students as members prior to or during SOAR or Hatch Camp.

F. Membership

Once a student has completed the new member process and has been initiated into a Greek organization at TAMUT, they are a member for life. If a situation occurs and membership is terminated, suspended, or deemed inactive for any reason, the student is prohibited from joining another Greek organization on campus.

G. Inter-Greek Council

Inter-Greek Council is the governing body over Fraternity/Sorority Life. Each organization has one member that represents their organization, and one representative that serves on the board. Inter-Greek Council has the ability to vote on if an organization has the opportunity to expand to the Texas A&M University-Texarkana campus, and they are in charge of organizing all Greek related events.