



# **Fraternity and Sorority Life Handbook 2017-2018**

Updated 8/16/17

# Table of Contents

<b>Section 1 – Introduction.....4</b> <ul style="list-style-type: none"><li>• Mission, Values, Learning Domains, Standards of Excellence</li></ul>	<b>Section 8 – Recruitment Guidelines.....20</b> <ul style="list-style-type: none"><li>• Guidelines for Recruitment by council</li></ul>
<b>Section 2 – Rights and Responsibilities of Fraternities and Sororities.....7</b>	<b>Section 9 – Advisors.....21</b> <ul style="list-style-type: none"><li>• Requirements</li><li>• Role of an advisor</li><li>• Chapter Advisor</li><li>• University Advisor</li><li>• Selecting and Recruiting an Advisor</li><li>• Relationship between Collegiates and Advisors</li></ul>
<b>Section 3 – Recognition Process....10</b> <ul style="list-style-type: none"><li>• Recognized Student Organizations</li><li>• University Sponsored Organization</li><li>• Council Affiliation</li><li>• Fraternity and Sorority Chapter Annual Registration Process</li><li>• Maintaining GPA Requirements</li><li>• Loss of Recognition</li></ul>	<b>Section 10 – Conduct &amp; Discipline.....23</b> <ul style="list-style-type: none"><li>• Conduct Statement</li><li>• Sexual Misconduct</li></ul>
<b>Section 4 – Social Events.....12</b> <ul style="list-style-type: none"><li>• Alcohol use at events</li><li>• Events without alcohol</li><li>• What is considered an event?</li></ul>	<b>Section 11 – New Member Program Standards and Guidelines.....26</b> <ul style="list-style-type: none"><li>• New Member Program Guidelines</li><li>• New Member Bill of Rights</li></ul>
<b>Section 5 – Hazing.....15</b> <ul style="list-style-type: none"><li>• What is the definition of hazing?</li><li>• How do I commit a hazing offense?</li><li>• Penalties for hazing</li><li>• Where do I report hazing?</li></ul>	<b>Section 12 – Expansion/Extension/ New Chapters.....29</b> <ul style="list-style-type: none"><li>• Purpose</li><li>• Procedures for Expansion</li><li>• Colonization Procedures</li></ul>
<b>Section 6 – Travel.....17</b> <ul style="list-style-type: none"><li>• Overview</li><li>• Paperwork</li></ul>	<b>Appendix.....33</b> <ul style="list-style-type: none"><li>• Academic Plan</li></ul>
<b>Section 7 – Risk Management.....18</b> <ul style="list-style-type: none"><li>• General Risk Management</li><li>• Crisis Response</li></ul>	

## IMPORTANT NUMBERS

Academic Advising	825-5931	Swimming Pool	825-2705
Academic Testing	825-2334	Student Affairs	825-2612
Alumni Association	825-5787	Student Government Association	825-5745
Campus Catering	825-3694	SGA Senator's Office	825-3642
Athletics	825-5541	Students with Disabilities	825-5816
Camden Miramar Apartments	825-5000	University Police	825-4444
Campus Activities Board	825-2363	Tutoring and Learning Center	825-5933
Campus Copies	825-5679	University Center & Student Activities	
Career Services	825-2628	Student Activities	825-2707
Community Outreach	825-2778	FAX	825-5201
Computer Helpline	825-5618	Student Org. Center	825-3239
Dean of Students	825-2612	Fraternity and Sorority Council Offices	825-5937
Env, Health & Safety Office	825-5555	UC Information Desk	825-5282
Glasscock Wellness Center	825-2170	Scheduling Office	825-5281
Graduate Studies & Research	825-2177	Mail Services	825-2684
Islander Cultural Alliance	825-2588	University Counseling Center	825-2703
Island Waves	825-5744	University Health Center	825-2601
Office of the President	825-2621	University Theatre-Box Office	825-5800
Provost/VP of Acad. Affairs	825-2722	VP for Institutional Advancement	825-6005
Public Affairs Office	825-2335	Wells Fargo	825-2267
Recreational Sports	825-2454		

# 1 Introduction

## Preface

This handbook is designed to assist your organization in becoming familiar with university rules and regulations related to student organizations and to provide suggestions and helpful hints for productive activities. Make use of the resources identified in this handbook. If the handbook does not answer your questions, contact the Student Activities Office (825-2707, UC 218) for clarification or assistance. **All information contained herein is also available on the web at <http://greeklife.tamucc.edu> and [orgsync.tamucc.edu](http://orgsync.tamucc.edu) under “Files.”**

Although this organization handbook was prepared on the basis of the best information available at the time of publication, all information is subject to change. Any additions, deletions, or corrections to this handbook, once approved, will be available in Student Activities. All student organizations, fraternities and sororities included, are responsible for the information in this handbook, and any other policy handbooks (ex. Scheduling Handbook, Student Code of Conduct, Student Organization Handbook) and can be held accountable for any/all information contained within them.

## Mission of University Center and Student Activities

The University Center and Student Activities Department encourages student leadership, learning and growth by providing excellent campus activities, programs, student involvement opportunities and student employment. We are dedicated to enhancing the student experience by challenging students and employees to achieve their personal best. We also strive to be a place where our diverse campus community can learn, laugh and engage with one another.

## Mission of Fraternity and Sorority Life

The mission of the Texas A&M University-Corpus Christi Fraternity and Sorority Community is to enhance the college experience of fraternity men and women and compliment the mission of the university through engagement, service, scholarship, diversity and leadership opportunities. As leaders of the student body, the fraternity and sorority community will consistently strive to promote a positive image of Greek Life, both on campus and in the community. In addition, fraternity and sorority leaders will strive to maintain a respectful and unified environment in which fraternity and sorority members and the organizations can positively develop into responsible global citizens.

## Learning Domains

The Fraternity and Sorority Life Staff have developed four learning domains that our fraternity and sorority community, through educational programs, advising, awards and training, strive to achieve.

Learning Domain	Interventions/Strategies
Social Responsibility	Alcohol & Drugs Education, Support of I-ADAPT programs, Hazing training, Risky Management training, Bystander intervention training, emphasis on positive image/PR
Civic Responsibility	SOE award for Service, Philanthropy and Engagement
Leadership	Leadership opportunities and training, Leadership Matrix assessment with councils, Evaluations of Council Presidents
Diversity	Diversity Programs/Speakers, opportunities for partnership and collaboration with existing programs, Intercultural Competency SOE Award

## **Fraternity and Sorority Life Community Values**

To be a fraternity and sorority student leader at Texas A&M University-Corpus Christi is to be held to a higher standard. Our fraternity and sorority community has adopted general values that all fraternity men and sorority women are expected to uphold in order to be a productive contributor to the progress and growth of the fraternal population.

**Scholarship** – Fraternity and sorority members at Texas A&M University Corpus Christi strive for academic excellence. Fraternity and Sorority members are encouraged to achieve higher GPAs than the TAMU-CC average for all men and all women respectively. All groups must maintain a 2.5 cumulative GPA in order to remain in good standing.

**Service** – Fraternities and sororities are contributing members of society. As a community, we believe it is important to give back to the larger community. The groups dedicate countless hours to help local charities, participate in community-wide service projects and raise thousands of dollars for their philanthropies each year.

**Engagement** – Our groups are not just a part of their own organization. When you join a fraternity or sorority at TAMU-CC, you join our whole community! We expect our fraternities and sororities to be supportive of each other and our other student organizations on campus by attending events and being an active member of the community.

**Leadership** – Fraternities and sororities provide excellent opportunities for growth and development via leadership positions. As the Fraternity and Sorority Life office, we strive to provide guidance and leadership training opportunities as well. Our men and women are encouraged to participate in All Fraternity and Sorority Life Events and workshops to enhance their leadership skills in order to be role models of our own system.

**Responsibility** - Being in a fraternity or sorority on this campus comes with responsibility. We hold our fraternity men and sorority women to a higher standard than the average student. Our members stand for the values placed upon them by their national organizations and we expect them to remember that when interacting with others. We expect our members to be responsive to issues, work civilly with each other to resolve problems and maintain the integrity of our community.

**Unity** – While they may be different organizations, our community is united in a special way through the rituals of their organizations and have been brought together in brotherhood/sisterhood. We expect our members to come together as a community and be respectful to each other.

**Intercultural Competence** – Fraternity and sorority members are committed to being inclusive and support cultural education and diversity. Our community is respectful and values inclusion and acceptance of difference in various forms such as difference in organizations, difference in beliefs, difference in cultural backgrounds, etc.

*Texas A&M University-Corpus Christi, a member of the Texas A&M University System, is an equal opportunity educational institution.*

*If you have a disability and need this information in an alternative format, please call Student Activities 361-825-2707*

# Standards of Excellence

Fraternities and sororities submit their participation and achievements in the following categories to achieve Standards of Excellence Awards. These awards are given out on a point system developed specifically for each standard.

<b>Standard:</b>	<b>Award:</b>
<p><b>Scholarship:</b></p> <p>All fraternities and sororities must have a minimum cumulative, semester and new member GPA of 2.5</p>	<p>3.0 and above = Gold Standard            2.8-2.999 = Silver Standard            2.6-2.799 = Bronze Standard            2.5 is the minimum acceptable before academic probation</p>
<p><b>Service:</b></p> <p>All fraternities and sororities must participate in community service, according to National/HQ standards</p>	<p>21-30 hours per member per semester = Gold Standard            11-20 hours per member per semester = Silver Standard            10 hours per member per semester = Bronze Standard</p>
<p><b>Engagement:</b></p> <p>Fraternities and sororities will be supportive of campus community events</p>	<p>Qualifying events would include philanthropy events, campus-wide events and other university sponsored events. Social events and events with alcohol would not qualify. Twenty percent of the chapter must be present to get credit for the event.            10 and above events = Gold Standard            5-9 = Silver Standard            1-4 = Bronze Standard</p>
<p><b>Leadership:</b></p> <p>Fraternity and sorority members will be leaders on campus</p>	<p>Chapters will report involvement of members in other organizations on campus. Gold, silver and bronze will be given to chapters based on percentage of involvement.            90-100% = Gold Standard            70-89% = Silver Standard            50-69% = Bronze Standard</p>
<p><b>Philanthropy:</b></p> <p>Fraternities and sororities are encouraged to report money raised for their philanthropies</p>	<p>The highest grossing chapter in each council will receive the SOE Philanthropy award. Special recognition will be given to the highest grossing chapter of the three.</p>
<p><b>Intercultural Competency:</b></p> <p>Fraternities and sororities are committed to being inclusive and support cultural education and diversity.</p>	<p>Chapters that attend 5 events per year (approved by Fraternity and Sorority Life advisors). In order to receive credit, 50% of the chapter needs to be in attendance.</p>

# 2 Rights and Responsibilities

## Relationship Statement

Registered Student Organizations may be officially recognized when formed for purposes that are consistent with the philosophy and goals that have been developed for the creation and existence of Texas A&M University-Corpus Christi. Fraternities and sororities recognized by the Interfraternity Council, Panhellenic Council, Multicultural Greek Council and the Student Activities office are also considered registered student organizations. Approval for recognition on this campus is granted by the Vice-President for Student Affairs through the Director of University Center and Student Activities or appointee.

In order to become registered and to retain official recognition, student organizations must meet certain requirements and agree to comply with regulations and procedures established for the governance of student groups. The institution acknowledges the wide range of groups that exist on a diverse campus. Therefore, it has established categorical descriptions to more clearly define the status and benefits for various organizations, to develop a system of governance for student organizations and to develop unity among the various organizations and a sense of loyalty to Texas A&M University-Corpus Christi. Student organizations are considered to be separate entities of the university. **As such, the university will not take responsibility for the actions of any student organization.**

## Rights

Recognized fraternities and sororities at Texas A&M University-Corpus Christi have rights and obligations associated with their official status. Their rights include:

1. Organizational Mailbox: Student Activities will provide a mailbox for each RSO that should be checked regularly by an officer of the organization for important university-related and general mail. Mailboxes are located in the Involvement Center UC218 and are provided for all student organizations. Mail for student organizations sent to the university will be delivered to Student Activities.

All organizations should use the following address:

*Organization Name*  
Student Activities  
Texas A&M University-Corpus Christi  
6300 Ocean Drive, Unit 5783  
Corpus Christi, TX 78412-5783

2. Organization Services: Student Organizations also receive copies, buttons, access to banner-making materials, cubicle and storage space reservations, etc. after completing the registration process according to the UCSO Student Organization Handbook. Fraternities and sororities are allowed to apply for funding allocated to student organizations through UCSO. See *Student Organization Handbook* for more information.
3. Use of the name "Texas A&M University-Corpus Christi" on publicity and references. Any use of the university name or logo in connection with commercial or political enterprises is prohibited unless specifically approved by Texas A&M University Corpus Christi Marketing Department. Text must be in the format of "Booster Club at Texas A&M University-Corpus Christi" and not "Texas A&M University-Corpus Christi Booster Club."

For information regarding use of university logos, please refer to the University Marketing departmental website: <http://imagegallery.tamucc.edu/>.

4. Use of the services of University Center and Student Activities Department, including assistance in planning and evaluating activities, programs, leadership development, officer training, etc.
5. Use of publicity resources, such as *Island Waves* and the University Marketing Department for large-scale events needing local media coverage. For more information please inquire at: <http://ia.tamucc.edu/marcom/>.
6. Privilege to invite off-campus speakers and artists to appear for regularly scheduled meetings and assemblies (subject to scheduling in accordance with procedures, see Scheduling & Reservations Handbook <http://ucsa.tamucc.edu/universitycenter/infopolicies.html>).
7. Distribution of marketing materials relating to the organization's purpose and activities, subject to university policy on student publications as found in the University Rules: <http://ucsa.tamucc.edu/universitycenter/infopolicies.html>
8. Fundraising and solicitation of funds for organizational activities in accordance with university regulations. **All fundraising activities must be approved by Student Activities at least five business days prior to the activity.** Fundraising/Philanthropy requests forms are available at: <http://tamucc.orgsync.com>.
9. University Sponsored Activities and Programs: Fraternities and sororities have the privilege of participating as a group in all university sponsored activities and programs. Good behavior and proper conduct will be expected at all times during these activities and the organization will be responsible for monitoring its members in attendance.
10. Events & Reservations: Fraternities and sororities have the privilege of sponsoring and hosting events on campus through the use of our reservation services. Reservations can be made for meetings, socials and other events. FMI: <http://ucsa.tamucc.edu/universitycenter/infopolicies.html>

## Responsibilities

1. The recognition of each fraternity and sorority at Texas A&M University-Corpus Christi must be maintained by adherence to all rules and regulations maintained by the University, including but not limited to the *University rules, regulations and policies, Student Code of Conduct, the Student Organization Handbook, the Fraternity and Sorority Life Policy Handbook, the Student Organization Conduct Process, Sexual Misconduct Process* and the appropriate fraternity and sorority governing council constitution and bylaws.
2. Recognized fraternities and sororities must file all student organization registration forms with the Student Activities Office by a designated date of each semester or year. The organization is responsible for ensuring updates are made as needed.
3. Fraternities and sororities must have a faculty/staff advisor who is employed by the University at least on a part-time basis (student workers and interns may not serve as advisors) who should disseminate information contained in the Handbooks to their organization (See Advisors section).
4. Fraternities and sororities must comply with all information distributed to organizations by Student Activities and to update whenever necessary any of the information required

by that office (ex. keep Student Activities informed of changes to organizational leadership, governing documents, etc).

5. Fraternities and sororities should meet all financial obligations. The university may not be held financially liable for actions/commitments taken/made by any student organization.
6. Remain in good standing with the university, including full compliance with any conditions, stipulations or restrictions placed upon organizational recognition.
7. Conduct the activities of the organization in a manner that reflects the highest ideals of the university.
8. Organizations must have all fundraising activities approved by Student Activities five (5) business days in advance.
9. Demonstrating respect for the university community and other student organizations.
10. Operating in a manner consistent with the mission and goals of the university and the governing council.
11. Fraternities and sororities must comply with requests from the Fraternity and Sorority Life staff and/or other university officials. They must work cooperatively with Student Activities in conducting organization operations and activities.
12. A professional staff member in Student Activities will serve in an advisory capacity to all recognized fraternities and sororities via each respective council.
13. Consulting with the appropriate university departments, offices, or representatives when planning large, unusual, or potentially complex events.
14. Ensuring that newly elected officers understand policies and are aware of the responsibilities of organizations.
15. Affiliation with any external organization in no way implies that Texas A&M University-Corpus Christi approves of, supervises, sanctions or takes responsibility for the organization.
  - a. A student organization may not affiliate with a national/local organization which requires a specific position or practice in conflict with university regulation or any local, state or federal laws.
16. All student organizations, fraternities and sororities included, must have a minimum of 5 members in order to be recognized.
17. It is recommended that organizations avoid duplication of purposes, goals and activities with other organizations.
18. Be open in its membership unless otherwise permitted under applicable federal law.
19. To maintain recognition in a council, a fraternity or sorority must be in good standing with its inter/national organization.
20. Texas A&M University-Corpus Christi may suspend or remove the recognition of any fraternity or sorority as necessary. Suspension or removal of recognition shall mean the loss of all rights and privileges further explained in the *Student Organization Conduct Process*. Texas A&M University-Corpus Christi may suspend certain privileges of recognized fraternities and sororities as necessary and appropriate.
21. Each fraternity or sorority must conduct all recruitment programs and activities as alcohol-free events and may not include, in any form, the use, service, or consumption of alcohol.
22. Auxiliary Organizations: Texas A&M University-Corpus Christi does not allow and will not recognize auxiliary (little sister/brother) organizations. Recognized fraternities and

sororities shall be prohibited from recruiting new members for, continuing support of, and recognizing auxiliary organizations.

23. Each fraternity or sorority is required to have appropriate officers, representatives, or chapter membership attend educational programs, activities and initiatives sponsored and coordinated by Student Activities. Fraternities and sororities may also be required to meet periodically with Student Activities.
24. When Inter/National Leadership personnel visit a chapter it is required that he/she visit with the Fraternity and Sorority Life staff to provide assessment of chapter progress and address concerns that may exist. These meetings should be scheduled in advance with Fraternity and Sorority Life staff.

## **3 Recognition Process**

### **University Sponsored Organization**

Sponsored organizations are those considered to be critical to the mission and culture of the university, such as the Interfraternity Council, Multicultural Greek Council and Panhellenic Council. These organizations are inherently linked to the University because of their role in representing the University or in presenting events that are considered to be an integral part of the institution. Sponsored organizations routinely present events for the campus and broader community, and typically have a close relationship with a university department or office. The activities and events of these organizations are considered to involve a higher level of complexity because of their scope and perceived association to the university. Please contact Student Activities for more information on obtaining this status.

### **Council Affiliation**

All fraternities and sororities must belong to one of the governing councils listed below:

1. Interfraternity Council (IFC): Membership in IFC shall include all undergraduate chapters and colonies of male national or social fraternities recognized by the North-American Inter-Fraternity Conference, and chapters and colonies of male national or social fraternities that were established on campus as of 1998.
2. Panhellenic Council (PC): Represents all National Panhellenic Conference (NPC) sororities and women's fraternities.
3. Multicultural Greek Council (MGC): Represents fraternities and sororities that historically represent the interests of minority groups. These organizations may be affiliated with the National Pan-Hellenic Conference (NPHC), National Association of Latino Fraternal Organizations (NALFO) or a similar organization.

### **Fraternity and Sorority Chapter Annual Registration Process**

Fraternities and sororities at Texas A&M University-Corpus Christi must be recognized as a chapter affiliated within a fraternity/sorority governing council by completing a registration process which requires the submission of applicable documentation. Chapters must complete the registration process and adhere to the policies for all student organizations as well as those specified for fraternities and sororities. Documentation must be submitted in accordance with all deadlines published by Student Activities.

Fraternity and sorority chapters must complete the registration process every semester in order to reserve rooms or facilities on campus, use University resources and possibly receive funding

from the University. To register, fraternities and sororities must update and complete the registration form available at <http://www.tamucc.orgsync.com>.

**To become a registered fraternal student organization and to maintain recognized status, the following information must be submitted to Student Activities:**

1. **Chapter Rosters** must be completed and turned in twice a semester. Deadlines will be assigned by the Fraternity and Sorority Life staff. Rosters are due on October 31 in the fall and the Monday after Spring Break in the Spring semester
2. **Governing documents** are to be submitted every year and whenever updated, these include:
  - a. Local chapter constitution & bylaws
  - b. Standing rules and chapter standards/judicial documents
  - c. Any additional policies created by the chapter
3. **New Member Bill of Rights Confirmation Form** must be turned in after the second new member meeting or equivalent chapter meeting.
4. **Notice of Initiation** must be given to the council advisor at least a week before the ceremony takes place.
5. **Copy of Crisis Plan/Risk Management Plan** must be submitted at the beginning of every academic year.

The submission of organization information does not necessarily guarantee institutional recognition. No organization will be granted recognized privileges if it is not open to all students without respect to race, religion, gender, age, sexual orientation, disability, class status, national origin or marital status or whose stated purpose violates state, local or federal laws and/or University rules and regulations. **Those organizations which follow the Title IX exclusions, such as fraternities, sororities and men/women only sport clubs, retain the right to be single-gender.**

### Maintaining GPA

Texas A&M University-Corpus Christi will hold the recognized fraternities and sororities accountable to reasonable standards of academic performance. Fraternities and Sororities strive to maintain a chapter cumulative GPA at or above the All-Male or All-Female Undergraduate GPA. The academic policies of the fraternity/sorority governing councils shall not be in conflict with these rules and regulations. Fraternities and sororities whose new member or chapter GPA falls below a 2.50 in any given academic semester will be placed on probation and must complete sanctions to assist them in reaching the minimum. Failure to complete the terms of probation will result further sanctions as detailed below. Sanctions are subject to change at the discretion of the Fraternity and Sorority Life staff.

Academic Probation Level	Group	Sanction
<b>Academic Probation 1</b> – first semester below 2.5 GPA	New Member, Chapter	Probation status – group must provide one academic workshop
<b>Academic Probation 2</b> – second semester below 2.5 GPA	New Member, Chapter	Probation status – group must provide two academic workshops, groups must only recruit members with 2.75 GPA or higher
<b>Academic Probation 3</b> – third semester below 2.5 GPA	New Member, Chapter	Academic suspension – inability to reserve rooms, hold events on campus and or participate in recruitment for at least one full semester. Must participate in rehabilitation plan.

To see a full version of all sanctions and academic plan, please refer to *the Academic Probation Plan and Rehabilitation Plan available on Orgsync and at the end of this handbook.*

## **Loss of Recognition**

Organizations may lose recognition by failing to meet the GPA requirement, failing to turn in the submission of all applicable documentation by its due date for registration, lacking the appropriate advisement or if the organization fails to abide by any policies such as the Student Organization Conduct Process and/or if it fails to meet all of the responsibilities of a fraternity/sorority. If an organization loses recognition, it will be put on probation and activities may be limited or suspended (see Student Organization Conduct Process for more information).

If a student organization is suspended or has their charter revoked for disciplinary reasons, the Fraternity and Sorority Life Office in conjunction with the National Headquarters will work collectively on a strategic plan for the chapter's return to campus if it applicable and allowable. For severe disciplinary issues, a recommended length of time away from campus would be 4-8 years.

## **Chapter Review of Recognition**

1. Texas A&M University-Corpus Christi may determine, as a result of annual review results, academic reports, or disciplinary situations, to review the appropriateness of continuing recognition of any fraternity or sorority.
2. If the university determines that there is cause for a review of recognition, chapter officers and the advisor will meet with the Fraternity and Sorority Life staff, Director of Student Activities and other university officials designated at which time they may present any evidence that might justify their continued recognition by the university. Additionally, the chapter's inter/national headquarters and the alumni advisory board will be notified of the review meeting.
3. The review of recognition will include, but not limited to, a consideration of the following performance indicators:
  - a. The disciplinary track record of the organization for the previous three academic years.
  - b. The academic track record of the organization for the previous three academic years.

The Fraternity and Sorority Life staff will recommend to the Vice President of Student Engagement and Success that a fraternity or sorority be placed on probation, be suspended or lose its university recognition based on the results of the review meeting. The Vice President will have the final decision in these cases.

# **4 Social Events**

Social event management exists to serve chapters, alumni & staff to provide resources, education and compliance expectations for chapters of the Fraternity and Sorority Life system who wish to host a social event with alcohol safely for their members and their guests. While the Office of Student Activities does not require social events to be registered by any organizations, all chapters are expected to follow the guidelines and regulations detailed below.

## **Safety**

The safety of members and their guests is the primary purpose for the practice of risk management in our community. With proper risk management, organizations can host events

with alcohol present while still taking measures to reduce harm and increase the safety of their members and guests.

## **Compliance**

As recognized organizations of the Fraternity and Sorority Life Community at TAMUCC, it is important that all of our organizations understand and comply with the governing laws and policies that are applicable from Texas & Federal laws, University policies in the Student Code of Conduct, the Handbooks, national/international headquarters laws & policies and that of the City of Corpus Christi. Organizations that knowingly or unknowingly violate these rules will be held accountable through the Student Organization Conduct Process (For more information, please visit <http://tamucc.orgsync.com>).

## **Alcohol and Drugs**

The following policies are based on the Fraternal Information & Programming Group Guidelines (FIPG) available for any organization to use and adopt at: <http://www.fipg.org/>. While Fraternity and Sorority Life at Texas A&M University-Corpus Christi does not take responsibility for or collect information about social events held off-campus, this section serves as a resource and expectation for the organizations. These guidelines are considered the standard for fraternities and sororities.

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while at a fraternity/sorority event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity/sorority, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with the Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with organizational or university funds nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. The purchase or use of bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity/sorority without specific invitation, where alcohol is present, are forbidden.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on organizational premises or during a chapter event or at any event that an observer would associate with the chapter is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for the purpose of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a Third Party Vendor and guest list.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

9. No member or pledge, associate/ new member or novice shall permit, tolerate, encourage or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong”, “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge/ associate member/ new member/ novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid day/night”, or “big brother/ big sister reveal”, “family events” and initiation.

### **Advertising Guidelines for Events with Alcohol**

Events with alcohol may not be advertised to the public. Organizations may send invitations to their members or guests. The invitations should not:

1. Encourage the misuse/abuse of alcohol.
2. Promote drinking as the purpose of the event.
3. Must not refer to the amount of alcohol that will be available (i.e.: 5 keg party)
4. Must not portray drinking as solutions to problems.

### **Planning the Event**

1. It is encouraged that a maximum of two guests per member are invited to events. The number of guests should not exceed the facility capacity.
2. Only invited guests should attend. Events should not be open to the public. Organizations are encouraged to create a guest list of all people attending the event.
3. It is encouraged to check in all members and guests in at the event.
4. It is encouraged to plan who will and how to mark minors or those of legal drinking age. The use of wristbands is strongly suggested, markers are easy to wash off.
5. Members are prohibited from serving alcohol at the event, regardless if the member is an employee of the event location, absolutely prohibited.
6. Designated driver programs are encouraged when they are associated with events with alcohol. There should be enough drivers to accommodate the safe transportation of all members and guests. This program should involve participation from members and new members on a rotation basis. Designated drivers must have a current driver’s license and personal auto insurance policy. The designated driver will obey all state, city and county safety and motor vehicle laws. The designated driver will not consume alcohol or illegal substances before, during or after the event. No alcohol will be transported in the passenger compartment of the vehicle. Designated drivers are encouraged from start time to end time of the event.
  - a. Make sure your inter/national headquarters supports a designated driver program before starting the program within your chapter.
7. Post-parties are not permitted. A post-party is defined as an event that is publicized to the attendees as something to do after the “official event” is over. Publicized refers to any technique used to communicate information to others, including but not limited to flyers, email, text message and word of mouth.

### **What is an organization event?**

In order to assist you in understanding what could be considered an organization event by a court of law or the university, consider the following questions:

1. Would an outsider (non-member) perceive the event as being sponsored by the organization?
2. Was it pre-planned or pre-meditated? Was the event publicized with flyers, or through email, Instagram, Twitter, Snapchat, Facebook, etc.?
3. Was it discussed during a meeting?
4. Did the majority of the organization know about the event?
5. Were a significant number of members present at the event (Probably greater than 50% of the organization)?
6. Were organization funds used in any way (i.e., entertainment, transportation, food, beverages, decorations, advertisement, etc.)?
7. Did the organization officers help plan the event?
8. Were a significant portion of those who attended the event invited by members?

## 5 Hazing

Hazing is against the laws of the State of Texas and Texas A&M University-Corpus Christi regulations. Student Activities, the Division of Student Affairs, and the university will enforce all legislation, laws and regulations pertaining to the issue. Please read the following information carefully before planning your organizational activities.

### ***What is the Definition of Hazing?***

**Hazing:** any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with other, 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, but is not limited to:

1. Any type of physical brutality, such as shipping, 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, and 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 institutions rather than submit to acts described in this subdivision.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Texas Education Code Sec. 37.152 and 37.153. •
  - a. The intent of the act or the consent or cooperation of the hazing recipient will not constitute a defense. The University or the hazing recipient may charge an

individual and/or the officers of a recognized organization with responsibility for the hazing act(s) both on or off-campus.

- b. Hazing is also a violation of Texas state law. See the Texas Education Code, sections 37.151 and 51.936 at [www.stophazing.org/laws/tx\\_law.htm](http://www.stophazing.org/laws/tx_law.htm).
- c. A person may be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to the Student Conduct Officer.

**Note:** *Texas law provides any person reporting a specific hazing incident to the Student Conduct Officer or other appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious.*

### **How do I commit a hazing offense?**

A person commits an offense if he/she...

1. Engages in hazing;
2. Solicits, encourages, directs, aids or attempts to aid another in hazing;
3. Intentionally, knowingly or recklessly permits hazing to occur;
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student of Texas A&M University-Corpus Christi or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to Student Activities, Recreational Sports or Student Engagement & Success.

### **Penalties for Hazing**

- **Does it matter if I did not intend to harm anyone?** No. Texas A&M University-Corpus Christi guidelines state that if one of the above occurs, it is hazing, regardless of your intent.
- **Does it matter if the person being hazed agrees to the activity?** No. The law and Texas A&M University-Corpus Christi's guidelines state that if one of the above occurs, it is hazing, regardless of the consent or cooperation of the recipient. CONSENT is not a defense.
- **What is the penalty if I am found guilty of hazing?** The student may be subjected to university disciplinary action, up to and including removal from the university, in addition to or regardless of any penalty imposed by the courts.
- **Can an organization be found guilty of hazing?** Yes. 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. If an organization is found responsible of hazing, it may lose its recognition and ability to re-group on campus for a period of time. The individual members may also face penalties for their actions (see Student Organization Conduct Process for more information).
- **Can I get in trouble for reporting hazing?** No. Any person who reports a specific hazing incident involving a student to Student Activities or other appropriate officials is protected from civil, criminal liability, or university judicial sanctions. A person who reports in bad faith or with malice, however, is not protected by this section.

### **Where do I report hazing?**

All incidents can be reported online and anonymously at: [Incidentreportform.tamucc.edu](http://Incidentreportform.tamucc.edu) or by calling one of the offices listed below:

- Student Activities: 825-2707
- Student Engagement & Success: 825-2612

## 6 Travel

### Overview

Texas A&M University-Corpus Christi is supportive of student travel and recognizes that the safety of its students is of the utmost importance. Student Organizations traveling in the capacity of a position (president, officer) or serving as a representative from the group need to complete the paperwork and requirements and attain approval from the Office of Student Activities. This rule applies to the full year, including **summer vacations**.

### Student Travel Requirements

All forms (if applicable) must be completed for approved individual student or student university sponsored group travel as indicated in Student Travel rule 13.04.99.C1 and Student Travel Procedures 13.04.99.C1.01. This applies to student travel that is more than 25 miles from campus to an activity that is organized, sponsored and/or funded by the University or by an organization properly registered at the University. Students traveling on behalf of the University must obtain prior approval from the appropriate department. This applies to travel by car, truck, van, bus and airplane. Please go to the following website for all travel documents:

<http://purchasing.tamucc.edu/travel/Student%20Travel.html>

Here is a breakdown of how to complete the travel packet:

#### **One form PER GROUP TRAVELING**

- Meeting minutes approving travelers to represent the organization during the trip
- Student Travel Checklist
- Trip Itinerary
- List of Participants (must have ALL A-Numbers and signatures of each traveler)
- The group must take a copy of the Incident/Accident Report Form with them on the trip to document any incidents that happen

#### **One form for EACH DRIVER**

- Driver's Record Request
- Driver Release Form
- Copy of Driver's License and proof of insurance

#### **One form for EACH TRAVELER**

- Waiver-Indemnification Form
- Emergency Information Form

### Consequences

If travel forms are not submitted and/or not complete 5 business days prior to travel, student organizations may face the following sanctions based on the persistence of the issue. Organizations may be subject to any or all of the sanctions below:

<b>First violation</b>	Written warning, inability to receive reimbursement for the trip/expenses, meeting with UCSA staff member, monetary fine
<b>Following Violations</b>	Loss of funding for the year, loss of reservations for a specific period of time or loss of reservations for the remainder of the academic year, probation, monetary fine, inability to participate in university sanctioned/sponsored events for a period of time or remainder of academic year, loss of registration for the remainder of the academic year, formal notice to corresponding national entity (Headquarters), inability to be eligible for awards

## 7 General Risk Management

The first step to successful event planning is a comprehensive assessment of the risk involved in the event or activity. Student organizations must consider risks in the following five categories:

- **Physical risks** – involve harm or injuries to the physical body. Examples for student organization events might include injuries from physical activity, inclement weather, equipment or materials, food-related illnesses, dangerous travel conditions, medical emergencies, etc.
- **Reputation risks** – apply to the reputation of the individual officers and members present, the reputation of the student organization, and the reputation of the university as a whole. Examples of reputation risks might include poor conduct or behavior at an event, a negative representation of the group, or hazing of members.
- **Emotional risks** – pertain to the thoughts and feelings of the organization's members, participants or attendees, and any other constituents of the event or activity. Examples might include hazing of members, lack of accessibility to the event, discrimination against constituents, controversy or disruption of the campus, aversive reactions of participants, sensitive subject matter, and the strain of planning the event.
- **Financial risks** – involve both the budget for the specific event and the overall financial health of the student organization. Examples might include a lack of cost reduction where possible, poor budgeting, failing to meet fundraising goals, etc.
- **Facilities risks** – include both the safety of the facilities used for your members/participants and the maintenance of the facilities used by your members/participants. Examples might include a lack of proper set-up or clean-up for the event, safety and security issues at your location, and a lack of familiarity with the facilities and location, or the disruption of university facilities.

### Crisis Response

While student organizations are advised to plan their activities and events in such a way as to avert crisis, it is important to proactively plan how to respond in the event one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond. ***Educating members prior to a crisis is crucial.*** All organization members must know who is in charge and be prepared to follow the plan. The following information is intended to assist students in the development of a crisis response plan, but should not be considered a complete plan, rather a guide for designing a protocol that fits the organization's needs.

As a student leader, it is important to understand that a crisis can happen to you and your organization. If this happens, know that you are not alone. Call on the resources in the University Center & Student Activities to assist you.

### **General Crisis Response Plan**

1. Develop a crisis response strategy for your organization prior to your event or program.
2. Create a step by step process for what to do in case of a crisis.
3. Designate organizational officers and crisis team who can take charge of a crisis situation.
4. Review your crisis response plan on a regular basis and update the plan as needed.
5. Inform and/or educate organizational members of your crisis response plan at least once per semester.

### **What to do if there is an emergency**

1. If off-campus call 911.
2. On-campus contact 911 (825-4444 for non-emergency calls on-campus) or get appropriate help.
3. There is a network of outdoor emergency phones around campus. These phones are mounted in white towers, have a blue light on top, and are clearly marked "EMERGENCY". Pushing the call button activates a direct phone line with the Texas A&M University-Corpus Christi Police Department that will automatically pinpoint the caller's location.
4. If medical attention is needed, attend to those needs before doing anything else.

### **Contact the appropriate authorities**

1. Notify the Texas A&M University-Corpus Christi Police Department (UPD) at 825-4444. The Texas A&M University-Corpus Christi Police Department is located in the Physical Plant/UPD building.
2. Notify your advisor if he/she was not present during the emergency.
3. Notify all organization members in a meeting and inform them of what to expect regarding the press and possible investigation. Direct members to not discuss the incident with anyone.
4. Notify the Dean of Students (UC 318) at 825-2612 in the event of a serious injury or death.
5. ***In the case of a student death, do not contact parents. This is best done by the appropriate authorities, such as the Dean of Students, UPD or other law enforcement.***

### **Statements about the incident**

- Any inter/national policies and procedures regarding press releases and press conferences must be followed.
- Appoint an organizational spokesperson and create an organization statement for media inquiries. You do not have to provide the media with a statement.
- Following the accident, empathize with victims/families but avoid saying anything other than "We sympathize for those affected by this. The situation is under investigation and more information will be shared when it is available."
- When more information does become available to you, your organization spokesperson should decide what information will be released (the decisions should be made in consultation with your inter/national headquarters and the university).

- Consult with your university advisor and/or inter/national representative to discuss what things you should discuss in a post-incident press conference or release.

### ***Post-Incident***

1. Cooperate fully with those evaluating the incident.
2. Gather as a group together as soon as possible. Lack of pertinent and accurate information can contribute to the critical nature of the situation.
3. Covering up or ignoring information is never the recommended manner for handling a post-incident situation.
4. Learn from the event.
5. ***You are not alone. The Department of Student Engagement and Success is always available to help you through difficult situations by providing support and referrals. Contact them at 825-2612 or visit in person at UC 318.***

## **8 Recruitment Guidelines**

The purpose of these guidelines is to provide the fraternities and sororities of the Texas A&M University-Corpus Christi fraternity and sorority community, their advisors, and prospective members with a source of information regarding Membership Intake & Recruitment. Chapter Advisors, Council Officers, and the Student Activities staff will work together to ensure a successful and positive experience for all involved.

In order for the Student Activities staff to assist chapters with the recruitment process and avoid potential problems with new member activities, chapters must adhere to the following guidelines if they are to conduct intake or recruitment at Texas A&M University-Corpus Christi.

Some guidelines applicable to all groups are as follows:

- No alcohol or drugs should be included
- No men can participate in any way in women's recruitment
- No women can participate in any way in men's recruitment
- Inactive members cannot participate in recruitment events
- All potential new members must meet a minimum 2.5 GPA. Groups can be and are encouraged to have stricter GPA standards. **Fraternity and Sorority Life staff must verify grades before bids are distributed, no exceptions.**
- Recruitment events must be approved by the Fraternity and Sorority Life staff. Holding unregistered recruitment events may result in recruitment infractions.
- Only TAMUCC students may join fraternities and sororities.
- All fraternity and sorority members must comply with all policies on hazing.
- Fraternity events with activities that have high-risk activities, must have waivers for all students participated.

### **Panhellenic Council**

1. Formal Recruitment will take place at the beginning of the Fall semester. Dates and times will vary depending on the academic calendar.
2. Continuous Open Bidding (COB): Chapters will be allowed two weeks after Formal Recruitment and two weeks at the start of Spring semester to COB if chapter size is

below Total. Permission from the Panhellenic Advisor will be needed to begin the process.

- a. The COB process can be delayed from starting up to three weeks from the last day of Formal Recruitment (Bid Day).
3. Panhellenic Council may institute or have more specific standards, policies, and processes for students seeking membership in a sorority.

### **Interfraternity Council**

1. Formal Recruitment will take place at the beginning of the fall and Informal Recruitment in the spring semester. Dates and times will vary depending on the academic calendar and as determined by IFC Council.
2. Bids can only be extended during specified dates decided upon by IFC.
3. IFC voted to increase the GPA to 2.75 for potential new members.
4. Interfraternity Council may institute or have more specific standards, policies, and processes for students seeking membership in a fraternity.

### **Multicultural Greek Council**

1. Recruitment will take place at the beginning of the Fall and Spring semesters. Dates and times will vary depending on the academic calendar.
2. Informal events for interests should be registered with MGC Advisor prior to publicizing the event. Interest events may occur throughout the semester. Any interest with intentions to pursue the organization must comply with GPA requirement.
3. Because every organization has a varying GPA requirement, potential new members must submit their A# Numbers. **This will be checked by Fraternity and Sorority Life staff before a bid is given out.**
4. MGC may institute or have more specific standards, policies, and processes for students seeking membership in a fraternity/sorority.

## **9 Advisors**

An advisor is an educator in a “non-traditional classroom”. The advisor uses personal expertise and perspective to stimulate individual development of members and the overall development of the organization.

### **Requirements**

University regulations require each fraternity and sorority to have an on-campus advisor called a Faculty/Staff Advisor. Fraternity and Sorority Life staff members, who are a full-time employees that advise the councils, are available to each organization as an additional resource. University regulations also require each fraternity and sorority to have a chapter advisor appointed/approved by inter/national headquarters and a campus advisor that is at least a part-time employee of the university.

### **Role of an Advisor**

Advisors are the link between students, faculty, community, and headquarters, as well as between the chapter and the campus leadership. The responsibility for building a positive, rewarding relationship is shared between the advisor and the organization.

### **Chapter Advisor**

1. Alumni of the fraternity or sorority and volunteer for inter/national organization.
2. Provide general guidance to the chapter.
3. Oversee the selection of other advisory board members.
4. Regularly attend chapter meetings.
5. Regularly attend executive council meetings.
6. Available to meet with individual members who may need guidance.
7. Maintain close contact with the inter/national organization headquarters and the Fraternity and Sorority Life office.

### **Faculty/Staff Advisor**

1. Not required to be alumni of the organization and can be male or female (does not need to match the gender of the organization).
2. Meet once a semester with the chapter's president and/or academic chair to talk about academic related issues.
3. Attend two chapter meetings each semester to emphasize academics and your availability as a mentor.
4. Available to meet with individual members who may need academic guidance.
5. Provide guidance to the chapter if they want to host a faculty reception.
6. Attend any faculty reception the chapter hosts.
7. Help the chapter formulate academic incentives to reward members who do well academically.
8. Review the academic achievement of the chapter and determine whether it meets the inter/national's headquarters expectations.
9. Advise chapter and/or officers on University-related issues.

### **Selecting and Recruiting a University Advisor**

Before making a selection, keep in mind the following:

- Find someone who will have time to devote to your organization
- Find someone who will take the role willingly and seriously

When approaching your potential advisor for the first time, make certain that they have a clear understanding of your organization's purpose as well as what would be required of them, their duties and the time commitment involved. If possible, choose someone who shares some of the same interests of your organization, and someone with whom you are in contact.

### **Relationship between Collegiate Officers & Advisors**

Generally, the advisor's contacts with the organization will take place in two settings: discussions with the officers, and attendance at meetings and other group activities. When working in these two settings, the advisor must constantly be aware of their role in the organization. Although active participation by the advisor is desirable, the advisor is not the leader of the group. The key to advising is developing a good relationship with the officers of the organization.

1. The officers should meet regularly with the advisor and use them as a sounding board for discussing organizational plans and problems.
2. The officers should keep the advisor informed as to all organizational activities, meeting times, locations, and agendas. The advisor should receive minutes of all meetings.
3. The advisor should assist the officers in formulation long-range goals and in planning and initiation short term projects.
4. The advisor should be aware of the constitution and bylaws of the organization and help with interpretation, if applicable.
5. The advisor provides a source of continuity within the organization and is familiar with the organization's history. In addition, the advisor assists in making sure that officers of the organization understand their responsibilities, as well as explaining the policies and regulations established for student organizations.
6. The advisor should be familiar with University policies and procedures and help the organization comply with them. This includes policies pertaining to organizations at Texas A&M University-Corpus Christi and inter/national organization rules and procedures as well as rules and regulations governing Texas A&M University-Corpus Christi students. The officers will find the advisor able to assist in evaluating individual and group projects, performance, and progress.
7. The advisor may assist the officers in preparing meeting agendas. This not only provides structure for conducting the organization's meetings, but also serves as a point of departure for the discussion of other areas of mutual concern.
8. The advisor should point out factors bearing on the ideas presented by the officers without imposing their own bias. If an idea is inappropriate, the advisor should try to encourage the officer to consider other alternatives.
9. If the officers ask "what should we do?", or "what do you think?" the question should be rephrased and handed back to the officers. The advisor is there to assist the officers, but not to solve the problem for them.
10. The advisor may suggest ways by which group meetings can be improved.
11. The advisor makes suggestions to help the officers improve other leadership skills. The officers should be encouraged by the advisor to take an occasional chance on some less proven members in delegating authority.
12. The advisor should be aware of liability issues (i.e., hazing, alcohol, etc.) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.

## 10 Conduct & Discipline

Texas A&M University-Corpus Christi values the contributions and involvement registered student organizations can make to a student's overall development and therefore aspires to provide an environment in which registered student organizations can exist. Our fraternities and sororities have a special partnership with the University. Upon receiving approval to expand on the campus, a relationship is created between that organization and the university. Because of this relationship, the University requires organizations to comply with any necessary policies, procedures and guidelines to ensure the organization aligns with the mission of the University.

## **Policies for Student Organizations**

Student organizations are expected to follow all applicable guidelines. The *Student Organization Conduct Process* is a document that was developed to help student organizations understand the process, potential violations and consequences for conduct issues. All student organizations are responsible for information in the *Registered Student Organization Handbook*, *Fraternity and Sorority Life Policy Handbook*, *the Student Code of Conduct*, *the Student Organization Conduct Process* and *the Sexual Misconduct Process*. University and system rules apply to all entities on campus.

Policies can be found at [www.tamucc.orgsync.com](http://www.tamucc.orgsync.com) and [www.greeklife.tamucc.edu](http://www.greeklife.tamucc.edu).

Texas A&M University-Corpus Christi may suspend or remove the recognition of any fraternity or sorority as necessary. Suspension or removal of recognition shall mean the loss of all rights and privileges further explained in the *Student Organization Conduct Process*. Texas A&M University-Corpus Christi may suspend certain privileges of recognized fraternities and sororities as necessary and appropriate.

## **Sexual Misconduct**

Sexual misconduct offenses include, but are not limited to:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

*Sexual Harassment is:*

- Unwelcome, gender-based verbal or physical conduct that is,
- Sufficiently severe, persistent or pervasive that it, has the effect of unreasonably interfering with, denying or limiting someone's ability – physically or mentally –to participate in or benefit from the University's education program, services and/or activities.

*Non-Consensual Sexual Contact is:*

- Any intentional sexual touching,
- However slight,
- With any object,
- By an individual upon an individual,
- That is without consent and/or by force.

*What is Consent?*

- Consent must be freely and actively given through mutually understood terms of actions. A person is deemed incapable of giving consent when the person is a minor, is coerced, physically helpless, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. A person always retains the right to revoke consent any time during a sexual act. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent.

*Non-Consensual Sexual Intercourse is:*

- Any sexual intercourse,
- However slight,
- With any object,
- By an individual upon an individual,
- That is without consent and/or by force.

*Examples of Non-Consensual Sexual Intercourse may include, but are not limited to:*

- A student passes out at a party. Several students proceed to have intercourse with the individual who was clearly passed out.

*Sexual Exploitation occurs when:*

- A student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited and that behavior does not otherwise constitute one of other sexual misconduct offenses. Behaviors which may be included in this category include, but are not limited to:
- Invasion of sexual privacy, prostituting another individual, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent, engaging in voyeurism, knowingly transmitting an STI or HIV to another student, exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, sexually-based stalking and/or bullying may also be forms of sexual exploitation

*Examples of Sexual Exploitation may include, but are not limited to:*

- One student gives another multiple beverages that contain alcohol without telling them before attempting to engage in intercourse.
- A student uses a webcam to record their roommate's sexual activities without their knowledge.

*Other examples of Sexual Misconduct include, but are not limited to:*

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person.
- Discrimination, defined as actions that deprive other members of the community of education or employment access, benefits or opportunities on the basis of gender.
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment).
- Violence between those in an intimate relationship to each other.
- Stalking, defined as behavior in which an individual willingly, maliciously and repeatedly engages in a knowing course of conduct directed at a specific person and/or group which reasonably and seriously alarms, torments, or terrorizes the person(s). This conduct makes the victim(s) fear either bodily injury or death, bodily injury or death of another individual and/or that an offense will be committed against their property.

**For more information about the consequences of these actions, please see the Student Organization Conduct Process or the Student Sexual Misconduct Process available at [www.tamucc.edu](http://www.tamucc.edu).**

# 11 New Member Program Standards & Guidelines

These guidelines were established to ensure that new member education enhances the academic progress of each Texas A&M University-Corpus Christi fraternity and sorority member and assists their interpersonal development while providing the history and information necessary for viable membership in the Texas A&M University-Corpus Christi fraternity and sorority community.

1. Every new member will receive a copy of the Texas A&M University-Corpus Christi New Member Bill of Rights that shall be reviewed with him/her at the onset of the organization's new member orientation program. The New Member Bill of Rights Confirmation Form must be signed by all new members of an organization and filed with Student Activities within the first week of the new member program.
2. All new member programs must follow the Membership Guidelines as outlined in this handbook.
3. Scavenger hunts or other similar activities by any other name are prohibited.
4. It is recognized that students should be committed to academics first and all other activities, including fraternity or sorority after anything academic. "Academics First" is the watchword for all planning of time use.
5. All new members are expected to maintain or exceed their level of academic performance.
  - a. All new members are expected to attend class on time, attend study sessions, and fulfill all academic requirements.
  - b. All new members are expected to respect and adhere to the individual requirements of each class.
  - c. Should a significant decrease in academic performance occur and fraternity or sorority related activities are found to be the reason, it is recommended that an organization request a new member to stop participation immediately.
6. Study Hours
  - a. It is recommended that a minimum number of study hours are established in the new member process, all supervised or at least half of the hours supervised. It is up to chapter whether those hours are in the library or other designated study areas.
  - b. The use of tutoring is encouraged.
  - c. For organizations with required study halls or study hours, flexibility must be given to those individuals who need to study alone, in the library or computer lab, with a study group or in a separate location. Only academic coursework may be completed during required study halls (no organization information/history, etc.)
7. Members are expected to maintain their minimum cumulative GPA set by their fraternity or sorority. The Fraternity and Sorority Life Office recommends a GPA of 2.5. Chapters should provide academic support for members who fall below their semester or overall GPA standard.
8. The new member process is to be a total maximum of 10 weeks, and will conclude before the start of finals week. Initiation may occur the following semester, but must be held no more than 1 week (7 days) after the start of classes.

9. It is recommended that time is not to exceed 20 hours of activities per week (including all mandatory visits/extended meals, meetings, and any planning/preparatory time) and a maximum of three hours per day Monday through Thursday, not including study hours.
10. Ten hours of consecutive sleep must be provided for all new members.
11. No “Hell Week” at any time.
12. All organizations must follow their own inter/national new member programs, where applicable. In cases where Texas A&M University-Corpus Christi and inter/national policies differ, Texas A&M University-Corpus Christi policy will always take precedence. Organizations must follow all membership and new membership guidelines to be considered in good standing with the Fraternity and Sorority Life Office.
13. New member activities cannot disrupt other functions of the university community.
  - a. Students cannot intentionally, negligently, or recklessly interfere with the academic process.
  - b. All rights and privileges as outlined in the Student Code of Conduct are assumed covered in this agreement.
14. The required or encouraged consumption of alcohol and the use of illicit drugs cannot be part of any organization’s process or activity. The expectation is that all activities comply with local, state, and federal laws.

This list is not all-inclusive. Organizations should familiarize themselves with the Texas A&M University-Corpus Christi *Student Code of Conduct*, *Student Organization Conduct Process*, Texas State Law, and their own inter/national policies (where applicable) related to new member activities.

Questionable incidents may be reported by calling Student Activities at 825-2707 or can be reported anonymously at: [incidentreportform.tamucc.edu](http://incidentreportform.tamucc.edu).

## Texas A&M University-Corpus Christi New Member Bill of Rights

Fraternities and sororities on this campus are expected to adhere to the following guidelines presented to new members. New member educators and chapters are responsible for knowing and understanding the rights of their new members.

### New Member Bill Of Rights

There are a number of activities that are constructive parts of new member education and will contribute to your becoming a more active and productive member of your Texas A&M University-Corpus Christi fraternity or sorority. However, there are other activities in which you might be asked to take part that are a violation of the TAMU-CC Student Code of Conduct, Student Organization Conduct Process, Student Sexual Misconduct Process, Registered Student Organization policies and/or inter/national fraternity/sorority regulations (where applicable). These activities may constitute hazing.

Listed below is a **New Member Bill of Rights** that specifically outlines activities that fraternity/sorority members **cannot** require of you. If they do so, the fraternity/sorority and the individual member(s) in question may be subject to severe penalties up to and including permanent removal of University recognition for the organization, suspension/removal from the University for the individuals involved, and possibly removal of the chapter’s inter/national charter. New members participating in hazing activities may also be subject to judicial sanctions and criminal consequences. Please study your rights and make certain that they are not violated.

**No new member shall be required by any person or persons to perform any act which:**

1. Interferes with the academic process – causes a new member to miss or be ill prepared for classes, labs, study sessions, or tests.
2. Causes the new member to violate the TAMU-CC Student Code of Conduct, policies, or reflects negatively upon the reputation of TAMU-CC, the participants or the organization.
3. Requires or pressures a new member to consume alcohol.
4. Prevents a new member from securing normal amounts of sleep. At least 10 hours of consecutive sleep must be provided.
5. Requires a new member to perform personal services for collegiate or alumni members (including, but not limited to, driving around members and/or their guests, including members of other organizations, “shopping” for members, buying or making food, lunch, etc.).
6. Does not support the values of the fraternity/sorority of affiliation or the Fraternity Sorority Life values of Texas A&M University Corpus Christi.
7. Is sadistic – treats a new member in a “sub-human” manner.
8. Is illegal – including the use of drugs and alcohol or committing a crime such as stealing or vandalism.
9. Places a new member in physical danger or in jeopardy of losing his or her life.
10. Places severe emotional stress upon a new member.
11. Requires a new member to be present at activities for unreasonable periods of time.
12. Requires more than twenty hours a week on new member activities.
13. Coerces new members to attend meetings/activities through fines/sanctions that are not also levied against initiated members.
14. Coerces new members to do or participate in any activity, tradition, event through fines/sanctions that are not also levied against initiated members.
15. Requires a new member to participate in a “Kangaroo” Court (a mock court setting where individuals are unreasonably questioned by the active body judge, lawyer, and jury style) or other individual questioning activities (“grilling”, “hot seat”).
16. Prescribes the wearing of anything to identify new member status (exception: badges and pins) (this includes new member T-shirts, or wearing of required clothing unless it is the same clothing for all members).
17. Requires a new member to carry items that they would not normally bear (including paddles, bricks, signature books, etc.).
18. Requires a new member to answer the telephone in a manner unlike a member would answer it.
19. Prevents a new member from speaking for a period of time.
20. Involves the abandonment of new members or organization members thereby requiring them to find their own way back to campus.
21. Requires the blindfolding of a new member.
22. Requires only new members to stand when a collegiate or alumna/us member enters a room.
23. Requires a new member to intentionally deface a house or property; or requires a new member to clean the personal house/chapter room/suite/apartment, etc. of others.

24. Requires calling other new member derogatory “names” or actives referring to new members in a negative or derogatory manner (babies).
25. Requires a new member to enter a house/suite/building only from a specific door.
26. Requires new members to eat meals together, attend unscheduled meetings with unreasonable notice or sleep in a house/suite/apartment together for an unreasonable length of time or unreasonable request.
27. Requires a new member to address or refer to members in a manner different from how they are addressed (i.e. Mr./Ms. Smith for members, Pledge Jean for new members).
28. Requires new members to participate in scavenger hunts or similar activities by any name that involves taking of items, time deadlines, etc.

**THIS LIST IS IN NO WAY ALL-INCLUSIVE.**

## 12 Expansion Policies

### **Purpose**

The Office of Student Activities at Texas A&M University-Corpus Christi supports expansion and growth of the fraternity and sorority community. It promotes a structured and healthy growth of the fraternity and sorority community that will allow for the best support of new and existing chapters. When it is determined that a new chapter is needed to strengthen the fraternity and sorority community on campus, the procedures as outlined below must be followed. The Expansion Policy below was developed to ensure the successful expansion of fraternities and sororities, as well as to maintain an intentional process, carefully developed in relation to the mission of the University, and at the appropriate time when necessary guidance and support can be provided.

### **Procedures for Expansion**

Fraternity/sorority expansion for inter/national fraternities or sororities can occur three ways:

1. Through a formal expansion plan approved by the Interfraternity Council (IFC), Multicultural Greek Council (MGC), Panhellenic Council, the Greek Advisor and/or the Assistant Director of Student Activities, or
2. Through receiving a formal petition for recognition by an interest group, or
3. Through reviewing a formal petition for recognition by a group coming off a disciplinary loss of University recognition.

In any expansion process, the interested party must first contact the Council Greek Advisor prior to recruiting members and/or submitting any expansion materials. The Office of Student Activities reserves the right to modify or change this policy as necessary for the success of the fraternity and sorority community at any point.

Only those organizations with inter/national affiliations as fraternal organizations are invited to pursue these expansion procedures. The Office of Student Activities will not grant recognition and consideration for local, regional or start-up fraternities or sororities, though they are

encouraged to be recognized as registered student organizations on campus if they choose to do so.

### **Procedures for formal expansion plan by the IFC, MGC or Panhellenic Officers**

1. Determine the need for expansion.
2. Interested council must gain approval from the Council Advisor prior to beginning the expansion process.
3. Determine number of organizations to be involved in the expansion plan based on needs and resources. Consideration may be given to fraternities or sororities who previously had a chapter on campus.
4. For inter/national fraternities/sororities looking to expand onto campus, a checklist from the respective council will be sent to the organizations and will be reviewed upon delivery.
5. The council officers must then review information/materials and select no more than three groups, of the groups that applied, to be invited to make on-campus presentations. The council officers will also send out letters of inquiry to those organizations that have expressed prior interest in establishing a colony.
6. Fraternities or sororities making on-campus presentations will meet prior to the presentation to the fraternity and sorority community with the Fraternity and Sorority Life staff, Assistant Director of Student Activities, Director of University Center & Student Activities, Dean of Students, Associate Dean of Students and the VP of Student Engagement & Success to discuss expectations, policies and procedures, etc.
7. Following the presentations to the fraternity and sorority community, the applicable council, representatives, and/or officers will give evaluations to the Fraternity and Sorority Life staff.

### **Procedures for Petitioning Groups**

1. Prior to initiating contact with potential new members, the fraternity or sorority must first contact the Fraternity and Sorority Life staff.
2. After contacting the Fraternity and Sorority Life staff, the organization must then gain approval to expand from the respective governing council.
3. Organization must submit all materials (expansion packet) requested by the Office of Student Activities in a timely manner.
4. Organization must schedule a meeting with the respective council officers and the Fraternity and Sorority Life staff to discuss expectations, policies, etc.
5. Fraternities or sororities making on-campus presentations will meet prior to the presentation to the fraternity and sorority community with the Fraternity and Sorority Life staff, Assistant Director of Student Activities, Director of University Center & Student Activities, Dean of Students, Associate Dean of Students and the VP of Student Engagement & Success to discuss expectations, policies and procedures, etc.

6. Following the presentations to the fraternity and sorority community, the applicable council, representatives, and/or officers will give evaluations to the Fraternity and Sorority Life staff.

### **Procedures for a Group coming off disciplinary loss of University recognition**

1. The organization will meet with the Fraternity and Sorority Life staff to discuss possible re-colonization. The Fraternity and Sorority Life staff will also confirm the organization's eligibility with the Assistant/Associate Director of Student Activities and verify that the chapter has fulfilled all obligations due to any judicial sanctions placed upon them. This process may occur within 4-8 years of the original suspension.
2. After duration of the loss of recognition, the organization will meet with the respective officers to discuss possible re-colonization and receive a list of criteria to be submitted which includes but is not limited to: a new chapter advisor, limited/no involvement from members involved in previous incident to cause loss of recognition, and pay amounts owed to respective council.
3. Submit expansion packet detailed below to the Fraternity and Sorority Life staff.
4. The organization must schedule a meeting with the respective council officers and the Fraternity and Sorority Life staff to discuss expectations, policies, etc. They will then schedule a presentation to the respective council.
5. After the presentations are made to the general council body, the respective council will vote on whether or not the organization has met the criteria set forth by the council officers. A 2/3 vote is needed for the organization to re-colonize.
6. If an organization is seeking re-colonization due to loss of recognition from the inter/national office, the organization shall follow the Colonization Procedures.

### **Expansion Packet to be included in the petition for colonization**

1. Letter of intent to the Fraternity and Sorority Life staff explaining why this organization should become a part of the TAMUCC Fraternity and Sorority Community.
2. Logistical Information
  - a. Name of fraternity/sorority
  - b. Founding date
  - c. History at TAMUCC (if applicable)
  - d. Current number of colonies
  - e. Current number of undergraduate chapters
  - f. Average chapter size
  - g. Number of chapters closed in the last 5 years and reasons for closing
  - h. Membership costs: new member, current member, initiation fees & insurance
  - i. GPA requirement for new members
  - j. Proof of liability insurance (minimum \$1,000,000)
3. Program Policies
  - a. Risk management policy (include Sexual Assault and Alcohol/Substance Abuse)
  - b. Hazing statement
  - c. New Member Education Program
  - d. Minimum standards for new members

- e. Scholarship program
  - f. Philanthropy/community service program
  - g. Constitution & by-laws
  - h. Recruitment program
4. Colonization
    - a. List and status of colonies established in last 5 years
    - b. Procedures
    - c. Support
  5. Recruitment
    - a. Criteria for obtaining charter
    - b. Timeline
    - c. List of interested students
  6. Explanation of national/regional support
    - a. List all chapters in Arkansas, Louisiana, Oklahoma and Texas
    - b. Resources
    - c. Scholarship opportunities
    - d. Leadership schools and conventions
    - e. Nearest chapter
    - f. Number of alumni in South Texas area
    - g. Contact information of committed alumni
    - h. A copy of the national quarterly magazine
    - i. Traveling consultant program
    - j. Advisor program
    - k. Nearest region/province or other support person
  7. A summary of the organizational structure of the organization at the chapter and inter/national levels

Organizations returning to campus from a disciplinary loss of recognition from the University

1. Reasons why the chapter left campus, and when;
2. How the group plans to avoid this from happening again; and
3. How the group has cleared up and debts or circumstances still left incomplete from when previously on campus (if applicable).

### **Colonization Process**

Organizations selected to expand or re-colonize must meet the following criteria:

1. Follow all TAMUCC policies and procedures related to Registered Student Organizations.
2. Join respective council and are encouraged to participate in every aspect of the fraternity and sorority community at TAMUCC.
3. Abide by all council, inter/national, Office of Student Activities, University and Board of Regents policies and procedures, as well as abide by all local, state and national laws.
4. The colony has two years from the beginning of the expansion process to complete all requirements to fulfill membership obligations to obtain a charter. If a colony has not achieved chapter status in the time frame, the organization will be expected to disband.

# Appendix

ACADEMIC PROBATION PLAN  
GREEK LIFE OF TEXAS A&M UNIVERSITY-CORPUS CHRISTI

Greek organizations on our campus have an academic standard of a 2.5 minimum grade point average for chapter cumulative, chapter semester and new member semester grades. If any Greek organization falls below a 2.5 in any category, they are placed on a probationary status as detailed below.

Type of Probation	Sanctions/Requirements	Length of Time
<b>Chapter Semester or Cumulative GPA under a 2.5</b>		
Chapter Academic Probation I	<ol style="list-style-type: none"> <li>1) Academic Probation Status</li> <li>2) Must provide one Academic Workshop by approved speaker to all of chapter (approved by Council Advisors)</li> <li>3) Must submit documentation of attendance to workshop</li> <li>4) Must meet with Council Advisor to review Scholarship/Academic program</li> </ol>	One Semester
Chapter Academic Probation II	<ol style="list-style-type: none"> <li>1) Academic Probation Status</li> <li>2) Must provide two Academic Workshop by approved speaker to all new members (approved by Council Advisors)</li> <li>3) Must hold workshops before and after midterm</li> <li>4) Must only extend bids to men/women with a 2.75 GPA or higher</li> <li>5) Must submit documentation of attendance to workshop</li> <li>6) Must meet with Council Advisor to review Scholarship/Academic program</li> </ol>	One Semester
Chapter Academic Probation III	<ol style="list-style-type: none"> <li>1) One semester chapter suspension (See Academic Suspension guidelines and Rehabilitation plan)</li> <li>2) Must attend academic workshops by Council Advisor</li> <li>3) Must comply with grade checks enforced by Council Advisor</li> <li>4) Must participate in Chapter Rehabilitation plan.</li> </ol>	Until a 2.5 minimum GPA is reached.
Chapter Academic Probation .5*	*After academic probation, the chapter goes into an observation period of two semesters. If the chapter fails to reach the required GPA within that time, additional sanctions may be enforced. The status will be indicated with a (.5).	As needed.
<b>New Member Semester GPA under a 2.5</b>		
New Member Academic Probation I	<ol style="list-style-type: none"> <li>1) New Member Academic Probation Status</li> <li>2) Must provide one Academic Workshop by approved speaker to incoming new members (approved by Council Advisors)</li> <li>3) Must submit documentation of attendance to workshop</li> <li>4) Must meet with Council Advisor to review Scholarship/Academic program for new members</li> </ol>	One semester
New Member Academic Probation II	<ol style="list-style-type: none"> <li>1) Academic Probation Status</li> <li>2) Must provide two Academic Workshop by approved speaker to all new members (approved by Council Advisors)</li> <li>3) Must hold workshops before and after midterm</li> <li>4) Must only extend bids to men/women with a 2.75 GPA or higher</li> <li>5) Must submit documentation of attendance to workshop</li> <li>6) Must meet with Council Advisor to review Scholarship/Academic program</li> </ol>	One semester
New Member Academic Probation III	<ol style="list-style-type: none"> <li>1) All bidding is suspended for one semester.</li> <li>2) Must meet with Greek Advisor to re-evaluate new member education and scholarship plan</li> </ol>	One semester
New Member Academic Probation .5*	*After academic probation, the chapter goes into an observation period of two semesters. If the new members fail to reach the required GPA within that time, additional sanctions may be enforced. The status will be indicated with a (.5).	As needed.

## CHAPTER SUSPENSION AND REHABILITATION PLAN

Chapter Academic Suspension requires the suspension of all chapter functions including but not limited to all council, social, philanthropic, service activities and University functions such as Greek Week, MGC Showcase, Islander Revue and Homecoming. The chapter will lose the ability to apply for awards, reserve rooms and spaces on campus, apply for funding and other student organization benefits. Chapters on Academic Suspension must participate in the Chapter Rehabilitation Plan. Chapters that violate this suspension will receive further disciplinary action.

## REHABILITATION PLAN

Chapters that are suspended must comply with the following rehabilitation plan in order prescribed by the Greek Advisors. This plan is intended to create stability within the chapter and take a “hands-on” approach in guiding the chapter through creating, implementing and maintaining a proper academic/scholarship program.

Timeline	Strategy/Intervention
<b>Month 1</b> August/January	All chapter meeting with the Greek Team (Greek Advisors) on the status of chapter and semester information. Overview of chapter privileges, scholarship plan, deadlines, etc.
	Chapter scholarship plan review/new member process review
	All chapter academic session (as needed)
	Meeting with Greek Advisor (biweekly) to discuss progress of the chapter (President and VP) (as needed)
<b>Month 2</b> February/September	All chapter academic sessions (two)
	Meeting with Greek Advisor (biweekly) to discuss progress of the chapter (President and VP)
	One Brotherhood/Sisterhood Event
	Mid –Semester grade forms are assigned
	Study logs are reviewed by Greek Advisor.
<b>Month 3</b> March/October	All chapter academic sessions (two)
	Meeting with Greek Advisor (biweekly) to discuss progress of the chapter (President and VP)
	Mid-Semester Grade forms due and reassigned
	Mid-Semester check-in with Greek Team to review progress
	Chapter study room assigned for Mid-Terms, tutors contacted as needed
	Study logs are reviewed by Greek Advisor
<b>Month 4</b> April/ November	All chapter academic sessions (two)
	One Brotherhood/Sisterhood Event
	Grade forms are collected
	Study logs are reviewed by Greek Advisor.
	Meeting with Greek Advisor (biweekly) to discuss progress of the chapter (President and VP)
	Semester Review with Greek Team
<b>Month 5</b> May/December	Chapter study room assigned for finals, tutors contacted as needed