



Guidelines for
Official Student
Organizations

2014 – 2015

INTRODUCTION

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

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

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

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

Student leaders who need further assistance should contact us at (903)223-1362, or visit the Office of Student Life in UC126. We are available to help interpret rules and regulations, share knowledge of available resources, and provide ongoing support for your student groups.

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

- Anonymous

PART I. ORGANIZATION STATUS, TYPE, & GOVERNANCE

- i. Benefits of organization status
- ii. Requirements for organization status
- iii. Types of student organizations
- iv. Terms of office for organizing officers
- v. Representation of student organizations
- vi. Student organization leadership awards
- vii. Role of the advisor
- viii. What advisors can expect from students
- ix. Risk management
- x. Hazing

Benefits of Organization Status

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

Requirements for Organization Status

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

1. Annually complete and submit the *application for registration as an official student organization*.
2. Establish and submit membership categories and criteria.
3. **Not deny membership on any basis prohibited by applicable law, including but not limited to sex, race, national origin, religion, age, veteran status, or handicap.**
4. Have an advisor who is a full-time member of TAMUT faculty/staff.
5. Annually submit club by-laws, membership roster, and annual budget.
6. Agree to conduct its affairs in accordance with the rules and regulations of the University as well as state, federal and local laws.
7. Delegate two representatives to Student Organizational Council (SOC) and have no more than 1 unexcused absence from delegates of your organization.

All forms are available under the “Student Life” tab at www.TAMUT.edu. Failure to submit all documents by the established deadlines will result in the organization’s loss of official status, including eligibility to receive funding.

Types of Student Organizations

Departmental	Honor Societies	Faith-Based	Special Interest	Greek Life
Organizations related to a particular academic area or field of study.	Organizations that recognize members for meeting academic standards.	Exist to provide a religious and social outlet for students.	Created to stimulate the areas not associated with any academic department	Social organizations (fraternities and sororities) built on principles of brotherhood/sisterhood, academic excellence, professional and social development.

*Not funded by Student Organization Operating Budget:

Campus Activities Board (CAB), Student Government Association (SGA), Residence Hall Association (RHA), Student Organizational Council (SOC), and Greek Council.

Terms of Office for Organizing Officers

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Terms of officers from student organizations must be clearly defined in the by-laws of the organization.

Representation of Student Organizations

The Student Activities Coordinator will schedule activities only with officers or pre-authorized representatives from each organization. Each student organization should have two representatives to serve on the Student Organizations Council (SOC), which meets monthly. An individual may only represent a single club regardless of membership in multiple organizations. SOC is the primary liaison between TAMUT and the undergraduate student organizations falling under its scope of authority. SOC also serves as a programming and advisory group for all student organizations.

Student Organization Leadership Awards

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

- Outstanding Student Leader;
- Outstanding Organization;
- Outstanding Community Service;
- Outstanding Organization Advisor;
- Best T-Shirt Design.

Applications for awards can be picked up in the Student Activities office during the designated nomination period (usually January-March).

Role of the Advisor

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

What Advisors Can Expect from Officers

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

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Risk Management

Risk management and safety training will be made available upon request. Organizations will be required to have representatives and an advisor, if available, to attend this meeting.

Hazing

Hazing means any intentional knowing, or reckless act, occurring on or off the campus of Texas A&M University - Texarkana, by either one person or a group, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging/being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at an educational institution. The term includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which 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, or that adversely affects the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;

Personal Hazing Offense

A person commits an offense if the person engages in hazing, solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing. Intentionally, knowingly, or recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Office of Student Life or other appropriate officials of the institution.

Organization Hazing Offense

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Consent is Not a Defense

It is not a defense to prosecution for the offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

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Examples of Hazing

This list of prohibited practices is intended to provide examples of hazing that can occur during any initiation/training process and active membership to an organization/team. Because it is impossible to anticipate every situation that could involve hazing, this list should not be considered all-inclusive. Any infraction of the below can result in the loss of intake privileges (recruiting, training, new members, etc.), current and future, and/or university recognition (including Greek charters and athletic eligibility), as well as other disciplinary sanctions. For clarification of the University's hazing policy, what activities are encompassed by it, and to obtain lists of alternatives, students and groups should contact the Department of Student Life.

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

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17. Depriving student access to means of maintaining a normal schedule of bodily cleanliness (including a minimum of one shower per day).
18. Forcing, coercing or permitting students to eat or drink foreign or unusual substances such as raw meat, salt water, onion, hot peppers, baby food, etc.
19. Forced nudity and/or forcing, allowing or suggesting that students dress in a conspicuous, embarrassing, and/or degrading manner.
20. Forcing, coercing, allowing, suggesting, or permitting students to drink excessive amounts of alcohol.
21. Forcing and/or coercing the branding/cutting/tattooing of any part of the body.
22. Forcing, coercing or permitting an individual to be “buried alive”, for any period of time.
23. Forcing, coercing or permitting students to disrupt the operation of the University dining commons.
24. Any form of punishment/and or demerit system is prohibited.
25. Any activity or ritual that involves the abuse or mistreatment of an animal.

PART II. FUNDING YOUR STUDENT ORGANIZATION

- i. Funding guidelines for use of student services fees
- ii. Purchasing guidelines for student services fee funds
- iii. Requests for purchase
- iv. Consultants/speakers
- v. Authorized travel
- vi. Criteria for travel funding
- vii. Funds allocated
- viii. Tax-exempt status

Funding Guidelines for Use of Student Services Fees

The Student Organizational Operating Budget is determined in part by the amount of student services fees collected during the previous year.

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

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

Guidelines imposed by the Student Activities office are as follows:

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

New student organizations may request consideration for Conditional Status and receive funding increments based on progress achieved and maintained toward meeting the criteria for official status. The Office of Student Life maintains viewpoint neutral guidelines in dispensing Student Service Fees.

Purchasing Guidelines for Student Services Fee Funds

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

Requests for Purchase

1. A *request for purchase* form must be submitted for all purchases and be authorized by appropriate Student Life staff two weeks in advance.
2. All requests for purchase must be signed by the club's officers, and advisor.
3. An individual who commits University funds without authorization will be held personally responsible for payment of the purchase.
4. Organizations are strongly encouraged to purchase from vendors with payment terms of net 30 days and vendors that honor the University's tax-exempt status.

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

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

Consultants/Speakers

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

Authorized Travel

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

Criteria for Travel Funding

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

Funds Allocated

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

Tax-Exempt Status

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

PART III. USE OF UNIVERSITY FACILITIES

- i. Room reservations
- ii. Food service
- iii. Media equipment
- iv. Signs/posters/fliers
- v. Booths/tables
- vi. Guest speakers
- vii. Fundraising/solicitation
- viii. Bake sales
- ix. Alcoholic beverages
- x. Club workroom/storage
- xi. Off-campus activities
- xii. University-sponsored activities

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

Room Reservations

All scheduling of rooms is handled through the Office of Student Life. Meeting dates and times for each semester must be submitted in writing at the beginning of the semester. (Use *room reservation request* form.) Rooms for special activities must also be requested in writing. Please leave the room clean after the meeting. If refreshments are served, tables must be cleaned with a wet cloth, trash bagged and taken to outside dumpster.

Food Service

TAMUT grants Texarkana Independent School District (TISD) the exclusive right to perform food service and catering services on the premises. **All foods, regardless of funding source, need to come from Dining Services.** TAMUT and TISD reserve the right to mutually exclude any fundraising activities from this exclusive right. The only exception would be if the student organization were to offer food that Dining Services was not willing or able to provide. Instances meeting these criteria must be documented and must be approved by the Office of Student Life.

Media Equipment

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

Signs/Posters/Fliers

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

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

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

Booths/Tables

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

Guest Speakers

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

Fundraising/Solicitation

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

Bake Sales

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

Alcoholic Beverages

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

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Club Workroom/Storage

An area in University Center Suite 126 has been designated as a workroom and club storage for all student organizations. Housed in this area are club cabinets and materials each organization is welcome to use (including copier and printer). Each club will be assigned a locking cabinet and key, and each club is responsible for ensuring the room remains neat at all times. Do not take any supplies without prior permission. No food or drinks may be stored in the lockers or workroom.

Off-Campus Activities

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

University-Sponsored Activities

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

PART IV. Greek Life

- i.** Introduction
- ii.** Recognition
- iii.** Expansion
- iv.** Expectations
- v.** Rush/Recruitment
- vi.** Greek Council

Introduction

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

Recognition

National Chartered Organizations

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

Local Organizations

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

National Colonies

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

Interest Groups

Interest Groups are an organization that are waiting for, or searching for affiliation with a national organization. An interest group is not officially affiliated with a national organization, and is governed

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solely by the Office of Student Life. Creating an interest group is the first step to creating a Greek organization, and they are encouraged to affiliate with a national organization as a colony within a year.

Expansion

Texas A&M University-Texarkana is currently open to expand Greek Life. To create a Greek organization students must register as a student organization, have at least 5 members that make up their roster with a minimum 2.3 G.P.A. with 12 college credit hours. We currently have 2 I.F.C. fraternities, (Tau Chapter of Phi Lambda Chi, and Colony of Kappa Sigma, one National Pan-Hellenic (Epsilon Pi Chapter Zeta Phi Beta), one local sorority (Omega Delta Chi), and one sorority Interest Group (Panhellenic Interest Group). For a new Greek organization to become approved for expansion they must get a majority vote by Greek Council. Preference for new Greek organizations will be given to national conferences that have one or no organizations on campus.

Expectations

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

- Potential members must have a 2.3 G.P.A. to join a fraternity or sorority
- Fraternity and sorority officers must maintain a 2.3 G.P.A. to remain in office.
- G.P.A. of the organization must stay above 2.0 or the organization could be subject to Social probation until their overall G.P.A. increases.
- Each organization must have a representative for Greek council and attendance is mandatory for each meeting.
- Each organization must participate in Spring Rush in order to pick up Spring new member class.
- Each organization and member will be held to the Student Code of Conduct.
- All organization events whether they are on or off campus will be held to the Student Code of Conduct.
- Organizations will be expected to participate in community service/philanthropy events, and report their service to the Office of Student Life.
- Organizations must submit all appropriate forms to receive points for the ACE of Clubs competition.

Rush/Recruitment

The process when potential new members gain information and show interest in Greek Life. Greek organizations will be expected to provide information about their organization and recruit new members. This is the first chance that incoming freshmen have to join the Greek community, and it is the only opportunity for members to be picked up during the Spring semester.

Recruit potential members – Recruitment of new members should be an ongoing process by all members of your organization, but these are the final weeks before the opportunity to take in new

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members. All members should be encouraged to get their organization's name out and try to bring interest to their fraternity/sorority.

Examples include

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

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

Week 1 - Rush Registration/Information Tables

Students eligible for registering for rush will have the opportunity to do so at a registration table while organizations have the opportunity to show case their organization. The tables can be decorated in the organizations memorabilia, and must be manned by members. The members will be there to discuss their organization with potential members. This is a lot like a club drive, but dedicated to Greek Life. Every day when people sign up for rush the Office of Student Life will check grades and hours for eligibility. The list of eligible rushees will be given to the Greek organizations.

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

1. Keep up the good recruitment work stated above from 13th-17th. This recruitment behavior should go on year round, but it is especially important close to rush, because it is the last opportunity to do so.
2. Collect all memorabilia that represents your organization (Ex. Flags, table cloths, blankets, shirts, pamphlets, etc.) to present on your table.
3. This week would be a great time to have mandatory letter shirt days, so students can see the successful students that are involved with the Greek community.
4. Brush up on your organization's history, mission, expectations of membership, values, benefits of membership, and fun facts. Every member will be considered an expert by potential members so it is important that you know your stuff!
5. Communicate with the Office of Student Life; turn all potential names in so you can find out who is eligible. Eligibility will hinder the amount of students that can participate in Rush so try to get as many people interested as possible. Members that do not have 12 hours, and do not have a cumulative GPA of 2.3 will not be eligible to register for Rush.

Week 2 - Rush Week

You probably aren't doing something right if you aren't a little stressed during Rush Week, but aside from the stress it is a lot of fun, and it will mold the future of your organization. Everything that has been covered before should increase during Rush Week. Tables will not be out during this week, but the promotion of your organization should persist. Flyers, posters, digital signage or any other approved

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marketing should increase. Speaking with potential members about the opportunities of Rush should increase. It would be wise to have formal dress/badge attire days, as well as letter shirt days to get the last minute attention of those eligible for Rush. Remind Rushees of the times and days that they need to show up for Rush events.

Types of Rush Events

1. Information Day – Organizations will be allotted time to present their organization to the participants going through Rush. This would consist of organization history, mission, benefits of joining, information regarding dues, day and time of rush party etc.
2. Rush Parties – Rush Parties are dry events held by Fraternities and Sororities that are hosted for potential members. At these “rush parties” organizations will typically organize an activity for the members and Rushees to participate in and get to know each other. (Ex. Sporting events, Group activities, Dinners etc.) All off campus Rush Parties must have Off-Campus Event forms on file, approved, and must abide by the Student Code of Conduct. Each organization will have nights for their events, to allow Rushees the opportunity to attend both organizations Rush Parties.
3. Bid Day – After the Rush Parties the organizations should have a list of potential members that are interested in their organization and eligible to enter a new member education process. The organizations will meet and vote on who they would like to extend a bid to. Organizations can contact those that they want to extend a bid to, but bids must be picked up in the Student Life Office by Friday at 5:00PM for new members to accept their bid, and to be added to the roster of the organization.

After bid day, organizations will have a two week process to extend their 3 open bids to potential members that are eligible to go through Rush. After this two week process new member intake will not open for organizations until the Fall semester. Members can only accept one bid. If a member accepts a bid and quits during the new member education process they will not be eligible to join another Greek organization until the next year. If organizations do not participate in Rush they will not be eligible to pick up new members until the Fall semester. If a new member quits during the new member education process the Office of Student Life must be contacted immediately, to have the member removed from the organization’s roster.

Open Bids

Open bids are invitations for membership that the organization gives to someone after the Rush period has closed. People considering an open bid often didn’t decide whether they wanted to go through Rush by Rush Week, or were not informed on the process. Open bids are available for two weeks for all organizations. **(3 Open bids per organization)** Bids must be given to the Office of Student Life and students must come to the Office of Student Life before beginning the new member education process.

Underground Pledging

Underground pledging or underground new member education, is when an organization does not abide by University rules during their selection process. If an organization chooses to secretly take on a new member outside of the time frame allowed by rush, doesn’t meet the 2.3 G.P.A. requirement, or doesn’t have the required 12 college credit hours, that organization will be subject to New Member Intake Probation. The probation will prohibit the organization from bringing in new members for a period of

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time based on the decision of the Office of Student Life. If members continue to take new members while on New Member Intake Probation, they will be subject to further disciplinary action which could include full suspension of the chapter, colony, or interest group.

Dry Rush

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

Greek Council

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

PART IV. A.C.E. of Clubs

Like our mascot ACE, the A.C.E. of Clubs competition strives to Achieve Community Excellence. A.C.E. of Clubs is an assessment of all organizations that keeps up with how active each registered organization is and awards organizations for their efforts. Each point is comparable to one hour of community service. Some things have higher point values, such as turning in all registration paperwork before the deadline, which is necessary for the Office of Student Life to know that the organization still exists. Since Greek Letter Organizations host some events that only members of Greek Life can participate in, they are able to get more points, but that does not hinder the non-Greek clubs. The club with the most points at the end of the year is given the award of Student Organization of the Year, and their name will be placed on a plaque that will eventually include all Student Organization of the Year winners. Greeks will have the opportunity to win Fraternity/Sorority of the Year. Greek organizations will also have a chance at Student Organization of the Year, but no “Greek Only” points will be considered.

Communication and documentation are necessary for each organization to benefit from this program. For every community service project, fund raiser, event, etc. there must be documentation proving that the events took place. Forms are available on line and in the Office of Student Life that will be helpful in providing appropriate documentation. Below is the list of possible categories that earn points and their point value.

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Categories	Point Value
Community Service	1 point per hour
Local Non-Profit Partnership	20 points with confirmation letter
Charitable Donations	1/4 of dollars raised
Fund Raisers	10 per event
Philanthropy Events	15 per event
Social Events	10 per event
Educational Events (Workshops)	15 per event
Interest Meetings (Max 2 per semester for credit)	10 per event
Intramural Teams (2 pts deducted per forfeit)	10 per event
No Intramural forfeits	5 per forfeit
Intramural Championships	5 per championship
Attendance at SOC meetings	5 per meeting
Providing Registration Paperwork on time	30 points
Professional Development Conferences	10 per conference
Attendance at campus events	2-1/4, 3-1/2, 4-3/4, 5-100% per event
Co-Sponsor an event with another organization (form must be on file for credit.)	5 additional points for the event
Greek Only Categories	Point Value
Average Grade Point Average (times 10)	
Greek Week Events	5 points per event plus 10 for 100% participation
Greek Council Events	2-1/4, 3-1/2, 4-3/4, 5-100% per event
Members involved in another organization	50% - 5, 100% - 10
Members of other organization E-Boards	2 per member
Members involved as a Resident Assistant	5 per member
Members involved as an Orientation Leader	5 per member
Members involved as a Student Ambassador	5 per member
Members serve on E-Boards of a governing body (S.G.A., R.H.A., C.A.B.)	5 per member
Members serve as members of a governing body (S.G.A., R.H.A., C.A.B.)	2 per member
Have 1 representative for Greek Council (2 pts deducted per absence)	10 points

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