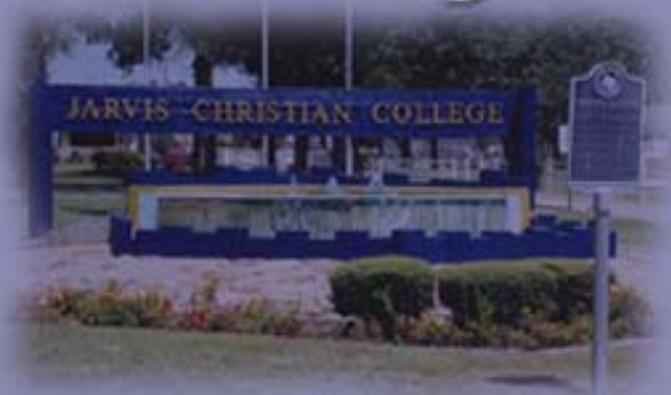


Jarvis Christian College



Student Handbook

Chapter I - Introduction

- Student Organization Recognition

Chapter II - Student Organizations

- Requirements of becoming a registered student organization
- Advantages of becoming a registered student organization
- Registration process for student organization
- Representation of student organizations
- Policy on the use of the name of the College
- How to attain official College sponsorship
- Guidelines to follow when representing the College in an official capacity
- Guidelines on the use of campus mail
- Guidelines to attaining recognition as a single sex organization
- Why have an advisor?
- Types of organizations
- Approved Campus Organizations

Chapter III - Policies and Procedures Regarding Use of College Facilities

- College Facilities
- Facility Clearance Forms
- Co-Sponsorship
- Off-Campus speakers
- Guidelines for printed materials
- Film policy
- Alcoholic Beverages
- Copyrights Trademarks
- T-Shirts
- College Policy on firearms and facsimile weapons
- Off campus activities
- Signs/ Flyers
- Distribution of Petitions, handbills and literature
- Booths and temporary structures
- Sale or distribution of food
- Social rules for on-campus parties
- Responsibilities before, during and after an event

Chapter IV - Probationary Member Activities and Hazing

- Probationary Member Activities and Hazing

Chapter V - Solicitation / Fundraising

- State sales tax

Chapter VI - Banking

- Services of the bank
- Explanation of the Bookkeeping System
- Suggested ticket procedure guidelines for registered student organizations

Chapter VII - Student Activity Center

- Security
- Student Activity Center
- Intramural/ Recreational Sports Program
- Student Government/ Student Advisory Board
- Jarvis Campus Activities Board (J-CAB)
- Community Service

Chapter VIII – Forms

- Parliamentary Procedure
- Sample Constitution/ By-Laws
- Facility Clearance Form
- Request for Recognition of New Organization/ Club
- Sponsorship Agreement
- Assumption of Risk Agreement
- Authorization to Withdraw Funds
- Release Form and Application for Membership Intake/ Membership Intake Agreement Concerning Hazing
- Student Organization Registration Form
- Induction Form
- Community Service Report Form
- State Sales Tax Permit Application

CHAPTER I

INTRODUCTION

Student organizations provide a valuable service to the College community by promoting leadership development, community spirit, activism, public service, and social and cultural interaction. Each year the registered student organizations sponsor conferences, seminars, lectures, debates, cultural and social events, and fine arts programs. These programs allow Jarvis students to meet and interact with local, state, and nationally renowned scholars, artists, politicians, academicians, and other professionals.

Each academic year student organization members spend countless volunteer hours participating in service projects for campus and community efforts. In the course of planning and implementing organizational activities, registered student organizations need information on the use of College facilities, budgeting, planning techniques, and a myriad of special arrangement concerns. This Handbook for Registered Student Organizations is designed to provide an easily used reference guide for members of student organizations.* It contains information regarding many College services and several suggestions for student leaders to use in making their organizations more productive and effective.

This booklet does not provide answers to all of an organization's questions or outline special cases, but staff members in the Office of Student Activities believe that it will be a helpful reference. Student leaders who use this Handbook will have some definite ideas and suggestions for improving future editions. We encourage you to share those with us.

Congratulations to all registered student organizations for prior accomplishments and best wishes on upcoming programs. The Office of Student Activities looks forward to working with you.

STUDENT ORGANIZATION RECOGNITION

Recognition of the year's outstanding student organizations will be held in the spring semester in conjunction with the JCC Image Awards. Organizations will be judged in the following categories:

1. Most Outstanding
2. Most Improved
3. Social
4. Service
5. Spirit

*For official College rules and regulations consult "The Bulletin" Student Handbook (Student Organizations). Information included is subject to changes. Organizations will be notified of any changes through the student organization newsletter or an individual letter. Handbooks are available in the Office of Student Affairs.

CHAPTER II

STUDENT ORGANIZATIONS

WHAT ARE THE REQUIREMENTS OF BECOMING A REGISTERED STUDENT ORGANIZATION?

A group of five or more currently enrolled students may form a registered student organization by picking up the application forms from The Office of Student Activities, and following these simple steps:

- Organizations must have a minimum of five (5) members to be considered active on this campus;
- Members must possess a 2.5 cumulative G.P.A. to be eligible for membership;
- Organizations must have a sponsor/ advisor that is a full-time faculty or staff member of the College;
- Complete an application for registration;
- Sign a membership, solicitation and hazing statement, when applicable;
- Complete an authorized officers or representatives' form;
- Participate in an orientation session;
- Limit group membership to students, faculty, and staff at Jarvis Christian College;
- Not deny membership on any basis prohibited by applicable law, including but not limited to sex, race, color, national origin, religion, age, veteran status, or disability;
- And agree to conduct organization affairs in accordance with institutional regulations.

Other rules and regulations regarding campus organizations are outlined in this handbook or may be found in "The Bulletin" Student Handbook. Other questions may be directed to the Office of Student Activities.

WHAT ARE THE BENEFITS OF BECOMING A REGISTERED STUDENT ORGANIZATION?

A registered student organization has the privilege of using on campus facilities, banking services, raising funds, sponsoring speakers and public performances, distributing literature, and calling upon the assistance of staff in the Office of Student Activities for program planning.

GUIDELINES OF STUDENT ORGANIZATIONS

- All money must be on deposit in the College Business Office: no announcements or final plans should be made by the sponsor of a student group until the Director of Student
- Activities approves a request; requests for annual or traditional dates must be submitted on a Facility Clearance Form;
- All activities approved for Sunday through Thursday should be of a cultural, educational and/ or religious nature and must conclude by 10:00 p.m., unless special approval is granted by the Office of Student Activities and the
- Vice President of Student Affairs (Pageants, talent/ fashion shows are allowed on Thursdays, however, these activities must conclude by 10:00 p.m.); activities approved for the weekend (Friday or Saturday) will not extend beyond 12:30 a.m. unless special approval is requested by the sponsor and approved by the Director of Student Activities or the Vice President of Student Affairs;

For more detailed information, please refer to "The Bulletin", student handbook.

HOW OFTEN DOES A STUDENT ORGANIZATION HAVE TO REREGISTER?

Every registered student organization must reregister at the beginning of each fall and spring semester. The steps to reregister an organization are as follows:

- Obtain the necessary re-registration forms from the Office of Student Activities; update the authorized officers or representatives' form and complete the membership, solicitation and hazing statements; ensure that the authorized officers or representatives form is signed by a previously authorized representative or the organization advisor; and, return the completed forms to the Office of Student Activities on or before the re-registration deadline.
- **IMPORTANT:** The authorized officers or representatives' form **MUST** be signed by a previously authorized representative or organization advisor. Failure to return the forms by the deadline results in the organization's loss of privileges to use College facilities until the re-registration forms are completed.

WHO MAY REPRESENT A STUDENT ORGANIZATION IN RELATIONS WITH THE COLLEGE?

Only the members listed on the authorized officers or representative's form may speak for and represent the organization in official relations with The College. Only these members are permitted to make room reservations, schedule outdoor events such as rallies, reserve a booth (table) or banner space, and conduct other business for the organization.

MAY AN ORGANIZATION USE THE NAME OF THE COLLEGE?

- Only an organization that is officially sponsored by The College may use the name of The College as part of its name. However, sponsored groups that want to use other trademarks or service marks must receive written permission from the sponsoring department.
- A student, group, or organization that is not sponsored by The College may not use the name of The College, or an abbreviation of the name of The College as part of its name. A group not sponsored by The College may use such names as campus, college, Texas chapter, or Hawkins as a part of its name.

HOW DOES AN ORGANIZATION BECOME OFFICIALLY SPONSORED BY THE COLLEGE?

In order to be sponsored by The College, an organization must:

- Secure a sponsorship form available in the Office of Student Activities;
- Obtain the endorsement of a department or agency of The College, approval of the advisor and appropriate dean;
- Submit the sponsorship form with appropriate signatures to the Director of Student Activities for incorporation into the organization's records. The Director of Student Activities will forward to the executive officer for approval; and,
- Renew the application annually at the beginning of the fall semester.

Sponsorship may be granted only to those organizations whose purpose and activities are in accord with the mission of the sponsoring department or agency. Sponsorship requires support, endorsement, supervision, and the assumption of responsibility for the actions and activities of the sponsored organization. Sponsorship may not be extended to groups involved in projects for private gain.

WHAT GUIDELINES MUST A STUDENT ORGANIZATION FOLLOW WHEN REPRESENTING THE COLLEGE IN AN OFFICIAL CAPACITY?

Sponsored student organizations which represent The College in intercollegiate competition, public performances, fund raising projects, printed literature, or any other endeavor must have the activities approved by the dean or executive officer of the department or agency which sponsors the organization.

MAY AN ORGANIZATION USE CAMPUS MAIL?

Campus mail privileges shall be limited to official budgetary units for official College business. Student organizations that are not officially budgeted by The College are not allowed to set up an account to use College Mail Service. Correspondence for student organizations may be picked up in the Office of Student Activities or from the advisor. **Each organization is responsible for any costs related to mailings or reproduction services.**

WHAT GUIDELINES MUST A STUDENT ORGANIZATION FOLLOW TO BE RECOGNIZED AS A SINGLE SEX ORGANIZATION?

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at The College unless such programs and activities are specifically exempt from the law. The College is required to be in compliance with the provisions of Title IX and compliance with Title IX is also a condition to be a registered student organization at The College. Since passage of this law and the publication of the implementing regulations, the U. S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. These criteria are as follows:

- 1.) the organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
- 2.) members must be student, staff, or faculty at Jarvis Christian College; and
- 3.) the organization must be a "social fraternity" as defined by the Department of Education.

The Department of Education defines a "social fraternity" as a group that can answer "no" to all the following questions:

- 1.) Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
- 2.) Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- 3.) Are the members permitted to hold membership in other fraternities or sororities at The College?

If a group answers "yes" to any of the questions, it is not a "social fraternity" and therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes. Questions regarding this policy can be directed to the Director of Student Activities.

WHY HAVE AN ADVISOR?

Advisors are required for all College recognized student organizations and must be full-time employees of The College. An advisor helps provide continuity and serves as a signatory on official forms. An advisor can also assist in designing and evaluating club goals and activities. Advisors must agree to do the following:

- 1.) Approve and submit the organization's constitution and By-Laws to the Office of Student Activities;
- 2.) Supervise all activities of the organization. At least one (1) sponsor, preferably two (2) must be present at all activities from beginning to end or events will be cancelled.
- 3.) Report all monies collected to the College Business Office;
- 4.) Endorse and approve all disbursements and expenditures;
- 5.) Authorize and be accountable for all equipment, meetings and facilities used by the organization;
- 6.) Supervise and encourage activities in the interest of the College, the organization and the general student body, and,
- 7.) Adhere to all general policies and regulations of the College.

Please note: The Director of Student Activities may suspend any organization not satisfying the above requirements.

TYPES OF ORGANIZATIONS

The Office of Student Activities maintains current information on each registered student organization, its officers or authorized representatives; its purpose, and its advisor if applicable. A student wanting to get in touch with an organization can readily find that information in the Office of Student Activities. Each year a list of current organizations is published giving the names of the groups according to nine categories.

Academic/ Professional Organizations promote development in a particular academic area. Provides students with a preview of their anticipated professional careers. Activities include outings, business meetings, speakers, volunteer or fieldwork and social activities.

Honor Societies recognize high levels of academic achievement and generally require a demonstrated interest in a particular career or academic discipline.

Cultural/ Social Organizations foster cultural diversity and support for their members and the campus community.

Governing Associations support campus/political organizations, campus/political issues, and/or candidates seeking office. They also provide a forum for student expression, preserve College tradition, promote the general welfare of the College and enable students to exercise self-government under the democratic process; addresses student needs and expresses student views. Groups in this category include the Student Government Association (SGA), Jarvis Campus Activities Board (J-CAB,) Residence Hall Association, Men's/ Women's Senate Council and the Pan Hellenic Council.

Special Interest Organizations promote sports-oriented programs, recreational activities, and/ or other special interests. Focuses on a specific issue or topic. Membership is based on interests.

Religious Organizations serve as support for students of a particular religious persuasion or denomination.

Service Organizations provide volunteers for on and off-campus projects. Membership requirements generally include a commitment to work for and/or an interest in a particular cause.

Greek Organizations are single-sex organizations, which foster social networks among members and promote community service.

Approved Campus Organizations

Coordinative and Regulative Organizations

Student Government Association – An agency for promoting student activities, developing a wholesome college spirit, perpetuating College traditions, and encouraging good student-faculty relations

Student Advisory Board – Comprised of the presidents and vice presidents of each approved student organization, the board meets weekly with the vice president of the Student Government association to discuss pertinent issues facing students, and to keep students abreast of the latest developments relative to student life. This board also serves as the central programming for the student body, in the absence of interested individuals to serve on the Jarvis Campus Activities Board (J-CAB).

Pan-Hellenic Council – The governing body of all National Greek letter organizations

Men's Senate – A representative body of the men of the College, having power to act on matters pertaining to the general conduct of male students.

Women's Senate – A representative body of the women of the College, having the power to act on matters pertaining to the general conduct of students.

Residence Hall Councils – Elected representatives from residential unites who establish rules and regulations governing the conduct of their peers in the residence halls.

Professional and Academic Organizations:

Academically and departmentally related organizations designed to bring together majors in particular areas.

Association for Computing Machinery (ACM)

National Association of Black Accountants (NABA)

English Club

Phi Beta Lambda Business Club

Pre-Law Club

Social Science Club

Sociology and Criminal Justice Club

Student National Education Association

Students In Free Enterprise (SIFE)

Black Executive Exchange Program (BEEP)

Religious Organizations: These organizations have the primary objective of promoting spiritual growth through study, worship, service, and action.

Alpha Omega Christian Service Organization

College Church

Bible School Student Minister's Association

National Honor Societies

Alpha Kappa Mu National Honor Society: Devoted to the advancement of high scholarship. Alpha XI Chapter of Alpha Kappa Mu National Honor Society was organized at Jarvis Christian College in 1953. To be eligible for membership, a student must have earned at least 61 semester hours and have a cumulative average of 3.3 or above. Alpha Kappa Mu National Honor Society is a member of the Association of College Honor Societies.

Beta Kappa Chi Scientific Honor Society: Established for the purpose of encouraging and advancing undergraduate and graduate scientific education through original investigations, the dissemination of scientific knowledge, and the stimulation of high scholarship in mathematics and the natural sciences, Beta Kappa Chi was founded in 1923. Beta Kappa Chi Scientific Honor Society is a member of the Association of College Honor Societies.

Delta Mu Delta (Successor to Sigma Beta Delta National Honor Society in Business, Management, and

Administration: Established to encourage and recognize scholarship and accomplishment among students of business, management, and administration and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind.

To be eligible for membership and national recognition, a student must rank in the upper 20 percent of his or her class.

Sigma Tau Delta International English Honor Society: Founded at Dakota Wesleyan University in 1924. It is an international English honor society, which was established to promote purposeful dedication in life to the attainment of excellence. Gamma Omicron Chapter, chartered at Jarvis Christian College in 1979, is open to students who have chosen English as a major, minor, or teaching field, and who have completed a minimum of two courses in literature in addition to the usual requirements of freshman English. These students must possess an average of "B" in all English courses and rank in the highest 35 percent of their class in general scholarship, based on their cumulative scholastic record.

Campus Based Honors Program

JET (Jarvis Excelsior Team) Honors Program

Special Interest Organizations

International Students Organization
Student Newspaper/ Yearbook
Dance Team Baseball Club
Human Performance Club

Pre-Alumni Council
Cheerleaders

Fraternities and Sororities

Greek letter organizations have established chapters on campus. The following preliminary criteria must be met for membership in a fraternity or sorority:

- Cumulative average of at least 2.50 as confirmed by the Registrar
- At least 31 semester hours earned
- Approval of the Office of Student Affairs

Note: All sororities and fraternities recognized on this campus must adhere to the 2.50 GPA requirement approved by the Academic and Credits Committee. Any sorority or fraternity failing to adhere to this policy by lowering or raising the GPA requirement will be suspended. This information is published in the student handbook, *The Bulletin*. (pages 28 and 29)

Following are the chapters of the fraternities and sororities on the Jarvis Christian College campus:

Zeta Chi Chapter of Alpha Kappa Alpha Sorority, Inc. (not active)

Theta Alpha Chapter of Alpha Phi Alpha Fraternity, Inc.

Kappa Chapter of Delta Sigma Theta Sorority, Inc.

Delta Chapter of Zeta Phi Beta Sorority, Inc.

Chapter of Kappa Alpha Psi Fraternity, Inc. (not active)

Chapter of Sigma Gamma Rho Sorority, Inc. (not active)

Beta Sigma Fraternity, Inc.

Fraternity, Inc. (not active)

Theta
Zeta
Zeta Xi
Kappa Upsilon
Epsilon Zeta Chapter of Phi
Phi Beta Chapter of Omega Psi Phi

Performing Arts Organizations

- The Jarvis Christian College Concert Choir
- The Jarvis Christian College Gospel Choir
- The Jarvis Jazz Ensemble
- The Jarvis Players

Classes

Freshman Class

Sophomore Class

Junior Class

Senior Class

"Miss Jarvis Christian College" Qualifications

Qualifications:

1. She shall be in good standing with the College, with a minimum cumulative grade point average of 3.00 at the time of application.
2. She shall never have been married or have had children at the time of her election. If she marries, becomes pregnant, or otherwise becomes ineligible before her coronation or before the end of her reign, the runner-up (1st attendant) will become "Miss Jarvis".
3. She shall be a second semester junior carrying enough hours to qualify for senior standing during her reigning year.
4. She shall exhibit talent, have a pleasing personality, leadership ability and shall be well informed on College occurrences as she represents the College as the Official Student Hostess.
5. A candidate is to obtain the signature of twenty-five registered students on the declaration form. A student can support only one candidate for "Miss Jarvis".
6. She shall be an active member of campus organizations; however, she may not carry another sweetheart title. If elected "Miss Jarvis" while carrying another sweetheart title, she must give up said title.
7. She must stay on campus during her reign.
8. She shall have no major offenses (suspension) in her personal student records. She also must not be on probation at the time of election or during her reign.
9. If all except one candidate withdraws from the "Miss Jarvis" contest, the remaining candidate will inherit the title without an election. There will be no election if there is only one eligible applicant for the title.

CHAPTER III

POLICIES AND PROCEDURES REGARDING USE OF COLLEGE FACILITIES

The Office of Student Activities promotes student organizations, leadership development, and co-curricular programming. The College establishes policies and procedures regarding campus facilities to ensure their equitable and appropriate use.

This chapter provides an overview of these rules and regulations in summary form. Specifics may be found in "The Bulletin" Student Handbook (Student Activities and Organizations).

COLLEGE FACILITIES

Any approved campus organization may sponsor affairs in the Student Center or at other campus locations with proper facility clearance and approval by the Director of Student Activities. Rooms are assigned on a first come first served basis.

There are many meeting rooms, classrooms, etc., available for use by registered student organizations and by permanent occupants of those buildings. Priority for reservation of rooms is according to the following policy:

- Permanent building occupants have first priority for scheduling the common area meeting rooms.
- Student Government and the Campus Activities Board have first priority for scheduling the Student Center for their regularly scheduled meetings.
- When not otherwise committed to regularly scheduled meetings of Student Government and the Campus Activity Board, registered student organizations have priority for scheduling the Student Center between 11:00 a.m. and 10:00 p.m.

FACILITY CLEARANCE FORMS must be completed, approved and on file in the Office of Student Activities prior to meetings, programs, social events, etc. Forms should contain the following information:

- Name of organization/ committee;
- Name of event;
- Estimated attendance;
- Date of event;
- Beginning/ ending time;
- Facility requested;
- Completed by/ title/ extension and date;
- Building supervisor signature (if specified on form), and,
- Signature of sponsor or division head, extension and date

Circle special services needed, draw diagram of special arrangements/ setup and specify number of chairs, tables, etc. needed. Provide detailed explanation of the event. Media request forms should be submitted to the Olin Resource Center (Miss Caradine or Miss Lucas) for microphones, VCR, overhead projector, use of the multimedia equipment, key to Meyer Auditorium, etc.

- 1.) Reservations for meeting rooms and/ or other campus facilities will be accepted during the last week in April for the following fall semester and during the last week of November for the spring semester. Reservations for each group are processed in the order received.
- 2.) One week after the beginning dates for accepting reservations for each semester, all open times are subject to scheduling by eligible users on a first-come, first-served basis and should be scheduled at least one week prior to scheduled meeting/ activity.
- 3.) At no time may scheduling of the Student Center impinge on the standard meeting schedules of the Student Government Association and the Campus Activities Board.
- 4.) Facility Clearance Forms must be signed by the officer completing the form, organization sponsor/ advisor, building supervisor, and Director of Student Activities. The Office of the President must give permission for the use of the President's Dining Room and Conference Room. Organizations should seek permission from the Registrar for use of the IPC Conference Room. The College Pastor's signature is required for use of the Chapel or Fellowship Hall and the signature of the Director or Assistant Director of Housing is required for use of the Commons Building and/ or residence hall lobbies. Facility clearance forms that do not have all of the required signatures will not be approved.

CO-SPONSORSHIP

A registered student organization may co-sponsor events with other registered student, faculty, or staff organizations or with College departments or agencies. Student organizations may not engage in any on-campus programs or projects with individuals or groups that are not registered with Jarvis Christian College unless permission is granted from the sponsor/ advisor and the Director of Student Activities.

OFF-CAMPUS SPEAKERS

Only registered student organizations or College departments/agencies may present off-campus speakers on campus.

The sponsoring organization should make clear that the organization itself is extending the invitation and that the views expressed by the speaker are not necessarily the position of the College.

Information about sponsoring an off-campus speaker should be given at the time a room, auditorium or rally space is reserved. When scheduling an off-campus speaker for religious activities (vespers, revivals, etc.) information about the speaker (name, contact number) should be provided to the campus pastor. The Director of Student Activities will then be able to advise you regarding appropriate security and crowd control measures.

GUIDELINES FOR PRINTED MATERIAL

All registered student groups must print a prominent disclaimer in all material published including web pages. The disclaimer should read:

[Name of publication] is published by [name of student group] a registered student organization.

[Name of publication] is not an official publication of Jarvis Christian College and does not represent the views of the College or its officers.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted on campus in any College facility, athletic facility, or public area of the campus. Campus Security reserves the right to search any vehicle for alcohol or drugs. Violators will be disciplined.

COPYRIGHTS, TRADEMARKS

Registered student organizations are not allowed to use trademarks or logos owned by commercial entities (Nike, Adidas, etc.) in conjunction with any activity promoted or conducted on campus. Trademarks of Jarvis Christian College shall not be used by groups without prior written approval. Additionally, all products must be produced by licensed vendors that are authorized, pursuant to license agreement, to use Jarvis Christian College trademarks.

T-SHIRTS

To ensure compliance with trademark regulations groups should have their designs checked by staff in Student Activities. Groups selling T-shirts that use trademarks without permission may have T-shirts confiscated.

COLLEGE POLICY ON FIREARMS AND FACSIMILE WEAPONS

Jarvis Christian College prohibits the possession or use of firearms, facsimile weapons/bombs, fireworks, armor-piercing ammunition and knives on College property, including academic, administrative, special use, recreational and housing facilities, as well as all grounds and parking lots. This policy applies to students, faculty, staff, and campus visitors. The only exceptions to this policy are for commissioned police officers and in cases where special permission has been granted by the Vice President for Student Affairs. For further details on this policy contact the Office of Student Affairs.

OFF CAMPUS ACTIVITIES

Jarvis Christian College assumes no responsibility for events/ activities that registered student organizations sponsor off campus, including incidents of hazing, harassment or sexual assault. The Director of Student Activities must approve off-campus activities.

SIGNS/ FLYERS

Before publicly posting a sign, the student or organization must include the name of the student or organization on each sign and place the date of posting or date of event on each sign posted. The Director of Student Activities must stamp all signs/ flyers. A copy of approved flyers must be on file in the Office of Student Activities. **Please get your flyers stamped prior to making copies.** The following guidelines apply for publicly posting signs on College property:

~ *Outdoors:*

Please do not post signs/ flyers outdoors. Signs may not be posted on trees, lamps, columns, trashcans, or other physical structures on campus.

~ *Indoors on Bulletin Boards:*

Signs may be posted only on approved bulletin boards. A bulletin board is under the jurisdiction of the college, department, or administrative office that maintains it. A student group or organization shall apply to the appropriate department, or administrative official for permission to use a bulletin board, and shall not use a bulletin board without such permission.

The large bulleting board located outside of the dining hall is available for use by recognized student organizations. Organizations are encouraged to post flyers pertaining to special events, founders' week activities, etc. Please adhere to the following guidelines when using this bulletin board:

1. Please use thumbtacks or staples instead of tape to adhere flyers to the paper on the board;
2. The bulletin board must be restored to its original state (i.e., replace original white background paper, remove outdated flyers, etc.) when advertised activities have ended.
3. Do not remove flyers or displays placed on the bulletin board by Sodexho Food Service without permission from the Sodexho office;
4. Keep in mind that divisions, departments, and administrative offices occasionally use the bulletin board. As with Sodexho, please obtain their permission prior to removing their displays from the bulletin board;
5. **DO NOT** post flyers without the required approval (stamp), or flyers that are questionable in content (i.e., scantily clad women/ men, lewd or profane language, etc.)

~ **Removal of Signs:**

A student or organization should remove each of its signs no later than 7 days after posting or no later than 24 hours after the event to which it relates has ended, whichever is earlier. At the same time the student or organization shall clean the area around which the sign was posted.

~ **Violation of Sign Posting Policy:**

All improperly posted signs are subject to removal. Violations of the sign posting policy are subject to review, and disciplinary action may be taken against a student organization. Disciplinary action includes, but is not limited to cancellation of next activity, community service, and/ or fines.

~ **Impermissible Solicitation:**

A student or organization **may not** post or carry a sign which promotes an off-campus business, organization, agency, national association, charitable group, or social activity (i.e. off campus parties, etc.) without approval from the Office of Student Activities.

~ Signs larger than 11 x 17 inches must be authorized by the Director of Student Activities.

DISTRIBUTION OF PETITIONS, HANDBILLS, & LITERATURE

A student or a registered student organization may distribute literature on campus if the student or group complies with these guidelines:

- The literature identifies the name of the student or organization;
- The literature is not a promotion for an off-campus business, organization, agency, national association, or charitable group;
- The literature is not distributed by hawking, shouting or accosting individuals;
- The distribution of literature at an event sponsored by another organization or College agency must be approved by the sponsoring agency;
- The literature may be distributed on College grounds (outside of buildings) and distribution may not unreasonably obstruct pedestrian or vehicular traffic;
- The literature may only be distributed by members of the sponsoring College agency or the student organization.

Please note: All such materials should have the stamp of approval of the Office of Student Activities prior to posting.

BOOTHS & TEMPORARY STRUCTURES

The word booth means a table furnished by The College or any other temporary structure installed for:

- distributing petitions, handbills, or literature, displaying signs or raising funds
- soliciting tangible items or other forms of expression

Organizations that would like to have a booth/exhibit on campus must fill out a facility clearance form with the Office of Student Activities. Organizations assume full responsibility for their booths or temporary structures, including all injuries or hazards that may arise from their presence on the campus. The College is not liable for damage that may occur to booths or temporary structures. However, if an organization requests permission to use College-owned tables, the organization will be held responsible for any damages that occur. Applications are approved for no longer than five days at a time. With prior approval booths/exhibits may be permitted overnight. Applications will be approved if the booth/exhibit:

- identifies the sponsor, and the proposed location is available and appropriate for the intended use;
- does not unreasonably obstruct pedestrian or vehicular traffic;
- will not disrupt or disturb regular academic and institutional programs or other approved activities;
- will not have amplified sound without prior permission;
- will not result in damage or defacement of property;
- will not be used for impermissible solicitation or for the distribution of material that is obscene, vulgar, or libelous;

- will not be used for impermissible co-sponsorship;
- meets fire, health, and safety standards;
- will be staffed at all times by a Jarvis Christian College student, faculty, or staff member; and
- a clearance form is signed by the advisor and an authorized representative of the student organization.

The applicant may not be under a disciplinary penalty prohibiting installation of a booth and may not owe a monetary debt to The College. No student or organization may operate a booth for the purpose of distributing, soliciting, or selling by accosting individuals or by hawking or shouting. Each handbill, petition, or piece of literature distributed must identify the student or organization responsible for its distribution.

The area around the booth must be cleaned on a daily basis. **Individuals or organizations are subject to a fee if The College becomes responsible for removing or cleaning around any booth.** Organizations, which do not follow proper check-in/check-out procedures, may lose future table privileges and may be held financially responsible for replacement of the table. If the Director of Student Activities refuses an application for one of the above reasons, upon request the applicant will be given a written statement of grounds for refusal within one week.

SALE OR DISTRIBUTION OF FOOD ON CAMPUS BY REGISTERED STUDENT ORGANIZATIONS

Registered student organizations may distribute food in the Commons area, residence hall lobbies, and cafeteria foyer as well as outdoor events, provided they have received prior approval (permit) from the Office of Student Activities and have an approved Facility Clearance Form on file. Permits will be issued to student organizations upon completion of the "**Safe Food Handling**" workshops facilitated by Sodexo-Marriott. The dates and times of these workshops will be announced. Permits will remain in effect for one year from the issue date. Organizations choosing not to participate in the workshops will not be allowed to have bake sales, munchie madneses, etc. *Please note: When using a licensed caterer, the permit is not required.*

NOTE: The Office of Environmental Health and Safety shall have the authority to implement and make exceptions to these rules, and to make, adopt, revise, and amend procedural rules and regulations, as it deems necessary to protect the public health. Failure to follow the above guidelines may result in the loss of privileges to serve food on campus and/or the loss of privileges to use College facilities for up to one year.

SOCIAL RULES FOR ON-CAMPUS DANCES, PAGEANTS, TALENT SHOWS, ETC.

The scheduling and conduct of all dances, pageants, talents shows, etc. on campus sponsored by registered student organizations shall meet the following guidelines:

- 1.) Organizations are limited to no more than two (2) socials (dances) in a seven-day period.
- 2.) All events covered under these guidelines shall conclude not later than 10:00 pm Sunday through Thursday, and 12:30 am on Friday and Saturday. No dances/ socials , or any other activities that are not of a religious, academic or cultural nature, shall be held Sunday through Thursday. The Director of Student Activities, upon written request, may grant rare exceptions.
- 3.) Students participating in pageants, coronations, or any event where a title will be bestowed upon the winner(s) are required to have a 2.0 cumulative G.P.A. Organizations should submit a list of potential participants to the Office of Student Activities so that a formal check of grades and conduct can be performed prior to participation in an event. Students holding titles must also maintain a 2.0 cumulative G.P.A. for the duration of their reign.
- 4.) The College will determine reasonable capacities for all facilities to be used during on-campus dances and parties sponsored by registered student organizations. These capacities must be strictly enforced and monitored by the student group and campus security. This may require limiting admission of latecomers until an appropriate number of persons currently in attendance at an event have departed.
- 5.) Minimum lighting levels will be required for events held on campus. Appropriate levels will be determined by the Director of Student Activities, a designee or Campus Security.
- 6.) Representatives of the registered student organization(s) sponsoring an event must meet with appropriate College officials prior to the event and must agree to adhere to any special requirements that may be imposed. When reserving a facility, the student sponsors will review the document entitled "**Responsibilities of Student Organizations and College Departments Before, During, and After Campus Events**".

In addition, representatives of the student organization(s) must have two pre-event meetings with campus security for events expected to draw a larger than usual crowd (Greek Shows, concerts, etc.)

The first meeting with security is to be held at least ten days prior to the event in order to allow the department enough time to assign personnel. The second meeting will be held between the security supervising officer who will work the event and the organizational representative(s). Any special security concerns may be addressed at this second meeting which may be conducted by telephone. Failure of the organization(s) to comply with pertinent College requirements, rules, and regulations, including those involving security, lighting, and financial obligations related to the event, may result in forfeiture of the privilege of scheduling events on campus.

- 7.) Registered student organizations sponsoring dances, pageants, etc. on campus are not responsible for the conduct of attendees. However, student organizations and sponsors/ advisors are responsible for the conduct of any and all participants in their activities. The sleepwear category **will not** be allowed in talent shows, pageants, etc. Nor will organizations be allowed to host ***pajama jam, swimwear, or beach party*** socials. Pool parties are allowed, however, cover-ups should be worn when going to and coming from the swimming pool. Swimwear (modest, one-piece bathing suits and modest two-piece bathing suits with cover-ups) will be allowed in fashion/ talent shows. **However, NO two-piece swim suits without cover-ups, thongs, revealing one-piece swim suits, or shorts with halter tops are allowed.** In addition, all members of said organization will be expected to be forthcoming with information relative to social club activity, disruptive or lewd behavior, fights, etc.
- 8.) The College will determine the nature and extent of security required for each dance and party scheduled on campus by a registered student organization. The College will make staff available to handle security and crowd control. If assistance is needed for other activities at the event, such as ticket sales, ticket taking, etc., the sponsoring student organization(s) should make that request in writing to the appropriate personnel and submit a copy of that request with completed facility clearance forms.

The sponsoring organization(s) shall be responsible for the costs of staffing and security, including special items such as metal detectors, turnstiles, and overtime pay, as required. The number of police needed will be based on the size of the facility, the number of entrances and exits, and the number of people expected. At least one officer will be a supervisor. The guideline to be used will be one officer for every 100 people or potential audience. However, additional security may be required for large capacity socials, etc. One additional officer will be needed for each metal detector. Information regarding the cost of extra security may be obtained from the Office of Student Activities or Campus Security.

- 9.) Dance forms that pose a direct threat of injury to participants and bystanders are prohibited at social events and dances. Examples of these dances include, but are not limited to ***slam dancing, stage diving, and moshing***. Dance forms and other activities that are considered ***lewd, profane or in poor taste***, are prohibited at social events and dances. Examples of such behavior include, but are not limited to ***sexually explicit dancing, language and gestures; intentional inappropriate touching of persons on the dance floor.*** **Violators will be disciplined.**
- 10.) The sponsoring student organization(s) are responsible for the enforcement of dance policy. In addition, the group must adhere to the responsibilities outlined in the "Responsibilities of Student Organizations and College Departments Before, During, and After Campus Events".
- 11.) This policy will be published in the "Handbook for Registered Student Organizations" and be provided to each group planning a social event.

RESPONSIBILITIES OF STUDENT ORGANIZATIONS AND COLLEGE DEPARTMENTS BEFORE, DURING AND AFTER CAMPUS EVENTS

STUDENT ORGANIZATION SPONSORING THE EVENT:

- Meet with Office of Student Activities staff to discuss event when necessary (type of event, security, tickets)
- Reserve facility with appropriate office (i.e.. Office of Student Activities)
- Follow procedural guidelines specific to individual facilities
- Meet with campus security a minimum of 10 days prior to large capacity events to discuss security needs
- Meet with the security supervisor assigned to work the event three days prior to event, if necessary (failure to meet with security prior to event may result in event being canceled)
- Order special equipment a minimum of 5 working days in advance of the event (i.e. metal detectors, media requests, etc.)
- Have sponsor/ advisor present before, during and after the event (***Please note: If a sponsor/ advisor leaves the campus prior to the end of an activity, the activity will be terminated immediately.***)
- Have members easily identifiable at the event

- Have authorized representative for the student organization in attendance at the event
- Post signs at the door setting ground rules for the event (i.e.. college ID required, no alcohol)
- Check IDs at the door in compliance with the College's social policy (when applicable)
- Keep an accurate count of event attendance to ensure compliance with maximum room capacity
- Work closely with Campus Security to ensure a safe event
- Monitor room capacity and provide "return passes" or equivalent at the door ("equivalent" includes hand stamping)
- Watch for problems; if they occur, intervene and notify security
- Assist with clean up when the event is over (Organizations are responsible for leaving facilities in pre-event condition. This includes depositing trash in the appropriate receptacles, sweeping or vacuuming the floor if equipment is available, cleaning concession area if applicable, and picking up trash found around the door (inside and outside) of the Auxiliary Gym.) Organizations failing to clean facilities after use are subject to a fine and the cancellation of future activities.
- Assist Campus Security in clearing the facility
- Notify Campus Security and sponsor/ advisor of any damages to facility or equipment and follow up with a written report to the OSA within 24 hours.
- Notify OSA and Campus Security in writing and by phone if an event is to be canceled. Notification must be made a minimum of 24 (preferably 48) hours in advance to avoid charges for extra security.

OFFICE OF STUDENT ACTIVITIES (OSA):

- Consult with student groups about all aspects of the event (speakers, facilities, security, tickets, special equipment)
- Process security requests
- Discuss ticket procedure (collection and handling of money and tickets)
- Discuss maximum room capacity for event facilities
- Follow up on reports from the event

CUSTODIAL:

- Monitor restrooms and restock paper products prior to and during the event, if applicable
- Lay visqueen (tarp) when requested and remove at the completion of the event
- Clean up when the event is finished, with the assistance of the student organization
- File any written reports of the event with OSA, if necessary

FACILITIES/ SECURITY STAFF:

- Consult with the student organization about the appropriate use of the facility
- Unlock and lock the facility
- Consult with event organizers if problems occur with the facility
- Update OSA, Campus Security and student organizations on maximum room capacities
- File any building manager reports with OSA

PHYSICAL PLANT:

- Provide services requested if the request is made a minimum of 4 working days in advance
- Deliver and pick up special equipment (i.e.. tables, chairs, stages, platforms, coat racks, stanchions, folding screens, podiums, trashcans, easels and lecterns)
- Set up and take down special equipment if requested in the work order
- File any written reports of the event with OSA, if necessary

CAMPUS SECURITY:

- Overtime officers working social events are responsible for the enforcement of state law and College rules and regulations. They will assist building staff, appropriate College staff and student organization representatives as needed, and are responsible for enforcing house rules in the event the members of the organization cannot effectively enforce said rules.
- Make available metal detectors and personnel to operate them upon the request of the OSA or student organization (organizations are responsible for extra costs associated with extra security and metal detectors).
- Meet with organization representatives, building manager and College staff on arrival and discuss assignments.
- Communicate with the above people during the event to see that the safety and well being of the participants is being maintained and that College rules and regulations are being followed.
- When admission is charged at the door, one officer should monitor cash collections, upon request, to prevent robbery attempts.
- Organization representatives may first intervene in problems that are less than a violation of the law, or a breach of the peace. Officers will intervene in fights or when summoned by the representatives.
- Handle and/or remove alcohol, weapons, drugs and disruptive individuals.
- Administer first aid and call for appropriate assistance as needed.
- Ensure a safe exterior surrounding, by a positive police presence and regular communication and cooperation with the on duty shift.

- Ensure a safe interior surrounding by a positive police presence with a minimum check every 1/2 hour within the interior for violation of the law. **Circumstances may dictate more frequent interior inspections.**
- Assist the building staff and the student organization in clearing the building as needed.
- The senior overtime officer is responsible for determining when the officers are no longer needed and can be released, following the event. Consideration should be given to the number of people remaining outside and the security risk involved after the conclusion of the event. Officers should remain on the scene as long as significant numbers remain near the event location.
- At the conclusion of the event, the event supervisor will write an after action report, if necessary. The report will be forwarded to OSA.

CHAPTER IV

PROBATIONARY MEMBER ACTIVITIES AND HAZING

The 70th Texas Legislature enacted a law concerning hazing which became effective on September 1, 1987. Under the law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report first hand knowledge, in writing to the Dean of Students, that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law. **In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the dean of students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report.** *Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report.* **The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail, or both.** Penalties for other hazing offenses vary according to the severity of the injury which results and include fines from \$500 to \$10,000 and/or confinement for up to two years. **This law does not affect or in any way restrict the right of The College to enforce its own rules against hazing.**

- (a) Any student who, acting singly or in concert with others, engages in hazing is subject to discipline.
- (b) Hazing in state educational institutions is prohibited by state law (Sections 51.936 and 37.151, Texas Education Code). Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.
- (c) Initiations or activities of organizations may include no feature which is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

Hazing includes but is not limited to:

- any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- any activity involving consumption of 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 of the student;
- 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 mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; and
- any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Activities which under certain conditions constitute acts which are dangerous, harmful, or degrading, are also a violation of the Hazing Act. These include, but are not limited to:

- (a) Calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;
- (b) Total or partial nudity at any time;
- (c) The eating or ingestion of any unwanted substance;
- (d) The wearing or carrying of any particular object, especially if it is deemed an obscene or physically burdensome article;
- (e) Paddle swats, including the trading of swats;
- (f) Pushing, shoving, tackling, or any other physical contact;
- (g) Throwing oil, syrup, flour, or any harmful substance on a person;

- (h) Rat Court, kangaroo court, or other individual interrogation;
- (i) Forced consumption of alcoholic beverages either by threats or peer pressure;
- (j) Lineups intended to demean or intimidate;
- (k) Transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- (l) Confining individuals in an area which is uncomfortable or dangerous (hot box effect, high temperature, too small);
- (m) Any type of personal servitude which is demeaning or of personal benefit to the individual members;
- (n) Wearing of embarrassing or uncomfortable clothing;
- (o) Assigning pranks such as stealing, painting objects, harassing other organizations;
- (p) Intentionally messing up the house or a room for clean up;
- (q) Demeaning names;
- (r) Yelling and screaming; and
- (s) Requiring boxing matches or fights for entertainment.

Activities which are dangerous, harmful, or degrading may also be considered hazing under state law (Subchapter B, Chapter 4, Title I, Texas Education Code).

For further information or clarification of probationary member activities, contact the Office of Student Activities.

CHAPTER V

GUIDELINES FOR GREEK-LETTER ORGANIZATIONS

Membership Intake Period: The MIP Informational Session Period shall begin the Monday following the fifth (5th) class day of each semester. Organizations are given one (1) month, approximately (4 weeks) to hold interest meetings. Please refer to the activity calendar for exact dates. No interest meeting shall exceed two (2) hours in length, and sponsors must be present for these meetings.

The Membership Intake Period (MIP) shall begin one week after the end of the Informational Session Period. No organization may conduct any membership intake activities prior to the beginning of MIP. Organizations should submit an intake calendar to the Office of Student Activities prior to MIP. MIP shall last four (4) weeks. Organizations having intake procedures exceeding four weeks will need to tailor their procedures to fit the four-week time frame. In extreme circumstances, organization advisors may submit a letter to the Director of Student Activities requesting an extension for the Information Session Period or MIP.

The Office of Student Activities understands that some organizations require an undergraduate/ graduate advisor be involved in membership intake activities. However, to retain active status, all organizations are required to satisfy the campus requirements of having a sponsor/ advisor that is a full-time faculty or staff member of the College. This undergraduate/ graduate advisor must agree to work closely with the campus sponsor to follow all rules and regulations relative to Greek-letter organizations and membership intake.

Organizations have one (1) week following the end of MIP to submit an updated membership roster to the Office of Student Activities.

Steps for Conducting Membership Intake:

1. Complete a Facility Clearance Form, acquire all signatures and receive approval for your Informational Seminar.
2. Obtain MIP Packet

The MIP Packet consists of the following items:

- ❖ Hazing: The Law
 - ❖ Jarvis Christian College MIP Application (social security numbers must be included)*
 - ❖ Facility Clearance Forms
 - ❖ Sign-in sheets for interest meetings/ rushes* (Please turn in original sign-in sheet. All names will go through the clearance process. Organizations may vote on prospective members only after names have been cleared by the Office of Student Activities. Any organization that does not comply with this request will be considered in violation of College regulations.)
 - ❖ Membership Intake Activities Calendar* (Please return with completed packet.)
 - ❖ Membership Agreement Concerning Hazing*
 - ❖ Prospective Member Anti-Hazing Agreement*
 - ❖ Organization Membership Release Form*
 - ❖ Recognition and Assumption of Risk Agreement*
 - ❖ Organization Membership Roster (current)*
3. Turn in your completed packet to the Office of Student Activities
 4. Receive approved names from the Office of Student Activities
 5. Complete intake process no later than four (4) weeks from start date
 6. Turn in New Membership Roster (current and new members)

Note: These items (*) must be completed and turned in prior to membership intake activities. Although some Greek organizations assign persons that are not affiliated with The College to oversee intake activities, the on-campus sponsor must complete all paperwork.

Eligibility Regulations for Membership Intake:

1. Prospective members must have a cumulative grade point average of 2.5 on a four-point (4.0) scale in order to become a member of a fraternity or sorority on campus.
2. No student classified as a freshman will be eligible to join any fraternity or sorority on campus. Prospective members must have earned 31 hours at the College.
3. All sponsors of campus organizations **must** be full-time members of the faculty or staff of Jarvis Christian College.
4. Sponsors must be present at **ALL** organizational meetings and functions. **THIS IS AN ABSOLUTE MUST DURING THE INTAKE PROCESS.**

Membership Intake Activities – Location:

All membership intake related activities **must** be held **on campus**. These activities include, but are not limited to:

- Informational seminars, interest meetings, rushes
- Interviews
- Educational Sessions
- Community Service Activities
- Ritualistic Ceremonies and Activities
 - Induction ceremony
 - Initiation Ceremony
 - Going/ Crossing Over Activities

Any off-campus membership intake related activities, i.e. community service programs, ceremonies, etc. must be submitted to and approved by the Director of Student Activities. Strict adherence to the aforementioned policies is required.

Each written request must include the following information to be considered:

- ✓ Name of organization
- ✓ Contact person (name/number)
- ✓ Place, date and time of activity
- ✓ Name of advisor that will be present
- ✓ In-depth explanation for scheduling activity off-campus

It is the responsibility of the sponsor/ advisor to make sure all Greek organizations abide by the aforementioned guidelines. If off-campus activities are not approved by the Office of Student Activities, organizations in violation will be required to halt all intake procedures until the following semester.

Social Clubs: In an effort to curb social club activity on the campus, Greek organizations will now be held responsible for the actions of social clubs affiliated with each organization. Disciplinary sanctions will be assigned to individual members of each social club, as well as the fraternity or sorority of which they are associated, if said organization allows social club members to participate in their activities.

Social clubs have been banned from this campus for years, however, as long as Greek organizations continue to recognize these clubs, they will remain active. Disciplinary sanctions include, but are not limited to *community service, fines, cancellation of activities (including Founder's Week activities), probation, and suspension.*

Social club activities that Greek organizations will be held responsible for include, but are not limited to:

1. Allowing social club members to work the door/ concession at socials, talent shows, pageants, etc.;
2. Allowing social club members to dance in their lines at socials;
3. Allowing social club members to congregate or work in their parks or assist with picnics, barbecues, etc.;
4. Allowing social club members to assist with the set-up for pageants, talent shows, etc., and,
5. Allowing or encouraging social club members to wear their colors to celebrate organizational birthdays, founders' weeks, etc.

Community Service Requirements: Each approved campus organization is required to complete two (2) campus-related community service requirements per semester, with one project being completed prior to mid-semester. Detailed documentation must be submitted to the Office of Student Activities no later than one (1) week after completion of the project. This documentation will aid the Office of Student Activities in determining the most service-oriented organization for recognition during the JCC Image Award ceremony. Activities will be cancelled if community service projects are not completed.

SOLICITATION / FUNDRAISING

Registered student organizations may conduct fund raising activities outside campus buildings. Consultation with the Office of Student Activities staff in the early planning stages can save time and effort and will ensure compliance with appropriate institutional regulations. Staff members are available to provide advice on planning strategies and the applicability of College regulations.

The following are common issues that student organizations encounter in fund raising activities:

- Approved fund raisers and solicitation can be conducted inside or outside College buildings by student organizations.
- Only membership dues and approved ticket sales may be collected inside academic buildings.
- Student organizations cannot co-sponsor activities on campus with non-College enterprises or organizations without prior approval. The use of corporate logos is prohibited.
- All funds collected on campus must be deposited into an organization account at the Cashier's Window. Donations to charitable associations, expense payments, etc., can be made from these accounts.
- Any distribution of food or beverages, including fund raising projects that involve food items, requires an approval from the Office of Student Activities.
- Fund raisers may not be conducted for private gain of individuals or for profit business.

All fund raising activities, and especially planned sales of T-shirts, mugs, caps, or any items that use the name of The College or any of its trademark symbols, should be reviewed by the Office of Student Activities staff to ensure compliance with College regulations. Products that violate trademark or licensing regulations will not be approved for sale or distribution. Products in violation of copyright or trademark regulations may be confiscated. Early review and advice from staff members is highly recommended.

STATE SALES TAX

I. COLLECTING SALES TAX ON ITEMS SOLD

All student organizations are required by law to collect sales tax when selling goods and/or services (this may include tickets to an event). If a group has a state sales tax exemption, this means that the group is exempt from PAYING sales tax. The group is still responsible for COLLECTING sales tax when selling goods or services. REMEMBER: STUDENT ORGANIZATIONS CAN BE AUDITED BY THE STATE, so it is very important that sales tax is properly collected and remitted to the State Comptroller's Office.

In order to properly remit sales tax:

- Fill out the form and send it in to
John Sharp
Texas Comptroller of Public Accounts
Austin, TX 78774-0100
- It will take 4-6 weeks for your form to be processed. When you receive your permit number, make a copy and keep it in your organization folder at the Office of Student Activities so that it will be readily available for you.
THIS PERMIT NUMBER IS FOR YOU TO USE WHEN YOU REMIT PAYMENTS TO THE STATE. IT ALLOWS THE COMPTROLLER'S OFFICE TO READILY IDENTIFY WHAT ORGANIZATION IS REMITTING PAYMENT.
- Obtain a "Texas Sales and Use" tax return from the Comptroller's Office. You can do this by calling (512) 463-4600.
- Fill out the tax return and send it to the same address as above by the 20th day of the next calendar month after the month of your sale.

NOTE: If your organization owes less than \$500 in sales tax for a calendar month or \$1,500 for a calendar quarter, taxes may be paid on a quarterly basis. This means payment is due by the 20th day of the month following each calendar quarter.

Exceptions to sales tax law:

- If a group is planning a one-day sale within a calendar month, it does not have to collect sales tax on any goods sold during that one-day period. A group may only hold two such one-day sales in a calendar year.
- If a group is holding an event that is exclusively for members of the JCC community and they have not hired any off-campus business to provide services (such as a caterer or DJ), the group does not have to collect sales tax for tickets to the event. WE HIGHLY RECOMMEND THAT ORGANIZATIONS WHO ARE PLANNING EVENTS ON CAMPUS TALK TO OSA ABOUT SALES TAX.

II. PAYING SALES TAX ON ITEMS PURCHASED

Student organizations are NOT automatically exempt from paying state sales tax. To find out if your organization may file to become sales tax exempt, refer to the Comptroller of Public Accounts, State Sales and Use Tax, Rule 3.322 (Texas Tax Code 151.309, 151.310: Texas Civil Statutes, Article 342-908). If your organization is eligible, you must first obtain 501c status from the federal government. It may take over 8 weeks for the forms to be processed by the federal government. If 501c status is granted, the organization may apply to the state by submitting a letter, a copy of your charter/by-laws, and a copy of your 501c letter of determination from the federal government (if applicable) to the following address:

State Comptroller
ATTN: Exempt Organization Section
Capitol Station
Austin, TX 78774

Upon a ruling by the State Comptroller's office you will receive a letter allowing or denying exempt status. IF EXEMPT STATUS IS GRANTED, PLEASE INFORM OFFICE OF STUDENT ACTIVITIES AND PROVIDE A COPY OF DOCUMENTATION FOR YOUR ORGANIZATION'S PERMANENT FILE.

If an organization is purchasing merchandise for resale, it has two options regarding sales tax.

- 1.) It can obtain a resale certificate from the state comptroller's office which will allow the organization to defer payment of sales tax until time of sale. This does not mean that the organization does not pay sales tax. It means that it will collect sales tax for the item when it is resold and that sales tax will then be remitted to the state.
- 2.) It can pay the vendor sales tax on the items purchased. Please note, however, that if the organization is selling the merchandise at a mark-up, sales tax must be collected and paid on the mark-up.

CHAPTER VI

BANKING

The Business Office, establishes uniformity in accounting methods of Student Organizations, maintaining continuity between organization officers and their successors, and assisting all organizations in keeping their activities on a sound business basis.

Normal banking hours of 10:00 am - 3:00 p.m., Monday through Friday, are maintained throughout the year. Notices will be posted if the Cashier's Window is to be closed during these hours. The Cashier's Window is closed on all official staff holidays.

Services of the bank include:

1. Bookkeeping System:
 - a. A student organization's financial records are confidential. Authorized signatories may have access only to their own group's records.
 - b. The cashier in the window gives assistance to student officers in setting up and using their account.
2. Student Organization Fund:
 - a. Deposit of Funds - Funds of organizations are deposited in this office, thus eliminating frequent trips to a bank, or the treasurer having to hold large amounts of money to be deposited.
 - b. Current Balance Maintenance - The accountant in the Business Office keeps a balance for each organization's account. The accountant will provide a financial summary at the end of each semester for all accounts upon request. Sponsors/ advisors may request an Account Report at any time which shows all transactions made from the organization's account for the current fiscal year.

Explanation of Bookkeeping System

All money must be deposited as soon as possible or daily if receipts exceed \$50. The treasurer is personally responsible for any money from the time it is received until he/she has a receipt showing that it has been deposited. Checks should always be deposited as soon as possible. Although the money may have been in the writer's bank account when the check was written, it may not be there if the check is held some time before being deposited. If the bank returns a check for any reason, it will be charged back to your account. Deposit slips should be filed with the organization's banking records so that they will be available for audit purposes.

Disbursements are made in cash. To ensure appropriate handling of all funds, the OSA encourages adding optional restrictions on your account. These restrictions might be "all withdrawals must be signed by two authorized representatives" or "all withdrawals must be approved, in writing, by the advisor" or "all withdrawals over \$50 require two signatures." The Business Office staff will be happy to work with you if you are interested in adding an additional safeguard to your account. Documentation verifying expenses i.e. receipts, bills, etc. should be kept in the organization's folder.

PLEASE NOTE: Forgery or falsification of any information on the Account Authorization Form will subject both the individual and organization to College discipline. Previously authorized signatures on the form are required and are checked when the Account Authorization Form is properly executed with the Business Office.

HOW TO SET UP AN ACCOUNT :

If your organization has not yet opened an account, you need to take your cash or check to the Cashier's Window in the EBS Building, along with documentation from your sponsor/ advisor verifying that you are the person authorized to make deposits for the organization. *Authorization to Withdraw Funds* forms are available in the Office of Student Activities. When you are ready to do any banking business, go to the Cashier's Window.

IF YOU ARE MAKING A DEPOSIT:

- 1.) To deposit checks, endorse them by signing the name of the organization on the back of each check and stamping it "For Deposit Only". Note: The endorsement must be the same as the payee on the front of the check. If it is made payable to someone other than the organization, it must be endorsed by that person and with your organization name, plus the "For Deposit Only" stamp. Initials are not acceptable for endorsement purposes. If your organization as a long name that makes endorsing checks a lengthy process, we suggest you have a stamp made with the following information on the stamp:
 - Organization Name and Acct.#
 - For Deposit Only(Endorsements must be made within 1 1/2 inches of the "trailing edge" of the check.)
- 2.) The cashier will verify the deposit and give you a receipt to be kept in your organization's file.
- 3.) Check your new balance with the accountant to maintain the correct current balance.

Note: If you are depositing checks, remember you must allow clearing time before the funds can be withdrawn. With a few exceptions, checks should clear three work days after your deposit is posted

TICKETS (Suggested Guidelines)

A. GUIDELINES

- Tear in half all tickets collected at the door at the time they are taken from the holder. Both rolled and flat tickets should be torn in half. Retain torn stubs to turn in to the treasurer after the event. It is important that the tickets be torn in half to prevent them from being used by more than one individual.
- Keep complete records of the complimentary tickets issued and any refunds that may be given including names of persons receiving complimentary tickets or refunds and ticket #s.

B. AFTER THE EVENT

- All money collected for ticket sales should be deposited in the Business Office or appropriate account
- All complimentary ticket lists and refund lists should be turned in to the organization's treasurer, along with torn tickets and any unsold tickets.
- The organization's treasurer may request a written explanation from members about any discrepancy that occurs between unsold tickets and deposited funds.

C. CANCELED TICKETED EVENTS

- If a ticketed event is canceled, all unsold tickets should be returned to the organization's treasurer.
- If monies have been collected and no refunds are to be issued, a deposit is required for the amount of tickets sold.
- If a refund occurs, a Ticket Refund list should be kept on file in the organization's folder.

Note: Any discrepancies concerning the canceled event and/ or ticket sale refunds, will require a written explanation be submitted to the OSA. Several discrepancies will result in the organization forfeiting the right to sell tickets.

If you have any questions regarding the procedures or have special circumstances, contact the Office of Student Activities.

CHAPTER VII

STUDENT ACTIVITY CENTER

The Ida VanZandt Jarvis Student Center (SAC) consists of a game room, book store and snack bar. One half of the building is used as a dining hall.

The Center is headed by the Director of Student Activities with a staff of work-study students, an intramural director and a recreation assistant.

Students may entertain themselves with leisure lounging, group table games, billiards, ping pong, reading and other informal, small-group activities. In addition, the staff develops intramural activities, conducts ongoing indoor and outdoor recreational activities and cultural, educational and social programs throughout the year.

SECURITY

To ensure the safety of students, faculty, and staff, student organizations may be required to hire additional security for an on-campus event. This service is arranged through Office of Student Activities and is payable by the student organization to Campus Security. Groups **may not** hire private security for an on-campus event.

Intramural Sports Program

The function of the Recreational Sports Program is to offer The College community a well-rounded program of sport and recreational opportunities. Superior skill levels and previous sports experience are not prerequisites for participation in activities. There is a place for everyone from the novice to the advanced competitor sport club. For further information on sport and recreation opportunities, contact the Office of Student Activities.

Student Government

Each student enrolled in The College is automatically a member of the Student Government. The Student Government promotes/serves as an advocate for student views within The College administration and coordinates a number of programs. It appoints students to various campus-wide committees.

Elections for President, Vice President, and other offices are held in April, and many other students become involved in the Student Government by volunteering to work on committees and projects. Committee topics include multicultural issues, community service, College policies and student services, as well as temporary work on specific projects.

The Student Advisory Board, which consists of the presidents and vice-presidents of each student organization, meets weekly with the vice-president of the Student Government Association to discuss pertinent issues facing students, and to keep students abreast of the latest developments relative to student life.

Student Advisory Board

The Student Advisory Board is comprised of the presidents and vice-presidents of all recognized student organizations. Weekly Advisory Board meetings are conducted by the vice-president of the Student Government Association, under the auspices of the Office of Student Activities.

The purpose of the Student Advisory Board is to keep all student leaders abreast of pertinent information. The Student Advisory Board also assists the Office of Student Activities and Student Government Association with programming and activities in the absence of an active Jarvis Campus Activities Board.

Jarvis Campus Activities Board (J-CAB)

J-CAB will serve as the central programming unit of the College. J-CAB functions under the auspices of the Office of Student Activities. Student volunteers plan, develop and implement programs that provide opportunities for growth through educational, cultural, social and recreational experiences.

COMMUNITY SERVICE

Each approved campus organization is required to complete two (2) campus-related community service requirements per semester, with one project being completed prior to mid-semester. Detailed documentation must be submitted to the Office of Student Activities no later than two (2) weeks after completion of the project. Documentation of community service projects will aid the Director of Student Activities in determining the service-oriented organization to be recognized during the JCC Image Awards. Activities will be cancelled if community service projects are not completed.

CHAPTER VIII

FORMS

PUBLICATIONS/HANDOUTS/ INFORMATION

The following resources are available to student leaders for their use in organization planning:

- Format for Drafting Constitution and By-laws
- Suggested Fundamentals of Parliamentary Procedure
- Facility Clearance Form
- Request for Recognition of New Organization/ Club
- Sponsorship Agreement
- Recognition and Assumption of Risk Agreement
- Release Form and Application for Membership Intake/ Membership Intake Agreement Concerning Hazing
- Student Organization Registration Form
- Induction Report Form
- Community Service Report Form/ List
- Guide to Tax Exempt Status
- Texas State Sales Taxes

Note: These forms may be reproduced.

SAMPLE CONSTITUTION

(This information is offered only as a suggestion to guide the organization's thought processes.)

Constitution of (name of organization)

Date:

Article I. Name of Organization:

Article II. Statement of Purpose: Should include phrasing stating that the organization is educational and non-profit.

Article III. Membership: (should include at least the following sections)

Section 1. Membership shall be open to students of Jarvis Christian College regardless of race, national origin, creed or political affiliation, sex (in accordance with Title IX), sexual orientation, religion, age, disability, or veteran's status.

Section 2. Membership must be limited to students and/or faculty and staff of The College.

Section 3. Members/ prospective members of Greek organizations must maintain a 2.5 cumulative G.P.A. to remain active.

Article IV. Officers:

Section 1. Officers must have a 2.5 cumulative G.P.A at the time of their election and maintain said G.P.A. for the duration of his/ her time in office.

Section 2. Titles of elected officers (i.e., president, vice president)

Section 3. Titles of appointed officers (i.e., chairperson, parliamentarian)

Section 4. Recall of officers (when applicable)

Article V. Executive Board: (when applicable)

Section 1. Voting members (i.e., elected and appointed officers)

Section 2. Ex-officio members (i.e., faculty advisor); indicate if voting or non-voting.

Article VI. Meetings:

Section 1. Regular meetings (frequency and time)

Section 2. Special meetings (indicate who has authority to call)

Article VII. Method to Amend the Constitution:

Article VIII. Dissolution Clause:

Section 1. Provide for the succession of elected officer in the event of permanent incapacitation, resignation or removal.

Section 2. Provide for disbursement of funds should organization dissolve.

(ADDITIONAL ARTICLES AND/OR SECTIONS MAY BE ADDED, IF NEEDED.)

SAMPLEBYLAWS

NOTE: Remember, a group is not required to have both a constitution and bylaws ... either one will suffice. When using bylaws start them on a separate page, since they are to be separate from the constitution. If using bylaws, review them annually and revise as necessary. Bylaws of (name of organization) Date:

Bylaw I. Membership:

Section 1. Type of members (i.e., active & inactive)

Section 2. Provision for expulsion of members

Bylaw II. New Membership: (if needed for further explanation)

Bylaw III. Dues:

Statement of whether or not dues are collected and amount of dues

Bylaw IV. Officers:

Section 1. Powers and duties of elected officers

Section 2. Powers and duties of appointed officers

Section 3. Filling vacancies

Bylaw V. Committees:

Section 1. Standing committees and duties

Section 2. Special committees (appointment and approval)

Bylaw VI. Elections:

Should include sections that cover the following: time of elections, votes necessary to be elected, qualifications of voters, method of balloting (secret or open).

Bylaw VII. Quorum:

The fraction or percentage of members that are to constitute a quorum

Bylaw VIII. Parliamentary Authority:

Source of authority (i.e., "Sturgis Standard Code of Parliamentary Procedure" 2nd edition, or "Roberts Rules of Order")

Any further help in drafting a constitution and/or bylaws may be obtained through Office of Student Activities.

Reference: Roberts Rules of Order, Edited by Sarah Corvis with the assistance of Henry M. Roberts III, James Cleary, and William Evans. Scott Foresman Company, 1970, Glenview, Illinois.

**Jarvis Christian College Office of Student Activities
FACILITY CLEARANCE FORM**

Facility Clearance Forms should be completed and returned to the Office of Student Activities. All requests should be made at least two weeks in advance for proper clearance. Please consult the Activity Calendar for available dates.

Organization/ Committee Name: _____

Event Name: _____ Date: _____

Facility Requested: _____ Date of Event: _____

Estimated Attendance: _____ Time Frame: Start (____)/ End (____)

SPECIAL ARRANGEMENTS/ SET-UP:

Please illustrate special arrangements/ set-up and specify # of tables (____) and/ or chairs (____) needed.

Copies will be submitted to the Office of Student Affairs, Security, Physical Plant, Building Supervisor and the Organization.

Special Services (Please circle all that apply.):

AUDIO

Microphone
Podium w/ Microphone
Amplifier & Speakers

VISUAL

VCR & TV Monitor
Screen
Table/ Podium

PERSONNEL

Security
Photography
Food Service

Note: Please direct all inquiries to the proper department. Contact Physical Plant with questions regarding set-up, Sodexo-Marriott for food service, the Office of Student Affairs for extra security and Mr. Hampton for questions regarding audio/ visual equipment.

Completed by: _____ Title: _____ Ext. _____ Date: _____

Building Supervisor: _____ Ext. _____ Date: _____

(Signatures are required from building supervisors for use of the Chapel, Fellowship Hall, Dining Hall, President's Dining and/ or Conference Room, Commons Building, IPC Conference Room, JCC Study Center, Student activity Center, classrooms and Rand Center.)

Sponsor/ Division Head*: _____ Ext. _____ Date: _____

Note: A sponsor **MUST** be present for the duration of all events.

EVENTS WILL BE CANCELLED AFTER THE FIRST 10 MINUTES IF NO SPONSOR IS PRESENT.

OFFICE USE ONLY:

Received _____ Approved/ Denied/ Pending SA Director: _____ Date: _____

SPONSORSHIP AGREEMENT

I, _____, do hereby agree and accept the assignment and responsibility to serve as sponsor for _____ during the Fall 200__ and Spring 200__ academic year.

I understand and agree to assume the following duties and responsibilities:

Add continuity to the organization by making sure that successive officers of the organization understand the responsibility they share with this office as well as explaining to the officers the policies established for student organizations.

To be aware of and have an understanding of those rules pertaining to organizations at Jarvis Christian College as well as rules governing students outlined in the student handbook.

To be aware of liability (i.e., hazing, alcohol, drugs, etc.) and advising the organization of reasonable and prudent decisions to make regarding these issues in planning activities.

To attend all meetings and activities of the organization.

To be available to the officers of the organization on a regular basis for advice and consultation.

Sponsor

Ext.

Date

Authorization to Withdraw Funds From Agency Account

The following individuals must be present to withdraw funds from the _____ agency account. The advisor or any member of the organization can deposit funds into the account.

Advisor: _____

Treasurer: _____

_____/_____
Director of Student Activities Date

Please note: This form will need to be updated in the event of a change in advisor or treasurer. The advisor or any member of the organization can deposit funds into the account.

Authorization to Withdraw Funds From Agency Account

The following individuals must be present to withdraw funds from the _____ agency account.

Advisor: _____

Treasurer: _____

_____/_____
Director of Student Activities Date

Please note: This form will need to be updated in the event of a change in advisor or treasurer.

LEADERSHIP/ COMMUNITY SERVICE INFORMATION

Please list any positions or memberships you have held or currently hold in campus or community organizations (i.e., Jack and Jill, Urban League, NAACP, etc.) List any awards or honors you have received. Please include dates or length of membership affiliation.

HIGH SCHOOL: _____

COLLEGE: _____

COMMUNITY SERVICE ACTIVITIES: _____

I certify that the information given in this application is true and reflective of myself. I understand that if I have falsified any information, I am subject to disciplinary action by the Office of Student Activities and the Office of Student Affairs.

Signature of applicant

Date

HAZING

The 70th Texas Legislature enacted a law concerning hazing which became effective on September 1, 1987. Under the law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report first hand knowledge, in writing to the Vice President for Student Affairs, that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law. **In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the dean of students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report.** *Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report.* **The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail, or both.** Penalties for other hazing offenses vary according to the severity of the injury, which results and include fines from \$500 to \$10,000 and/or confinement for up to two years. This law does not affect or in any way restrict the right of The College to enforce its own rules against hazing.

- (a) Any student who, acting singly or in concert with others, engages in hazing is subject to discipline.
- (b) Hazing in state educational institutions is prohibited by state law
- (c) (Sections 51.936 and 37.151, Texas Education Code). Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.
- (d) Initiations or activities of organizations may include no feature which is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

Hazing includes but is not limited to:

- any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- any activity involving consumption of 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 of the student;
- 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 mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; and
- any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Activities which under certain conditions constitute acts which are dangerous, harmful, or degrading, are also a violation of the Hazing Act. These include, but are not limited to:

- (a) Calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;
- (b) Total or partial nudity at any time;
- (c) The eating or ingestion of any unwanted substance;
- (d) The wearing or carrying of any particular object, especially if it is deemed an obscene or physically burdensome article;
- (e) Paddle swats, including the trading of swats;
- (f) Pushing, shoving, tackling, or any other physical contact;
- (g) Throwing oil, syrup, flour, or any harmful substance on a person;
- (h) Rat Court, kangaroo court, or other individual interrogation;
- (i) Forced consumption of alcoholic beverages either by threats or peer pressure;
- (j) Lineups intended to demean or intimidate;

- (k) Transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- (l) Confining individuals in an area which is uncomfortable or dangerous (hot box effect, high temperature, too small);
- (m) Any type of personal servitude, which is demeaning, or of personal benefit to the individual members;
- (n) Wearing of embarrassing or uncomfortable clothing;
- (o) Assigning pranks such as stealing, painting objects, harassing other organizations;
- (p) Intentionally messing up the house or a room for clean up;
- (q) Demeaning names;
- (r) Yelling and screaming; and
- (s) Requiring boxing matches or fights for entertainment.

Activities which are dangerous, harmful, or degrading may also be considered hazing under state law (Subchapter B, Chapter 4, Title I, Texas Education Code).

For further information or clarification of violations of the Hazing Act, please refer to *"The Bulletin"* Student Handbook, available in the Office of Student Affairs.

MEMBERSHIP INTAKE AGREEMENT CONCERNING HAZING

Name of Chapter and Organization: _____

Name of Prospective Member: _____

By initialing my name beside each statement, I attest, acknowledge and agree to the following in consideration for the privilege to become a member of the organization mentioned above:

_____ (A) That I have been given the opportunity and in fact read and understand the following:

- _____ 1. The laws of the State of Texas as they pertain to hazing.
- _____ 2. The policy and regulations about hazing of the organization that I wish to join.
- _____ 3. The policy and regulations of Jarvis Christian College pertaining to hazing.

_____ (B) I understand that Hazing, defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule **IS STRICTLY PROHIBITED** by Jarvis Christian College. I further understand that it is not a requirement that I participate in any manner or form of hazing whatsoever.

_____ © I agree and promise not to participate in any activity deemed to be hazing.

_____ (D) I agree to promptly notify the chapter advisor and the college officials if I am ever confronted by hazing in any form, by any member of the aforementioned organization.

_____ (E) I acknowledge that the Chapter Advisor has personally counseled with me, explaining to me this Agreement and that I understand this Agreement.

Signature of Prospective Member: _____ Date: _____

ATTESTATION: I, _____, the Chapter Advisor of the aforementioned organization, certify that I have personally counseled with this prospective member, that I have thoroughly explained the Hazing Agreement and I believe that this person fully understands each aspect of this agreement; and that he/ she initialed and signed this agreement in my presence.

Signature of Chapter Advisor: _____ Date: _____

RECOGNITION AND ASSUMPTION OF RISK AGREEMENT

I, _____, do hereby assume all risks and responsibilities
(Name of sponsor/ advisor)

associated with the membership intake process of _____.
(Name of organization)

(Sponsor/ advisor signature)

Date

I, _____, do hereby assume all risks and responsibilities
(Name of organization president)

associated with the membership intake process of _____.
(Name of organization)

Organization president's signature

Date

RECOGNITION AND ASSUMPTION OF RISK AGREEMENT

I, _____, do hereby assume all risks and responsibilities
(Name of sponsor/ advisor)

associated with the membership intake process of _____.
(Name of organization)

(Sponsor/ advisor signature)

Date

I, _____, do hereby assume all risks and responsibilities
(Name of organization president)

associated with the membership intake process of _____.
(Name of organization)

Organization president's signature

Date

Jarvis Christian College
Office of Student Activities
Student Organization Registration Form

Semester & Year: _____

1. Organization Name: _____ Chapter Name: _____

2. Officers:

TITLE	Name	Campus or Local Address (Dorm and Room Number)	Phone Number
President			
Vice-President			
Recording Secretary			
Corresponding Secretary			
Treasurer			
Business Manager			
Parliamentarian			
Chaplin			
Historian			
Queen Representative			
King/Escort			

3. Does your organization have any local or national affiliation? Yes _____ No _____ Type of affiliation: _____

4. Current National Officer

Name _____
Title _____
Address _____
City _____ ST _____ Zip _____
Telephone: _____

Current Regional Officer

Name _____
Title _____
Address _____
City _____ ST _____ ZIP _____
Telephone: _____

5. Local Graduate Chapter Officer

Name _____
Title _____
Address _____
City _____ ST _____ Zip _____
Telephone: _____

Campus Sponsor

Name _____
Title _____
Department _____
Office Ext: _____

Submitted by: _____ Title: _____ Ext. _____

Sponsor: _____ Ext. _____ Date: _____

Pan-Hellenic Council Membership Participants Induction Form

To: Director of Student Activities

From: _____
Sponsor/ Advisor

Date: _____, 200__

() The students listed below are participating in () fall / () spring membership intake of _____.
Organization Name

() The students listed below were inducted into _____
Organization Name
on _____, 200__.

STUDENTS (please type names)

INDUCTED

- | | | |
|-----------|---------|--------|
| 1. _____ | () Yes | () No |
| 2. _____ | () Yes | () No |
| 3. _____ | () Yes | () No |
| 4. _____ | () Yes | () No |
| 5. _____ | () Yes | () No |
| 6. _____ | () Yes | () No |
| 7. _____ | () Yes | () No |
| 8. _____ | () Yes | () No |
| 9. _____ | () Yes | () No |
| 10. _____ | () Yes | () No |
| 11. _____ | () Yes | () No |
| 12. _____ | () Yes | () No |
| 13. _____ | () Yes | () No |

STUDENT ACTIVITIES

ORGANIZATION / CLUB COMMUNITY SERVICE REPORT FORM

ORGANIZATION:

DATE OF PROJECT: _____

START TIME: _____ **ENDING TIME:** _____

LOCATION OF PROJECT: _____

FACULTY ADVISOR: _____

BRIEF DESCRIPTION OF PROJECT:

WHO DID YOUR PROJECT BENEFIT?

TOTAL NUMBER OF PARTICIPANTS: _____

List the names of all participants on the
Reverse side of this form.

TOTAL NUMBER OF HOURS: _____

Add up the number of hours that each
Participant worked on this project.

ORGANIZATION PRESIDENT'S SIGNATURE

DATE

ORGANIZATION SPONSOR'S SIGNATURE

DATE

Please submit this form to the Office of Student Activities within one (1) week/ seven (7) days of project completion.

Do not write below this line.

Received: _____ Approved / Denied

Signature – Director of Student Activities

Date

Comments:
