



GREEK LIFE HANDBOOK

July 2017

Austin College Greek Life Handbook

This Policies and Procedures handbook for Greek Life contains the requirements for sustaining a Greek Organization as well as the policies and procedures governing Greek organizations. This handbook is to be used as a resource guide for social Greek organizations chartered by Austin College.

Austin College, along with its commitment to academic excellence, works to provide social activities for interested students. For this reason, the Board of Trustees has approved a Greek system of local fraternities and sororities. These organizations contribute to the social and service life of everyone, Greeks and independents alike. A Greek organization is chartered for the purpose of:

- Strengthening the educational program of Austin College;
- Furthering the concepts of service to others;
- Providing responsible leadership roles on the part of the members; and
- Promoting the social development of participating members.

Social Greek organizations have been a part of Austin College history for nearly 160 years. Greek organizations have come and gone but the fact remains that Austin College supports the concept of social Greek organizations and sees Greek Life as an integral part of student life at Austin College.

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Greek Timeline at Austin College

1853 – 1854	Phi Delta Theta	National Men’s Fraternity
1895 – 1900	Alpha Tau Omega	National Men’s Fraternity
1919 – 1940	Kappa Gamma Chi*	Literary Society
1932 – 2014 / 2017 -	Phi Sigma Alpha	Local Fraternity
1933 – 2014 / 2017 -	Alpha Delta Chi	Local Sorority
1940 –	Kappa Gamma Chi*	Local Sorority
1946 – 2007 / 2011 –	Drake	Local Fraternity
1954 – 1982	Theta Phi Delta	Local Sorority
1955 – 1991	Beta Chi Omega	Local Fraternity
1957 – 2005	Sigma Tau Epsilon	Local Fraternity
1957 –	Chi Delta Eta	Local Fraternity
1958 – 2008 / 2012 – 2015	Delta Phi Nu	Local Sorority
1963 –	Gamma Gamma Gamma	Local Fraternity
1970 – 1975	Iota Lambda	Local Fraternity
1976 – 1992	Omega Phi Omega	Local Fraternity
1980 – 1993 / 2015 –	Zeta Chi Omega	Local Sorority
1981 – 2006 / 2009 –	Rho Lambda Theta	Local Fraternity
1982 –	Lambda Chi	Local Fraternity
1983 – 1998	Phi Beta Chi	Local Fraternity
1985 –	Theta Sigma Chi	Local Sorority
1985 –	Xi Epsilon	Local Sorority
1972 – 1990	Pi Lambda Sigma	Local Sorority
1989 – 2008 / 2012 –	Phi Kappa Omega	Local Fraternity
1992 – 1999	Beta Gamma Psi	Local Sorority
1995 – 2006 / 2009 –	Pi Alpha Psi	Local Fraternity
1998 –	Chi Tau Chi	Local Fraternity
2000 –	Omega Zeta	Local Sorority
2001 – 2012 / 2017 -	Sigma Phi Chi	Local Sorority
2008 –	Zeta Chi Beta	Local Fraternity
2015 -	Iota Eta	Local Sorority

*same organization

GOVERNANCE

Greek Council

Greek Council is the official governing board composed of the various Greek organization presidents and an elected President, Vice President, Secretary, Treasurer and Public Relations Officer. The council meets weekly to establish communication between Greek organizations as well as to serve as a liaison between the organizations and faculty/administration, and establish a system of self-governance, which promotes the healthy state of the Greek system. Greek Council shall seek to establish better relations, further the spirit of unity, and increase the sense of responsibility among the fraternities and sororities of Austin College. The Greek Council provides service, educational and leadership opportunities for the Greek community. The Greek Council also participates in the governance structure with initial/pending requests for establishment of new fraternities and sororities. In addition, the Greek Council shall work with the Student Life Office in the planning and implementation of Recruitment activities each year.

Each Greek organization must have representation in the form of their president on Greek Council. The organization's president must be the primary designee/voting member for Greek Council. In the event that the president cannot be the primary designee, arrangements must be made with the Greek Council President prior to the commencement of the Greek Council meeting by appointing a member from the respective organization to attend as a voting member.

Greek Organization Presidents

The duty of Greek Organizational Presidents is to attend weekly Greek Council meetings and represent the interests of their respective Greek organization within the meetings. Greek Organizational Presidents must also promote the holistic development/growth of the Greek Community. Greek Organization Presidents are the only voting members of the Greek Council and may recommend to suspend prerequisite requirements for positions on Greek Council in the event of extenuating circumstances, with approval from Student Life Office. Greek Organizational Presidents are also required to have (monthly) meetings with the Director of Student Activities.

Greek Executive Council

The duty of Greek Executive Council chairs (President, Vice-President, Secretary, Treasurer, and Public Relations Chair) is to be Greek Community role models and to make decisions that are for the benefit and/or betterment of the Greek Community, as represented by the Greek Council, not based on the best interest of their respective Greek organizations. The Greek Executive Council chairs are required to be in attendance at all Greek Council meetings and major Greek Life functions. The Greek Executive Council chairs are required to have weekly Greek Executive Council meetings that include the Director of Student Activities.

President

- Presides over Greek Council meetings
- Serves as the primary representative of Greek Life at major college functions and within the Greek Community
- Must have a minimum of one year experience within Greek Council
- Plans agenda for Greek Council meetings

- Works with the Greek Executive Council members to coordinate Greek Community functions and standards
- Chairs designated committees within Greek Council that are created if necessary
- Responsible for assisting the Treasurer in distributing Greek Council funds
- Required to meet with the Director of Student Activities on a weekly basis
- Allowed a vote in Greek Council Meetings in the event of a tie
- May not hold the office of President in their respective Greek organization

Vice-President

- Serves as Greek Review Board chair
- Oversees the Greek Executive Council Public Relations Chair's duties
- Serves the role of President in the event of the President's absence

Secretary

- Records minutes for all Greek Council meetings
- Maintains and distributes rosters of Greek Executive Council Officers and Greek Organization Presidents to all Greek organizations and Student Life
- Maintains and distributes a calendar of Greek Council and Greek Life-coordinated events and to record attendance of Greek organizations at Greek Council meetings and functions

Treasurer

- Creates and maintains the Greek Life budget
- Collects semester dues and, as ordered, fines from Greek organizations
- Presents a budget report at all Greek Council meetings

Public Relations Chair

- Maintains and promptly updates all necessary Greek Life information and publications on the Austin College website and within the Greek Community

Greek Review Board

The Greek Review Board was established in the spring of 2003. It is chaired by the Greek Council Vice President and composed of nine Greek members elected by the organizations. The Greek Review Board resolves minor violations and administers policies concerning the Greek Community by upholding the high ideals and standards set forth by the Greek community. The Greek Review Board works to improve the image of the Greek community, by fostering a sense of accountability and responsibility within the Greek community, by ensuring fairness of conduct throughout the Greek community, and by educating individuals and organizations in making ethical decisions. The Greek Review Board is also responsible for the charter renewal process for all fraternities and sororities at Austin College.

Greek Alumni Advisory Board (GAAB)

- I. Mission Statement
Provides a connection to the past, and ensures better cooperation and communication between and among Austin College and the Austin College Greek community.
- II. Purpose
 - Provide counsel to help strengthen individual organization's contribution to Austin College and to each member.
 - Maintain reference source to history of individual organization for current members.
 - Foster improvement of Austin College Greek program.
 - Recognition of individual Greek organization goals, governance and philosophy.
- III. Membership

Each chartered fraternity and sorority at Austin College may be represented on the GAAB by up to three (3) members (hereinafter referred to as "Representatives"). A Representative shall be a graduate of Austin College or was a student at Austin College for a period of at least one (1) year. The GAAB endeavors to have age diversity in the composition of the Organization. To fulfill this goal, each organization shall strive to meet the following criteria with regard to its Representatives:

1. 1 Alumnus – 1 year to 4 years since graduation from Austin College;
 2. 1 Alumnus – 5 to 9 years since graduation from Austin College; and
 3. 1 Alumnus – 10 years+ since graduation from Austin College.
- A. A chartered fraternity or sorority that does not have alumni that fall into one or more of the criteria may petition in writing to the Director of Student Activities for a waiver to the tiered membership structure presented above.
 - B. Membership term is for 2 consecutive years.
 - C. A board member may serve consecutive terms.
 - D. When an alumni representative no longer meets the obligations or expectations of either the GAAB or the undergraduate Greek organization, it will be the responsibility of the undergraduate Greek organization to find a replacement for said alumnus.

MEMBERSHIP

This section outlines the requirements for sustaining your Greek organization. If your organization fails to meet the minimum membership requirements, such as failing to meet the number of active members required (six), failing to have a sponsor, failing to have an all-campus event, failing to meet service requirements (at least three per year), and/or failing to offer and participate in membership development programs (at least three per year), then your organization risks probation, suspension and/or charter revocation.

Active Membership

A student that has been formally initiated into membership of a Greek organization remains a member in good standing if:

1. They maintain a C.G.P.A. of 2.0 or higher, and
2. They are not on academic probation, and
3. They are listed on their organization's renewal form each semester.

*Students that are active members of a group but are placed on disciplinary or academic probation may not hold a leadership position in the organization.

Low Membership Policy

If, in September of any year, or following spring Recruitment of the previous year, a group falls below six (6) members, the organization will be placed on probation with the following stipulations:

- I. The organization will participate in Fall Pick-up (See "Fall Pick-Up") and Spring Recruitment to bring their membership up to six active members. If they fail to do so, the following policy will be implemented:
 - a. The group's charter will be suspended for one full semester of the following academic year and the group will lose all privileges of a chartered organization.
 - b. Any group wishing to reactivate their charter must submit a membership list to the Director of Student Activities. On the list there must be a minimum of six full-time enrolled Austin College students. These students must be in good standing and have a minimum G.P.A. of 2.25.
 - c. The group must provide the Student Life Office with a revised constitution.
 - d. The group must provide the Student Life Office the names of two Austin College faculty or staff members who are willing to act as sponsors. A written statement from each sponsor explaining their goals for involvement with the organization must also be submitted.
 - e. The organization must submit a membership recruitment plan and membership involvement plan. These plans should outline how the organization plans on combating the problems that brought about their low membership status.
 - f. The organization will remain on provisional status for one year with reactivation of chartered status contingent on review by the Greek Council and Student Life Office.
- II. If no reapplication for a charter is made within two years from the time of suspension, the organization's charter will be revoked.

Greek Reinstatement Process (Reasons Other Than Low Membership)

- I. Any Greek Alumni Organization wishing to petition the College to reinstate their charter will need to follow the following process with the Student Life Office:
 - a. The Alumni Group Chair who will serve as the primary contact for Austin College and the Student Life Office during the reorganization process along with a minimum of two other alumni who will serve as support for the Alumni Chair during this reorganization process. Once these names are submitted to the Director of Student Activities, the reorganization process will begin between the College and the Greek alumni group.
 - b. Any alumni group wishing to reactivate their charter must submit a comprehensive plan that includes action oriented planning for membership recruitment, campus involvement, community service, membership development, and academic success prior to consideration for reinstatement by the college. This plan should also outline how the organization will work to combat the problems that brought about their suspension from the college. The plan is due to the Director of Student Activities by September 15th of the semester they are eligible to return to the Austin College campus and prior to any approved recruitment activities on campus.
 - c. A constitution is also due by September 15th of the semester the group returns to campus.
 - d. The group must provide the Student Life Office with the names of two Austin College faculty or staff members who are willing to act as sponsors by September 15th of the semester they are eligible to return to the Austin College campus. A written statement from each sponsor explaining their goals for involvement with the organization must also be submitted prior to any recruitment activities being held by the organization.
 - e. Once the plans are received and approved by the Student Life Office, the alumni will be allowed to hold information sessions during the fall in order to recruit the minimum six members (juniors & seniors) necessary to participate in spring recruitment activities. The alumni and any recruited members may participate in Round Robins in order to market the return of their Greek organization back to campus.
 - f. In order to participate in spring recruitment, there must be a minimum of six full-time enrolled Austin College students who have passed and completed 17 unit credits. These students must be in good standing and have a minimum C.G.P.A. of 2.25. They need to be recruited in the fall of the semester prior to participating in the first formal recruitment period.
 - g. The organization will remain on provisional status for one year with reactivation of chartered status contingent on review by the Greek Council and Student Life Office. During this year of provisional status the organization is to focus on recruitment, campus involvement, community service and academic success. No social functions will be approved during the first year of provisional status by the college.
- II. If no reapplication for a charter is made within two years of eligibility to return to campus, the organization's charter may be revoked.

Overview of the Timeline for Reactivation of Charter

The Alumni Group wishing to re-charter must first select an Alumni Chair and establish an advisory board. The names must be submitted to Director of Student Activities prior to the start of the reorganization process.

September 15:

1. Comprehensive Reorganization Plan submitted to Student Life Office.
2. Revised Constitution submitted to the Student Life Office.
3. Two sponsors (faculty/staff) identified and names submitted to the Student Life Office. The sponsor agreement forms will be sent by the Student Life Office to the sponsors once the names are received.

Same as All Groups:

1. Member Intake & Education Statement of Understanding due to Student Life Office.

December 1:

1. Minimum of 6 Upperclassmen who have passed and completed 17 unit credits with a minimum of a C.G.P.A. of 2.25 and in good standing with the college identified by the alumni organization and names given to the Director of Student Activities for verification.

Disaffiliation

An active member may choose to disaffiliate from their organization. Disaffiliation is defined as ending ones membership in an organization. To officially disaffiliate from an organization a member must submit to the Director of Student Activities a letter outlining the reason why s/he is choosing to disaffiliate. Once received, the student will be removed from the roster of that organization.

Patrons

An organization may recognize outstanding alumni, faculty, staff and/or community members as patrons. Patrons are usually chosen for outstanding service to the organization and/or its philanthropies.

SPONSORSHIP

Each student organization must have a sponsor who is approved by the Student Life Office. A sponsor serves to provide advice and assistance to the organization. An organization may have more than one sponsor. Each sponsor must be a member of the Austin College faculty and/or staff. If the organization is without a sponsor for one full semester, the organization's charter may be suspended and/or revoked.

Role of a Sponsor

Sponsors serve as a liaison between the organization and the administration, faculty and staff. The Student Life Office should be notified in the event that the organization and the sponsor have serious disagreements concerning the organization's activities. Each sponsor is responsible for rendering advice, suggestions, and help consistent with college standards and policies.

A chartered organization is responsible for keeping their sponsor aware of all of the organization's activities. The organization should also invite the sponsor to all of its forthcoming events including social activities. The faculty and staff sponsors are encouraged to attend all major events of the organization and should attempt to attend other events as time allows.

The organization is responsible for all of its activities and is expected to adhere to all policies. In carrying out its responsibilities for planning and executing functions according to policies of the college, it is expected that the organization leadership will consult with its sponsor.

Changing Sponsors

To change sponsors an organization will need to submit the name of the new sponsor to the Student Life Office for approval. In the regular academic year no organization may be without an approved sponsor for more than one semester without revocation of selected privileges.

Lack of Sponsor Policy

When a Greek organization is without a sponsor:

During the first semester:

1. The organization must meet with the Director of Student Activities to develop a plan to select a new sponsor.
2. The organization may continue to participate in functions and activities as an organization in good standing is allowed.

After two months:

1. Social functions with alcohol will not be approved,
2. Bulletin board space will be revoked,
3. Participation in the recruitment and intake process will be terminated
4. Any potential members will not be initiated.

After one full semester:

1. The organization's charter may be suspended or revoked.

RECRUITMENT

This process is where students interested in joining a Greek organization are invited to attend recruitment socials designed to introduce them to select organizations. Socials must be alcohol free. (For more information see the Recruitment and Alcohol section of this handbook.)

Students who fail to, or are not eligible to participate in the Recruitment Process will not be allowed to participate in initiation, or be taken as members of an organization. Students are eligible to participate in the Recruitment process if they:

1. Are not on academic or disciplinary probation;

2. Have a minimum C.G.P.A of 2.25 by the end of the fall semester prior to the recruitment process; Jan Term grades will not count toward the GPA eligibility requirement.
3. Are a regularly enrolled full-time undergraduate student of Austin College;
4. Have attended Austin College for at least one 14-week term; and
5. Have registered for Recruitment as prescribed by the Student Life Office.
6. Have completed the My Student Body alcohol education program and the Campus Clarity Think about It Sexual Misconduct online courses.

General Recruitment Rules

1. Fraternity and sorority members may not degrade another organization by written, spoken, or implied word or deed at any point in the presence of a non-affiliated student.
2. Fraternity and sorority members may not promise a bid for membership to any non-affiliated student.
3. Fraternity and sorority members shall not commit such acts which may impede a non-affiliated student's free choice of association such as, but not limited to, discouraging away from or encouraging towards, any particular organization.
4. Fraternities and sororities may sponsor activities during the fall semester and January Term where non-affiliated students are invited to meet current members but alcohol may not be present during any part of the activity.
5. Active members may not entertain (dinners, athletic events, etc.) or socialize with prospective members of the same gender during the designated recruitment process "Formal Recruitment Week", except during their Formal Recruitment Party.
6. Alcohol may not be present during any Recruitment activity.

Criticism of an organization's method of recruitment or complaints filed about a recruitment rule (i.e., "Dirty Recruitment") should be submitted in writing to the Vice President of the Greek Council for review. All recommendations made by the Greek Council will be forwarded through the Greek Review Board process. Organizations in violation of the Recruitment and initiation process will risk sanctions, including Charter Revocation.

BID DAY WORKSHOP

This workshop is designed by the Student Life Office in conjunction with the Greek Council to provide necessary information to those students seeking to join a fraternity or sorority. Topics usually include initiation process rules and regulations, Texas State Hazing Statute, Making Good Choices, Academic Success, and resources available during the intake process. Attendance at this workshop is required for all students planning to become a member of a Greek organization. A make-up bid day workshop will be offered the Monday following the bid day workshop for those potential members who were unable to attend due to emergency situations. However, no person is permitted to attend any organizational activities until they have attended the make-up workshop. Attendance at organization events prior to attending the make-up workshop or failure to attend either the workshop or make-up workshop entirely will result in the immediate removal of your affiliation with the organization.

Seven Basic Expectations for Greek Membership

A Statement of Greek Values and Ethics

- I. I will know and understand the ideals expressed in the mission of my organization's charter and will strive to incorporate them in my daily life.
- II. I will strive for academic achievement and practice academic integrity.
- III. I will respect the dignity of all persons; therefore, I will not physically, mentally, psychologically or sexually abuse or haze any human being.
- IV. I will protect the health and safety of all human beings.
- V. I will meet my financial obligations in a timely manner.
- VI. I will neither use nor support the use of illegal (or un-prescribed) drugs; I will neither misuse nor support the misuse of alcohol.
- VII. I will challenge my members to abide by these Greek membership expectations and confront those who violate them.

INITIATION

Initiation takes place on Bid Day, with full membership status being bestowed upon each individual as they become an active member. Initiations must be planned and carried out in accordance to all Austin College policies, local, state, and federal laws.

FALL PICK-UP

This procedure affords Greek organizations the ability to, during the fall semester, induct junior and senior members who are otherwise eligible for Recruitment. A Greek organization can participate in the Fall Pick-up procedure if they meet any of the following criteria:

1. Low membership—the organization has a membership of 5 or less.
2. The student interested in joining the Greek organization is of junior or senior status and meets the requirements listed below to become a member.
 - a. Are not on academic or disciplinary probation;
 - b. Have a minimum C.G.P.A of 2.25 by the end of the fall semester prior to the recruitment process; Jan Term grades will not count toward the GPA eligibility requirement.
 - c. Are a regularly enrolled full-time undergraduate student of Austin College;
 - d. Have attended Austin College for at least one 14-week term; and
 - e. Have registered for Recruitment as prescribed by the Student Life Office.
 - f. Have completed the My Student Body alcohol education program and the Campus Clarity Think about It Sexual Misconduct online courses.

RECRUITMENT AND ALCOHOL

- A. No alcohol may be served, possessed or consumed at any location where these events are held.
- B. During recruitment, no organization or member of an organization can fraternize either formally or informally with any prospective member where alcohol is served, possessed or consumed by any organization member or prospective member. Prospective members, Greek members, and the organization will be held accountable for violations of this policy.

ORGANIZATION STANDARDS & PHILOSOPHY STATEMENT

(Taken from the Austin College Environment)

The emphasis of all programs and organizations with any members shall be on development of the spirit and understanding of the dignity and worth of each individual. In recognition of the historical abuses in this area and the potential for damage to the dignity of the individual, the College prohibits any activities by individuals or organizations that subjects individuals to physical pain, indignity or humiliation. Prohibited activities and practices include, but are not limited to; physical exercises, deprivation of normal sleep or rest, any form of corporal punishment, the placing of anyone in actual or simulated peril or jeopardy of health, illegal activities, any indecent activity, the public wearing of degrading apparel, any humiliating activities or any promiscuous sexual activity or event designed to promote sexual activity.

MEMBERSHIP DEVELOPMENT

All organizations and their members shall follow membership and initiation procedures. No organization is allowed to conduct an initiation program that will target newly added members to the organization. All organizations must be in compliance with Federal, State, and Local laws as well as Austin College policies regarding hazing, alcohol, sexual assault, etc. when conducting activities. Organizations must rather focus on a comprehensive, continual membership development program with the mission of unifying and growing the organization without creating an environment that could be considered harmful and/or degrading, or condone activities that could be considered “pledging.”

HAZING

Texas State Hazing Law

ALL AUSTIN COLLEGE COMMUNITY MEMBERS ARE EXPECTED TO BE AWARE OF THIS LAW AND WILL BE EXPECTED TO UNDERSTAND HOW THEY AS INDIVIDUALS AND AS MEMBERS OF A GROUP ARE ACCOUNTABLE TO THIS LAW. IT WAS ADDED BY ACTS 1995, DURING THE 74TH LEGISLATIVE SESSION, CH. 260, § 1, AND WENT INTO FULL EFFECT MAY 30, 1995. THE STATUTE CAN BE FOUND UNDER SUBTITLE G. SAFE SCHOOLS, CHAPTER 37. DISCIPLINE; LAW AND ORDER; SUBCHAPTER F. HAZING IN THE TEXAS EDUCATION CODE DEFINITIONS

“Educational institution” includes a public or private high school, college or university

“Pledge” means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization.

“Pledging” means any action or activity related to becoming a member of an organization, or where an individual perceives an action or activity to be necessary for membership although it may be in a context outside of the pledging process.

“Student” is any person who is registered in or in attendance at an educational institution; or has been accepted for admission at the educational institution where the hazing incident occurs; or intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

“Organization” means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term 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 risk of harm or that adversely affects the mental or physical health or safety of the student; any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Personal Hazing Offense

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

The offense of failing to report hazing is a Class B misdemeanor

Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor.

Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor.

Any other offense under this section that causes the death of another is a state jail felony.

Except if an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on a person placed on community supervision under Section 11, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

Organization Hazing Offense

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

An offense under this section is a misdemeanor punishable by: a fine of not less than \$5,000 nor more than \$10,000; or if the court finds that the offense caused personal injury, property damage, or other loss, a fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

Consent Not a Defense

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

Immunity from Prosecution Available

In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the Dean of Students or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Offenses In Addition To Other Penal

This subchapter does not affect or repeal any penal law of this state. This subchapter does not limit or affect the right of an educational institution to enforce its own penalties against hazing

Reporting By Medical Authorities

A doctor or other medical practitioner who treats a student who may have been subjected to hazing activities: may report 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, unless the report is made in bad faith or with malice.

SEXUAL MISCONDUCT POLICY

Notice of Non-Discrimination

Austin College is committed to equal opportunity and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender, gender identity, sexual orientation, citizenship status, genetic information, status as a veteran, or any other characteristic that is protected by applicable state or federal law in its operations, employment opportunities, educational programs and related activities.

The Austin College Policy for Sexual Misconduct and Harassment (“Sexual Misconduct Policy”) applies to all applicants, students, faculty, administrators’ staff, guests and third parties.

Furthermore, the College forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or as a result of participating in an investigation of a complaint of discrimination or harassment.

The Human Resources Director has been designated to handle discrimination or harassment inquiries concerning the non-discrimination policy.

Title IX of the Educational Amendments of 1972 provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Title IX Coordinator has been designated to handle sex or gender-based inquiries regarding the non-discrimination policy

Policy Statement – Sexual Misconduct

Discrimination on the basis of sex or gender to include sexual misconduct (sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual violence and sexual exploitation), domestic violence, dating violence, stalking, or other forms of sexual violence or sex or gender-based harassment is a violation of The Sexual Misconduct Policy and will not be tolerated by the College. Furthermore, the College forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or participating in an investigation of a complaint of discrimination or harassment.

This Sexual Misconduct Policy applies to all applicants, students, faculty, staff, and third parties and applies regardless of the sexual orientation or gender identity of the parties. If you believe you have been subjected to sexual misconduct, you may report such conduct or file a complaint with the Title IX Coordinator.

Sexual Misconduct and Other Important Definitions

Austin College reaffirms its commitment to a campus community free from sexual misconduct in all of its forms. This commitment involves continuing efforts to eliminate all forms of harassment, sexual misconduct, and interpersonal violence. These efforts include education and preventative programming, personnel training, establishment of procedures which ensure the protection of individual rights, and resources for those who believe they have experienced such conduct. Sexual misconduct may occur across a broad spectrum and between persons of the same or opposite sex. The College prohibits all variations of sexual misconduct.

The following is a non-exhaustive list of prohibited sexual misconduct, as well as important definitions.

Sexual Harassment

Sexual Harassment includes “sex-based harassment” and “gender-based harassment” and is any unwelcome conduct of a sexual nature, including, but not limited to, unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

Unwelcome Conduct

Conduct is considered “unwelcome” if a person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Hostile Environment

Hostile Environment exists when sexual harassment/misconduct is sufficiently serious to deny or limit a person’s ability to participate in or benefit from the College’s programs or activities. A hostile environment can be created by anyone involved in the College’s programs or activities. The College will work to make a reasonable determination if a hostile environment exists.

Quid Pro Quo Harassment

Quid Pro Quo Harassment may occur when anyone in a position of power or authority over another uses any academic or supervisory reward to subject such other person to unwanted sexual attention or subject such other person to verbal or physical conduct of a sexual nature. In general, quid pro quo sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature by one in a position of power or influence when:

1. Submission by an individual is made either as an explicit or implicit term of condition of employment or of academic standing; or
2. Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that student or employee.

Sexual Assault

Sexual Assault involves actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to: intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or rape, which consists of penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual assault can be committed by persons of the same sex as well as those of the opposite sex.

Students, faculty members and staff members should understand that forced or unwanted sexual intercourse or sexual contact (as defined above), whether it involves a stranger or an acquaintance, is sexual assault.

Sexual Exploitation and Intimidation

Sexual Exploitation and Intimidation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples could include prostitution, recording and/or distributing and/or viewing of images/audio of another person without their consent, and voyeurism. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned. Students, faculty members and staff members should understand that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be (or may become) a violation of the Sexual Misconduct Policy.

Stalking

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

Domestic and Intimate Partner Violence

Domestic and Intimate Partner Violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Texas.

Dating Violence

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic nature or intimate nature with the victim; and, whereas the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, and the frequency of interaction between the persons involved in the relationship.

Consent

Consent is knowing, voluntary, and clear permission to engage in sexual activity or contact. Each party is responsible for making certain consent is given and continued throughout the encounter. A person can withdraw consent at any time, through words or actions. Silence or absence of resistance does not constitute consent. Past consent does not confirm future consent; consent to specific activity does not imply consent to other activity; and consent with one person does not constitute consent with another person. Current or past relationships do not sufficiently constitute consent. Texas State law requires persons be 17 years of age to give consent. Consent cannot be given if force or threat of force has been used to coerce sexual activity or if a party is incapacitated.

Incapacitation

A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Such reasons for incapacitation include the use of drugs or alcohol either voluntarily or involuntarily, being asleep or unconscious, or an intellectual or other disability that prevents a party from having the capacity to consent. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual misconduct.

False Accusations

A false complaint of sexual misconduct can place a permanent stigma on a member of the Austin College community, regardless of the outcome of an investigation. Therefore, false accusations are prohibited and are violations of College policy. The College reserves the right to redress through appropriate College protocol any complaint, accusation, or testimony found through an investigation to be brought in bad faith or knowingly false. This provision does not apply to reports made in good faith, even if the allegations in the report are not substantiated through an investigation.

Retaliation

Retaliation is defined as any adverse action taken against a person either bringing a complaint of misconduct or accused of misconduct. Retaliation could include, but is not limited to, threats, intimidation, coercion or discriminatory action. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues a criminal charge is prohibited, and will not be tolerated. Retaliation against those accused of sexual misconduct is also prohibited.

Confidentiality

The College is committed to protecting the privacy of any individual(s) involved in allegations of sexual misconduct. Should a reporter/complainant choose to make a report/bring a formal complaint, investigations of sexual misconduct are done so with respect for confidentiality. Every effort will be made to ensure confidentiality to the extent feasible in order to allow the College to conduct a thorough review of allegation(s). Names and details of the incident will not be shared with anyone outside of the investigative effort, hearing process, and will only be shared with those who must know in order to assist in the review, investigation or resolution of a report. If the complainant requests confidentiality, the Title IX Coordinator will weigh the request for confidentiality or no investigation against the College's ability to conduct an investigation without revealing identifiable information, the seriousness of the alleged conduct, and the threat to the College community.

It is important to remember when sharing an incident that different employees have different responsibilities regarding confidentiality. As noted herein, responsible employees are required to report all details of an incident (including the identities of both the complainant and the alleged perpetrator) to the Title IX Coordinator.

RISK MANAGEMENT

To reinforce adherence to Federal, State, and Local laws and Austin College policies regarding hazing, sexual misconduct, alcohol, illegal substance usage, or any behavior and activity conflicting with these laws and policies.

GREEK SOCIALS & ALCOHOL

Student Organizations and Alcohol

- A. Student organizations may host events at which alcoholic beverages are present only when they have received approval from the College and the event is held at a Third Party Vendor location.
- B. No events with alcohol may occur between Opening of School through Formal Recruitment in the spring.
- C. To receive approval for an event in which alcohol will be present, student organizations must:
 1. Complete and submit to the Director of Student Activities a Social Notification Form.
 2. Receive a confirmation of approval from the Director of Student Activities. Confirmation of approval will come in the form of a letter from the Director of Student Activities.

The only Event at which alcohol will be approved by Austin College will be one held at a Third Party Vendor location or the Pouch Club on Campus (see the description below).

Third Party Vendor

- A. The host organization contracts with a vendor to sell alcoholic beverages as a cash operation at the vendor's establishment (i.e. using the Pouch Club for the event).

- B. Only the vendor may sell and distribute alcoholic beverages. No member or guest may sell or distribute alcoholic beverages at this type of event.
- C. No student activity fee monies may be used for the purchase of alcohol.

Publicity of Alcohol

On-campus promotion is not allowed for off-campus events where alcohol will be served, possessed or consumed, except for College approved events. Student organizations that have received College approval for an event may then publicize the event on their Student Organization Bulletin Board only (Please refer to the Bulletin Board policy in the Student Organization Handbook).

Sanctions

A violation by a student organization/group includes, but is not limited to:

1. First Offense
 - A. \$200.00 fine to be paid within 30 days of the sanction being imposed.
 - B. Social probation for 60 days beginning the date the sanction is imposed. Probation days occur while the College is in session, not including summer session.
 - C. 20 hours of community service to be completed by the student organization within 30 days of the date the sanction is imposed. These hours are to be completed while the College is in session, not including summer session. 70% of the membership must be involved in the completion of the 20 hours of community service.
 - D. After social privileges are restored, the first College approved event involving alcohol must be through a third party vendor.
 - E. If after 120 days the student organization has not been in violation of the Austin College Alcohol policy, the student organization may request a 50% refund of the fine.
2. Second Offense/First Offense - Other Drug
 - A. \$350.00 fine to be paid within 60 days of the sanction being imposed.
 - B. Social Probation for 120 days beginning the date the sanction is imposed. Probation days occur while the College is in session, not including summer session.
 - C. 40 hours of community service to be completed by the student organization within 60 days of the date this sanction is imposed. These hours are to be completed while the College is in session, not including summer session. 80% of the membership must be involved in the completion of the 40 hours of community service.
 - D. After social privileges are restored the first three College approved events involving alcohol must be through a third party vendor.
 - E. If after 180 days the student organization has not been in violation of the Austin College policy, the student organization may request a 50% refund of the fine.

3. Third Offense/Second Offense - Other Drug
 - A. \$500.00 fine to be paid within 90 days of the sanction being imposed
 - B. Deferred Charter Revocation for 180 days beginning the date the sanction is imposed. Deferred Charter Revocation status occurs while the College is in session, not including summer session
 - C. 60 hours of community service are to be completed by the organization within 60 days of the date the sanction is imposed. These hours to be completed while the College is in session, not including summer session. 100% of the membership must be involved in the completion of the community service.
 - D. After social privileges are restored, all College approved events involving alcohol for 180 days must be through a third party vendor.
4. Fourth Offense/Third Offense - Other Drug
 - A. Student Organization has its charter revoked.
 - B. A student organization may be referred to a reflection session based in the recommendation of an Austin College Staff member.
 - C. Typically, the record of a violation will remain active in the organization's discipline file for four academic years.
 - D. The record of the violation will remain in the student organization's file as historical data.
 - E. If the violation involved a non-College-approved event, fines are doubled.

AUSTIN COLLEGE SIDEWALK CHALK POLICY

Registering to chalk sidewalks at Austin College

1. Only chartered student organizations are permitted to chalk sidewalks at Austin College.
2. Chartered student organizations that wish to publicize their events using sidewalk chalk must be in good standing with the college.
3. Chartered Student organizations that wish to publicize their events using sidewalk chalk must fill out an Austin College Event Planning / Facility Request Form with the Wright Campus Center office.

Policy for chalking sidewalks at Austin College

1. Organizations are not allowed to chalk more than seven days from the date of the event being publicized. Chalk should needs to then be cleaned off within a week of the event being publicized.
2. Organizations may not chalk the interior or exterior of any campus building or building marker/sign.
3. Organizations will not chalk any sidewalk immediately surrounding the Administration Building, Wynne Chapel, any fountain on campus or the steps leading up to the Wright Campus Center under the porte-cochere.
4. Organizations will not display anything that might be judged as obscene or offensive to other individuals or groups or that contains any reference to alcoholic beverages.
5. Organizations will not display anything depicting a flagrant violation of the Non Academic Student Code of Conduct.
6. Organizations will not display anything that may cause embarrassment to the Austin College community.
7. Violations to the policy may result in:
 - a. Loss of privileges to chalk sidewalks for academic year.
 - b. Minimum cleaning fine of \$50
 - c. Loss of privileges to chalk sidewalks for academic year and minimum cleaning fine of \$50
8. Violations of this policy should be reported to the Greek Review Board. If the organization wishes to appeal the decision, the Director of Student Activities will hear the case and make the final decision.

STUDENT ORGANIZATION SIDEWALKS

The policy of the College allows student organizations to paint an assigned section of the designated sidewalk using their colors and slogans. The sidewalk on the north side of the Library that runs west to east is the designated sidewalk allowed for this activity.

Organizations may apply to paint a sidewalk section through the Student Life Office; all sections are assigned on a first come, first serve basis. All guidelines must be followed if an organization chooses to paint a section of the sidewalk:

1. The designated timetable to work on the sidewalk will be the second week following spring break. No other time will be approved. Organizations in violation of the timetable will lose their sidewalk section for a minimum of two years.
2. Organizations must sign up with the Director of Student Activities, in the Student Life Office, prior to commencing work on their designated section of the sidewalk.
3. Student Life will provide each organization with proper written instructions, including which type of paints to use, how to mix sand into paint, explaining the setting and drying process, facilitating clean up, and the organizations responsibility and respect for others' sections.
4. Organizations are responsible for incurred painting costs and clean-up costs with sidewalk activities. This includes materials, such as paint, sand, varnish, basecoats, wash bins, etc. clean up, and rectifying any damages. Organizations are encouraged to cooperate with other organizations to help minimize costs.

5. All sidewalks must be covered with a base of nonskid paint. For designs or trim, it is recommended that organizations add sand to the paint to maintain the nonskid surface.
6. When painting is in progress, the work area should be roped off and clearly marked as "work in progress" and/or "wet paint."
7. All organization must submit design ideas to the Director of Student Activities for approval prior to commencing work on their designated section of the sidewalk. All designs must be in good taste and should not be offensive to any individual or group.
8. If the number of organizations wanting sidewalk space exceeds the available space, a lottery system will be implemented.
9. Any questions or issues regarding sidewalks should be addressed to the Director of Student Activities.
10. Cost of damages for repaired by or cleaned-up by college personnel, will be billed to the responsible organizations. Organizations will be held jointly responsible for all damages that cannot be attributed to any particular organization.

RULES AND PROCEDURES FOR ORGANIZATIONS IN INTEREST GROUP STATUS, PROVISIONAL, AND CHARTERED STATUS

Interest Group Status

An organization is considered an Interest Group until it is approved by Student Life for provisional chartered status. During the interest group phase, organizations cannot use the college name, cannot fundraise, and cannot sponsor or promote programs. The primary privilege of an Interest Group is the ability to meet as an organization for the purpose of creating or revising the charter application and its subsequent forms.

Once an acceptable chartering application is agreed upon by Student Life, and the organization, Greek Review Board will vote either to recommend the organization for provisional status or recommend to deny provisional status. The charter application will then be passed on to Student Assembly to review. Student Assembly will vote either to recommend the organization for provisional status or recommend to deny provisional status. The charter application will then be passed on to Student Life for review by the Student Life Advisory Committee.

If the Student Life Advisory Committee recommends the application, the applications is then referred to the Senior Leadership Team for provisional status.

Provisional Status

Under provisional status, the organization can use the Austin College name only with approval of the Dean of Students. Student Activity Fee appropriations are not available to organizations with provisional status, but other means of fundraising is allowed with authorization from Student Life. Organizations with provisional status are allowed to use college meeting facilities for meetings and can request a table in the WCC for promotional uses. The organization is allowed to sponsor programs and events only with approval from Student Life. If monetary support is needed for a program, the Dean of Students should be contacted.

Organizations with provisional status must keep accurate records of attendance, activities, fiscal records, and sources of income during the entire provisional charter period.

After being on provisional status for one semester, from the date of approval by the Senior Leadership, the organization can apply for chartered status. If the organization wishes to receive SAF appropriations, then a revised constitution must be submitted along with attendance records, past activities, fiscal records with sources of income during the provisional status period, and an updated membership and officer roster. The organization will be reviewed on five main criteria:

1. Fiscal responsibilities during provisional status, and whether there is a valid need for SAF appropriations
2. Activities during the provisional status
3. Fulfillment of the organization's purpose, as stated in their charter application
4. Adequate/balanced membership

5. Considering the above criteria, is the organization a beneficial addition to the Austin College community?

The charter will then be reviewed by the Student Life Advisory Committee, and either recommended for or against granting a charter. The application will continue to the Senior Leadership for approval.

Chartered Organization Status

From the date of Senior Leadership approval, the organization is officially a chartered organization of Austin College, obtaining all privileges of chartered organizations, including:

1. Ability to apply for SAF appropriations
2. Use of the College name in publicity and press releases
3. Listing in College Publications, and
4. Eligibility for bulletin board space in the WCC
5. Use of all College facilities
6. Use of an organizational mailbox
7. Ability to program and hold events and activities

Chartered organizations which choose to utilize Student Activity Fee money are not allowed to collect dues or charge admission to any members of the Austin College community. Fundraising is allowed, but ALL profits must be donated to charity. If organizations are deemed fiscally irresponsible by Student Assembly, then the organization may be placed on probationary status. During probationary status, the organization will not be able to receive SAF appropriations.

If an organization with provisional status is denied charter status, the organization can re-apply to become a chartered student organization after one semester's length of time. Organizations may re-apply as many times as they wish.

All chartered organizations are required to submit a renewal form each semester (to be administered by Student Life). These must be completed in full and returned to Student Life by the second full week of both the fall and spring semesters. If for any reason an organization fails to submit a renewal form for two consecutive semesters, the organization will become inactive, losing all SAF appropriations. If an organization is inactive, a meeting must be held with the Dean of Students, renewal forms must be completed, and adequate interest in the organization must be shown before being activated as a chartered organization. If an organization is inactive for over one year (three semesters since a charter renewal form had been completed) the organization's charter will be suspended and the organization must repeat the chartering process to regain the charter. These guidelines ensure that there is sufficient interest throughout the Austin College community in an organization."

CHARTER RENEWAL PROCESS FOR GREEK ORGANIZATIONS

Any Greek Organization which is in the currently active charter file, maintained by the Student Life Office, will be considered an active organization. By the second week of the fall semester, all organizations who wish to remain actively chartered are to provide the Student Life Office with a Charter Renewal Form which includes current officers, current membership, current sponsors, and a list of organizational activities for the preceding year and the approximate number of meetings during the past year.

In the spring semester, a copy of the fall renewal information will be sent to each group requesting them to update the renewal form with any necessary changes. This updated form must be returned, no later than the second Friday of the spring semester to the Student Life Office to remain an active organization.

Minimum Requirement for Sustaining a Greek Organization Annually

1. Every Organization must have a minimum of six members
2. Every Organization must submit a Charter Renewal Form by 12th day of Class
3. Every organization must attend Greek Council meetings via its president.
4. Every Organization must have a faculty/staff sponsor.
5. Each Greek Organization must host at least one all campus social event per academic year on campus. This event must be non-alcoholic in nature and open to the entire Austin College community.
6. Each Greek organization must complete a minimum of three (3) service projects per academic year with at least one service projected per academic semester. (No group can do all three in one term.)
7. Each Greek organization must offer three (3) membership development programs for its membership throughout the academic year.
8. Every Organization must complete the Charter Review Process once every four years.

THE CHARTER REVIEW PROCESS

Every four years, the Greek Review Board reviews the activities of the fraternities and sororities that make up the Greek System at Austin College.

Role of the Greek Review Board during Charter Review

The Greek Review Board chaired by the Greek Council Vice President and composed of nine Greek members elected by the organizations through Greek Council will review the organization based on the following items submitted:

1. A list of current officers, current members, and their sponsor(s).
2. A list of all activities (service projects, membership development programs and all-campus events) sponsored and cosponsored by the organization for the past four years.
3. A copy of the organization's constitution.
4. A written statement explaining how the organization has been fulfilling its purpose statement from its constitution.
5. A list of goals for the coming year must also be provided.



GREEK COMMUNITY STANDARDS OF EXCELLENCE

The Standards of Excellence is developed by students and supported by the College.

July 2016

Summary

The Greek Community Standards of Excellence were created in order to emphasize shared outcomes and improve the common experience of fraternities and sororities at Austin College. The Standards of Excellence were designed by the Greek community to be a self-governing guide and an evaluation tool for each organization. The Standards of Excellence results will be used each year for the means of self-evaluation with feedback from Student Life to encourage both development and growth.

Purpose

There are several objectives that are accomplished through the Standards of Excellence:

1. To provide each organization with a means of self-evaluation.
2. To promote a common level of excellence and expectation for all fraternities and sororities at Austin College.
3. To emphasize the importance of scholarship, leadership, management, recruitment, membership development, service and philanthropy while making a positive contribution to the social environment of Austin College
4. To provide Greek Review Board with recommendation for the annual charter review process.
5. To improve the overall quality of the fraternity and sorority experience at Austin College.

Overview

All fraternities and sororities will participate in the ongoing reporting and self-evaluation based on the following criteria:

1. Scholarship
2. Leadership
3. Organizational Management
4. Recruitment and Membership Development
5. Service and Philanthropy

It is the responsibility of each organization to ensure that work in each of these areas is completed, and that the required documentation and verification are submitted in a timely manner and are recorded in the Greek Standards of Excellence Record Book.

Instructions

Each group shall submit the criteria via an SOE report form, which is available on the Greek Life website. All report forms must be submitted within 1 week after the event or by the announced deadline. It is highly recommended that each organization designate an officer responsible for submitting forms.

There are a total of **65** items divided amongst the five categories of criteria which an organization may receive credit for, of which **45** must be completed to remain in Good Standing as a Chartered Greek Organization at Austin College. Among the items that may count towards completion are 15 bonus items that will not count against the total of items completed, but can count for items not attained out of the 65 obligatory items.

SOE forms will be evaluated throughout the year by the Greek Review Board. All forms must be submitted by April 10th. A final report on each group will be done by the Greek Executive Council with Director of Student Activities and issued by the last week of April.

Explanation of Organization Standing

Good Standing:

Organizations that have completed the minimal requirement of 45 items as outlined in the Greek Community Standards of Excellence, by the deadline for submission in April will maintain Good Standing as a Chartered Greek Organization. The organization should also demonstrate improvement and growth from the previous year in areas suggested in the previous year's evaluation. Organizations in Good Standing will receive all rights and privileges associated with membership in Greek Council and retain recognition by Austin College as a Chartered Greek Organization.

Repercussions for Insufficient Completion:

- **First Year of Insufficient Completion**
 - Organization will serve a 60-day Social Probationary Period at the beginning of the following Academic Year.
 - Submit an improvement plan for each area of insufficient completion to the Director of Student Activities.
 - Arrange a meeting with the Director of Student Activities to discuss potential areas and methods of improvement.
- **Second Consecutive Year of Insufficient Completion**
 - Organization will serve a 120-day Social Probationary Period at the beginning of the following Academic Year.
 - Submit an improvement plan for each area of insufficient completion to the Director of Student Activities.
 - Arrange a meeting with the Director of Student Activities to discuss potential areas and methods of improvement.
 - Organization must exhibit improvement in their completion of the Standards of Excellence in at least one area the organization was deemed to need improvement from the previous year.
- **Third Consecutive Year of Insufficient Completion**
 - Submit an improvement plan for each area of insufficient completion to the Director of Student Activities.
 - Arrange a meeting with the Director of Student Activities to discuss potential areas and methods of improvement.
 - Organization will be placed on Deferred Charter Suspension status, meaning the organization's charter may be suspended if they do not comply with the following:
 - Organization must exhibit substantial improvement in their completion of the Standards of Excellence, completing at least 20% more than the previous year.
 - Organization will serve a Social Probationary Period for the duration of the following Academic Year.
- **Fourth Consecutive Year of Insufficient Completion**
 - Organization will have their charter suspended for a minimum three year period. At the end of that period, the organization must repeat the formal chartering process to regain their charter.

Recognition as a Chartered Greek Organization

Recognition by Austin College and Greek Council as a Chartered Greek Organization provides fraternities and sororities with the following:

1. Support from Student Engagement, Enrichment, and Development in planning and providing quality programs for members.
2. Access to and use of Austin College organizational webpages.
3. Access to Austin College staff and resources.
4. Use of Austin College facilities for official organization functions.
5. Participation in the official membership recruitment programs as promoted and monitored by Greek Council.
6. Participation in the educational, social, and recreational programs and activities that are provided for Greek Organizations.
7. Access to Austin College Alumni Engagement to identify and communicate with individual organization alumni.
8. Training & support to officers on policies, procedures, and Greek organization management.
9. Access to leadership training, educational programs, and participation in the leadership programming offered to all organizations.
10. Use of the College name in publicity, press releases, and the privilege of being listed in College publications.

Definition of Terms

Active Member: A student that has been formally initiated into membership of a Greek organization remains a member in good standing if they maintain a C.G.P.A. of 2.0 or higher, are not on academic probation, and are listed on their organization's renewal form each semester. Students that are active members of a group but are placed on disciplinary or academic probation may not hold a leadership position in the organization. Further, once members have graduated, they will no longer be considered active members.

Hosting: Hosting is planning, promoting, financing, and implementing an event or activity by an organization for either its members or the campus community at large.

Attending: Attending is participating in an event that was planned, promoted, financed, and implemented by another organization or department.

Co-Hosting/Cooperating: Co-Hosting or cooperating is planning, promoting, financing, and implementing an event, or activity with another Greek Organization, student organization, or department.

Philanthropy: A Philanthropy Event is an organization planning an event or participating in a community event to raise money for a cause or non-profit organization.

Service Project: A Service Project is planned, promoted, financed, and implemented by an organization for attendance by its members or the campus community at large where time and talent are used in hands-on service for a cause and does not involve raising funds of any kind.

Scholarship

- 1. Organization GPA** Semesterly
Organizations maintain an average semester GPA that is equal to or greater than 2.75.

Documentation Needed: None – Student Life will verify.

- 2. Academic Plan** Yearly
Organizations create a plan for assisting members who are struggling academically and also encourage regular class attendance. This plan may be drafted with assistance from either Student Life or the Academic Skills Center. This plan must also be submitted to the Director of Student Activities by the 3rd Greek Council Meeting of the Fall Semester.

Documentation Needed: (1) Copy of Academic Plan; (2) Student Life will verify timely submission.

- 3. Organization Study Sessions** Semesterly
Organizations actively participate in study sessions each semester in order to encourage proper studying habits and emphasize academic standards. At least 60% of active membership is required to attend each study session.

Documentation Needed: (1) Copy of meeting minutes or group email where study session was planned; (2) Evidence of study session (i.e. picture of group members studying); (3) Copy of attendance sheet from study sessions.

- 4. Academic/Educational Programs** Semesterly
Organizations encourage active members to attend and participate in academic and educational programs on campus. Academic programs can include, but are not limited to, information sessions sponsored by one of the campus services or various symposiums and seminars including guest speakers on campus.

Documentation Needed: At least three copies of meeting minutes or group emails where the information about programs was distributed to the group's active membership.

- 5. Bonus – All-Male/Female Average GPA** Semesterly
Organizations maintain an average semester GPA that is equal to or greater than the all-male average semester GPA for fraternities and the all-female average semester GPA for sororities.

Documentation Needed: None – Student Life will verify.

- 6. Bonus – Executive Officer GPA** Semesterly
Organization executive officers maintain an average semester GPA that is equal to or greater than 3.25.

Documentation Needed: (1) List of current executive officers and positions in accordance with organization constitution; (2) Student Life will verify GPA.

Leadership

- 7. On-Campus Involvement** **Yearly**
50% of the active membership of the organization is involved in other on-campus organizations or are involved in school sponsored co-curricular activities (i.e. choir, athletics, etc.).

Documentation Needed: (1) List of active membership and what organization or co-curricular they are currently involved in; (2) Evidence of active member's involvement (i.e. copy of email from organization sponsor verifying involvement).

- 8. Student Leadership** **Yearly**
20% of the active membership of the organization are currently serving in positions of student leadership, including, but not limited to, Residence Life, Student Assembly, or Peer Judicial Board, or in executive positions in other student organizations.

Documentation Needed: (1) List of active membership and what student leadership positions or student organization executive positions they hold; (2) Evidence of active member's involvement (i.e. copy of email from organization sponsor verifying leadership).

- 9. Campus Activities** **Semesterly**
Organizations encourage active members to attend and participate in on-campus activities such as those sponsored by Campus Activities Board or other student organizations (i.e. Roo Boo).

Documentation Needed: Copy of meeting minutes or group email where the information about the programs was distributed to the group's active membership.

- 10. Student Life Leadership Series** **Yearly**
60% of active membership of organization attends at least three Student Life Leadership Series programs for the purposes of promoting organization growth, maintenance, and development.

Documentation Needed: Copy of attendance sheet from each program attended.

- 11. Attendance at Athletic Events** **Semesterly**
60% of active membership of organization attends at least one Austin College athletic event each semester.

Documentation Needed: (1) Evidence of attendance at athletic event (i.e. picture of group members at athletic event); (2) Copy of attendance sheet from athletic event.

- 12. Greek Awards** **Yearly**
Organizations submit all nominations for the end of the year Greek Awards Banquet.

Documentation Needed: (1) Copy of award nominations; (2) Student Life will verify timely submission.

- 13. New Officer Training** **Yearly**
Organizations plan and participate in some form of new officer training activity at the end of the outgoing officers' terms where all outgoing and incoming officers are present. The new officer training activity may be done however the organization sees fit whether that be a meeting, retreat, etc.

Documentation Needed: (1) Copy of meeting minutes or retreat agenda for new officer training; (2) Evidence of new officer training session (i.e. picture of new officer training activity taking place); (3) Copy of attendance sheet from new officer training activity.

- 14. Bonus – On-Campus Involvement** **Yearly**
All active membership of the organization is involved in other on-campus organizations or are involved in school sponsored co-curricular activities (i.e. choir, athletics, etc.).

Documentation Needed: (1) List of active membership and what organization or co-curricular they are currently involved in; (2) Evidence of active member's involvement (i.e. copy of email from organization sponsor verifying involvement).

- 15. Bonus – Host Campus-Wide Event** **Yearly**
Organization hosts an all-campus event open to all students, faculty, and staff where at least 60% of the active membership are present. This campus-wide event can be, but is not limited to being, a social function or a program.

Documentation Needed: (1) Evidence of event being planned (i.e. copy of meeting minutes where event was planned); (2) Evidence of event taking place (i.e. picture of group members participating in event); (3) Copy of attendance sheet from event.

- 16. Bonus – Greek Review Board** **Yearly**
Organization has at least one active member on Greek Review Board.

Documentation Needed: None – Student Life will verify.

Organizational Management

- 17. Attendance at Greek Council Meetings (REQUIRED)** **Semesterly**
Organization presidents or a designated active member of organizations must be in attendance at all Greek Council meetings. Organization representatives are limited to two absences per semester from Greek Council meetings without penalty.

Documentation Needed: None – Student Life will verify.

- 18. Good Financial Standing (REQUIRED)** **Semesterly**
Organizations maintain a good financial standing with Greek Council throughout the course of the year by paying their dues by the date set forth by the Greek Council Treasurer each semester.

Documentation Needed: None – Student Life will verify.

- 19. Updated Copy of Constitution (REQUIRED)** **Yearly**
 Organizations submit an updated copy of their constitution to the Director of Student Activities by the 3rd Greek Council Meeting of the Fall Semester.
- Documentation Needed: (1) Copy of Updated Constitution; (2) Student Life will verify timely submission.*
- 20. Risk Management Plan** **Yearly**
 Organizations create a plan for addressing and handling potential illicit and inappropriate activities and behavior at their events. This plan may be drafted with assistance from Student Life and must also be submitted to the Director of Student Activities by the 3rd Greek Council Meeting of the Fall Semester.
- Documentation Needed: (1) Copy of Risk Management Plan; (2) Student Life will verify timely submission.*
- 21. Organization Goals** **Yearly**
 Organizations submit goals to the Director of Student Activities by the 3rd Greek Council Meeting of the Fall Semester for the purposes of self-feedback, self-evaluation, and organizational growth.
- Documentation Needed: (1) Copy of Organization Goals; (2) Student Life will verify timely submission.*
- 22. Submission of Previous Year's Evaluations (REQUIRED)** **Yearly**
 Organizations submit the previous year's evaluation of their Greek Standards of Excellence Record Book for the purpose of evaluating year to year trends and development within the organizations. Note: Will not be requested the first year of submission.
- Documentation Needed: Copy of previous year's evaluation sheets.*
- 23. Charter Renewal (REQUIRED)** **Semesterly**
 Organizations submit Charter Renewal Form by deadline handed down by the Director of Student Activities in order to maintain status as an active organization on campus.
- Documentation Needed: (1) Copy of Charter Renewal Form; (2) Student Life will verify timely submission.*
- 24. Mandatory Organization Meeting for Presidents** **Yearly**
 Organization president and/or other executive officer (if the president is absolutely unavailable) attends the beginning of the year Organization Meeting for Presidents for the purposes of receiving annual organizational updates from Student Life
- Documentation Needed: None – Student Life will verify.*

- 25. Organization Access to Constitution** **Yearly**
 Organization active members have access to the most recent draft of their organization's constitution.
- Documentation Needed: Evidence of the accessibility of the organization constitution (i.e. copy of email with the constitution as an attachment to the organization's active members).*
- 26. Organization Calendar** **Semesterly**
 Organization drafts a calendar of major events and functions at the beginning of each semester for the benefit of the active membership's personal organization.
- Documentation Needed: Evidence of the organization listing or documenting important dates (i.e. copy of email with a list of important dates to all of the organization's active members).*
- 27. Organization Budget** **Semesterly**
 Organization keeps records of how and when money was spent in order to maintain an effective budget and monitor the payment of dues by the active membership.
- Documentation Needed: Evidence of the organization budget (i.e. spreadsheet outlining how money was spent and how much was paid by each active into dues).*
- 28. Host All-Campus On-Campus Social Event** **Yearly**
 Organization hosts an all-campus, on-campus social event that is advertised and open to the entire student body and where at least 60% of the active membership are present.
- Documentation Needed: (1) Evidence of event being planned (i.e. copy of meeting minutes where event was planned); (2) Evidence of event taking place (i.e. picture of group members participating in event); (3) Copy of attendance sheet from event.*
- 29. Host/Attend Education or Career Program** **Yearly**
 Organization hosts or attends an educational or a career readiness and/or development program each year which may be open and advertised to all students, or solely for the benefit of its members where least 60% of the active membership are present. Approved programs may include, but are not limited to, guest speaker presentations, seminars, symposiums, resume building workshops, interview preparation and mock interviews, or securing internships. If hosting a program, consulting any one of the various campus services to assist with the presentation is highly encouraged.
- Documentation Needed: (1) Evidence of event being planned (i.e. copy of email coordinating with campus service); (2) Evidence of event taking place (i.e. picture of group members participating in event); (3) Copy of attendance sheet from event.*
- 30. Host/Attend Risk Management Program** **Yearly**
 Organization hosts or attends a risk management program each year which may be open and advertised to all students, or solely for the benefit of its members where least 60% of the active membership are present. Approved programs may include, but are not limited to, presentations on sexual assault, alcohol and/or drug abuse, or public safety. If hosting a program, consulting any one of the various campus services to assist with the presentation is highly encouraged.

Note: The mandatory Organization Meeting for Presidents and the Bid Day Workshops do not qualify.

Documentation Needed: (1) Evidence of event being planned (i.e. copy of email coordinating with campus service); (2) Evidence of event taking place (i.e. picture of group members participating in event); (3) Copy of attendance sheet from event.

- 31. Host Event/Program With Different Greek Organization** **Yearly**
- Organization hosts an event or program with another Greek organization each year which may be open and advertised to all students, or solely for the benefit of its members where least 60% of the active membership from both organizations are present. The event or program may be social, educational, or developmental in nature.

Documentation Needed: (1) Evidence of event being planned (i.e. copy of email coordinating with different Greek organization); (2) Evidence of event taking place (i.e. picture of group members participating in event); (3) Copy of attendance sheet from event from both organization.

- 32. Host Alumni Engagement Event/Program** **Yearly**
- Organization hosts an event or program for the benefit of maintaining effective alumni relationships where least 60% of the active membership is present. The event or program may be social, educational, or developmental in nature.

Documentation Needed: (1) Evidence of event being planned (i.e. copy of email to organization alumni informing them of the event); (2) Evidence of event taking place (i.e. picture of group members participating in event); (3) Copy of attendance sheet from event.

- 33. Alumni Relations** **Yearly**
- Organization maintains active and positive communication with their alumni for the benefit of maintaining effective alumni relationships.

Documentation Needed: At least three copies of emails where information pertaining to the Greek organization was distributed to the group's alumni.

- 34. Sponsor Relations** **Yearly**
- Organization maintains active and positive communication with their sponsor(s) for the benefit of maintaining effective sponsor relationship and for administrative guidance.

Documentation Needed: Verification from sponsor of regular communication with group (i.e. copy of email from sponsor verifying involvement).

35. Greek Week Participation

Yearly □

Organization actively participates in and contributes to at least 80% of Greek Week activities, with at least 50% of the active membership present at each event. Note: Lower attendance standard since these are daily activities over the course of the week during the academic year.

Documentation Needed: (1) Student Life will verify attendance at official events; (2) Evidence of participation in potentially uncoordinated events (i.e. picture of group members participating on Toga Day); (3) Copy of attendance sheet from each even attended.

- 36. Bonus – Host Two Additional Events/Programs With Different Greek Organizations** **Yearly**
Organization hosts at least two additional events or programs beyond the required one with different Greek organizations each year which may be open and advertised to all students, or solely for the benefit of its members where least 60% of the active membership from both organizations are present. The events or programs may be social, educational, or developmental in nature.

Documentation Needed: (1) Evidence of event being planned (i.e. copy of email coordinating with different Greek organization); (2) Evidence of event taking place (i.e. picture of group members participating in event); (3) Copy of attendance sheet from event from both organizations.

- 37. Bonus – Social Media Presence** **Yearly**
Organization maintains active and positive communication with their active membership over social media (i.e. Facebook groups) for the purposes of maintaining effective and simple communication within the organization.

Documentation Needed: Copy of group social media page (i.e. Facebook group page) with information pertaining to the Greek organization.

- 38. Bonus – Greek Week Champions** **Yearly**
Organization receives the highest point total at the conclusion of Greek Week activities and is declared Greek Week Champions.

Documentation Needed: None – Student Life will verify.

Recruitment and Membership Development

- 39. Discussion of Potential New Members** **Yearly**
Organization regularly discusses potential new members in order to encourage active recruitment initiative within the organization and to ensure the potential new members are in the best interest of the organization holistically.

Documentation Needed: At least three pieces of evidence of the discussion of potential new members (i.e. copy of meeting minutes where potential new members were discussed).

- 40. Promotion of Recruitment Events** **Yearly**
Organization regularly hosts events and programs for the purposes of recruitment which are both open and advertised to the entire student body or to interested potential new members. These events must also be in compliance with all Austin College policies.

Documentation Needed: At least three copies of emails where information about recruitment events was distributed.

41. Membership Development and Education Plan **Yearly**
Organizations create a plan for holistically developing and educating the active membership for the overall betterment of the organization while also assisting new members assimilate into the group after intake. This plan may be drafted with assistance from Student Life. This plan must also be submitted to the Director of Student Activities by the 3rd Greek Council Meeting of the Spring Semester.

Documentation Needed: (1) Copy of Membership Development and Education Plan; (2) Student Life will verify timely submission.

42. Presentation of Organization **Yearly**
Organizations offer a presentation to active membership after intake to provide them with information about core value sets, requirements, and other pertinent information about the group with all active members in attendance.

Documentation Needed: (1) Evidence of event being planned (i.e. copy of select/non-confidential PowerPoint pages from presentation); (2) Evidence of event taking place (i.e. picture of group members participating in event); (3) Copy of attendance sheet from event with all active members accounted for.

43. Membership Development Retreat **Semesterly**
Organizations plan and participate in some form of informal retreat for the purposes of membership development where at least 60% of active membership are present.

Documentation Needed: (1) Evidence of event being planned (i.e. copy of meeting minutes where event was planned); (2) Evidence of event taking place (i.e. picture of group members participating in event); (3) Copy of attendance sheet from event.

44. Participation in Official Recruitment Events **Yearly**
Organizations participate in all official recruitment events that are coordinated by Student Life including Round Robins, Informal Rush, Make-Up Round Robins, Formal Rush, and Bid Day Activities.

Documentation Needed: None – Student Life will verify.

45. Bonus – Retained Membership **Yearly**
Organizations retain at least 80% of their active membership from the previous year after graduation.

Documentation Needed: None – Student Life will verify.

Service and Philanthropy

- 46. Service and Philanthropy Plan** **Yearly**
Organizations create a plan for conducting service and philanthropy activities and events including what activities they would like to have and what the expected outcome is (ex: hosting a canned food drive and setting a goal for the amount of cans hoped to collect). This plan may be drafted with assistance from Student Life. This plan must also be submitted to the Director of Student Activities by the 3rd Greek Council Meeting of the Fall Semester.

Documentation Needed: (1) Copy of Service and Philanthropy Plan; (2) Student Life will verify timely submission.

- 47. Great Day of Service** **Yearly**
Organizations participate in Great Day of Service coordinated by the Service Station where at least 60% of active membership are present.

Documentation Needed: (1) Evidence of participation (i.e. copy of email from Service Station verifying involvement); (2) Evidence of event taking place (i.e. picture of group members participating in event); (3) Copy of attendance sheet from event.

- 48. Service Hours** **Semesterly**
Organization's active membership completes at least 5 service hours per member each semester.

Documentation Needed: Evidence of active membership's service hours (i.e. copy of spreadsheet where service hours were logged for each member).

- 49. Host Service and Philanthropy Events** **Yearly**
Organization hosts at least four service and/or philanthropy events where at least 60% of active membership are present. Organization must have at least one of these events be primarily service and one be primarily philanthropic with four total. At least one of the four total events must be in cooperation with another non-Greek student organization, one must be in partnership with a community organization, and one must be the organization alone.

Documentation Needed: (1) Evidence of event being planned (i.e. copy of meeting minutes where event was planned); (2) Evidence of event taking place (i.e. picture of group members participating in event); (3) Copy of attendance sheet from event (and other organization if done in cooperation). (COMMUNITY ORGANIZATION EVENT REQUIREMENT ONLY) Evidence of coordination with organization (i.e. copy of email cooperating with organization).

- 50. Bonus – Average 20 Service Hours Per Active Member** **Semesterly**
Organization's active memberships averages 20 hours of service per active member.

Documentation Needed: Evidence of active membership's service hours (i.e. copy of spreadsheet where service hours were logged for each member).

51. Bonus – Host National Service/Philanthropy Event

Yearly



Organization hosts a service and/or philanthropy event in partnership with a national organization where at least 60% of active membership are present.

Documentation Needed: (1) Evidence of event being planned (i.e. copy of meeting minutes where event was planned); (2) Evidence of coordination with organization (i.e. copy of email cooperating with organization); (3) Evidence of event taking place (i.e. picture of group members participating in event); (4) Copy of attendance sheet from event.