Welcome 2018 Mandatory Presidents’ Meeting
Guest Speakers

- Alumni Relations – Gillian Locke/Sarah Moore
glocke@austincollege.edu
- Mail and Printing Center – Carla /Melissa Holmes
acprinting@austincollege.edu
- Purchasing Office – Debra Reed
dreed@austincollege.edu
Charter Renewal Forms

- Fall Renewal needs to be completed by **Wednesday, September 5, 2018** by Noon
- Not turning in Renewal Forms
  - No Student Assembly funds
  - No Room Reservation availability
  - No Display Case
Sponsor Agreement Forms

- As part of ensuring each group is utilizing their sponsors while planning and organizing events, a yearly completion of the Sponsor Agreement form needs to be completed and submitted to the Student Life Office by Wednesday, September 5, 2018 by Noon
Student Organization Handbook


Important for the following information:
- Social notification forms
- Guidelines on Food for your events
- Room reservations
- How to negotiate contracts with outside guests and speakers
- Leadership Resources for your organizations
- Other important information for Student Organizations
Event Services

Reserving Event Spaces and Tabling
# Room Reservation Forms (Blue Form)

## Austin College Event Planning / Facility Request Form

**Directions:** This form, as completed, notifies the college of any and all proposed events. This form is to be completed and returned to the Wright Campus Center Office Rm. 148 at least one week prior to the event. This form does not relieve the organization of their responsibilities and duties. Remember all College policies and applicable laws must be followed.

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Organization / Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Expected # of Attendees</td>
</tr>
<tr>
<td>Contact Person</td>
<td>SEC Mailbox # or Address</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Set Up:
- Arrival time for Set Up:
- Conclusion time for Take Down:

### Room Setup Needs:
- Stage Dimension ___ x ___ panels
- Registration Table with ___ chairs
- Head Table for
- Piano
- Standing Podium
- Tabletop Lectern
- Marker Board or White Wooden Board
- Easel #
- Lobby Table with ___ chairs

### Security Service:
- Time building opened:
- Time building closed:

### Room Layout Preference (see page 2):
- Conference Style
- Classroom Style
- Theater Style
- Herringbone Style
- U-Shape
- Hollow Square
- T-Shape

*If special instructions need to be provided for your event, please attach to this form.*
Most popular setup for WCC 254A/B & 255

Only setup available for WCC 245

Hollow Square

Only setup available for WCC 231, also an option for WCC 254A/B or 255

U-shape

Conference Style

Only setup available for WCC 254A/B or 255

Classroom Style
Please do not rearrange furniture without letting the WCC Office know. This could affect other events with similar/same setup scheduled later.
HDMI or VGA connection?

<table>
<thead>
<tr>
<th>MEDIA SERVICES:</th>
<th>CD Player</th>
<th>Aux Cord (iPod cord)</th>
<th>Wired Mike #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projector</td>
<td>TV</td>
<td>DVD Player</td>
<td>Wireless Lapel Mike #</td>
</tr>
<tr>
<td>Projector</td>
<td>Sound System</td>
<td>Block Rocker (WCC only)</td>
<td>Wireless Hand Mike #</td>
</tr>
<tr>
<td>Screen</td>
<td>Mic. Stands</td>
<td>Straight #</td>
<td>Table#</td>
</tr>
</tbody>
</table>

*If you are using a Mac Laptop, you will be responsible for providing your own cables*

**Special Instructions / Other Needs:**

**OUTSIDE SERVICES:**
Do you plan to use Outside Contractors or Entertainment □ Yes □ No (If Yes, please attach a rider detailing Outside Services)

**FOOD SERVICE:**
(No outside food or drink permitted for events on campus ) □ Table Cloths - White
□ Table Skirting - White or Black

**ARAMEK CATER ALL EVENTS ON CAMPUS 903-813-2366**

**REQUIRED SIGNATURE**: (For students and student organizations doing research events or fundraising events)

Departmental Contact __________________________ Date __________ Fundraising Contact(Cary Wacker, Wortham 229) Date __________

**REQUIRED SIGNATURES: (FOR STUDENT ORGANIZATIONS)**

Organization Contact __________________________ Date __________ Sponsor __________________________ Date __________

**REQUIRED SIGNATURES:**
### Food Service

**MEDIA SERVICES:**
- [ ] CD Player
- [ ] Aux Cord (iPod cord)
- [ ] Wired Mike #
- [ ] TV
- [ ] VCR
- [ ] DVD Player
- [ ] Wireless Lapel Mike #
- [ ] Sound System
- [ ] Block Rocker (WCC only)
- [ ] Wireless Hand Mike #
- [ ] Mic. Stands
- [ ] Straight #
- [ ] Table #
- [ ] Media Staff

*If you are using a Mac Laptop, you will be responsible for providing your own cables*

**Special Instructions / Other Needs:**

**OUTSIDE SERVICES:**
Do you plan to use Outside Contractors or Entertainment? [ ] Yes [ ] No (If Yes, please attach a rider detailing Outside Services)

**FOOD SERVICE:**
(No outside food or drink permitted for events on campus)
- [ ] Table Cloths - White
- [ ] Table Skirting - White or Black
- [ ] Breaks (Drinks & Snacks)
- [ ] Buffet Meal
- [ ] Reception
- [ ] Carry Tray
- [ ] Served Meal

**ARAMARK CATERS ALL EVENTS ON CAMPUS  903-813-2366**

**REQUIRED SIGNATURE: (For students and student organizations doing research events or fundraising events)**

- Departmental Contact
- Date
- Fundraising Contact (Cary Wacker, Wortham 229)
- Date

**REQUIRED SIGNATURES: (FOR STUDENT ORGANIZATIONS)**

- Organization Contact
- Date
- Sponsor
- Date

**REQUIRED SIGNATURES:**
Required Signatures

**General Meetings**
- *Student MUST sign the reservation form*
- NO sponsor signature is needed for general meetings

**Table Requests**
- *Student MUST sign reservation form*
- *Sponsor MUST sign reservation form*
- IF this table is a **fundraising table** of any sort, Cary Wacker in the Wortham building MUST sign this request form
- Make sure student specifies if they want PUB lobby or MAIN lobby for their table location

**Other Requests** *Movies, socials, dances, game nights, dinners, shows, sporting events, comedians, bands, pool tournaments, etc)
- *Student MUST sign form*
- *Sponsor MUST sign form*
- IF this event is taking place in or right outside a **residence hall**, the **Area Coordinator** for that building MUST sign off on and approve the event
- IF this is a **fundraising event** of any sort, Cary Wacker in the Wortham building MUST sign off on the event

*IF a group states they do not have a sponsor or their sponsor is abroad or on sabbatical, they can see Sunita Nayani in the Student Life Office to sign off on the form. **Forms will NOT be processed if all required signatures are not on the form.***
### Required Signatures

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</table>

### FOOD SERVICE:

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<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Reception</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
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<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Served Meal</td>
<td>Yes</td>
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ARAMARK CATERS ALL EVENTS ON CAMPUS

### REQUIRED SIGNATURES: (For students and student organizations doing research or fundraising events)

Department: _______ Date: _______

Fundraising Contact (Cary Wacker, Wortham 229) Date: _______

### REQUIRED SIGNATURES: (FOR STUDENT ORGANIZATIONS)

Organization Contact: _______ Date: _______

Sponsor: _______ Date: _______
Advance Notice Required

- Blue forms must be turned in **7 days** prior to requested event – for small events using 1 room with no catering needs.

- For larger events (Mabee Hall, Sid Rich, Wynne Chapel, etc), forms need to be turned in **ASAP**. These need to get approved by other faculty and staff as it is outside of the WCC. (NOTE: Any events outside the WCC require IT assistance with media. **IT requires 2 business days’ notice of media or the request will not be accepted**).
Room Reservation Forms cannot be submitted before Sunday, August 26, 2018
As a contracted partner of the college, Aramark has the first right of refusal
  ◦ This means that they are the only ones providing food or snacks for all campus programming and events unless it is communicated to the Director of Dining Services for approval.
Guidelines on how to Order

- Go through the process for your event date, time, and location reserved with the WCC office.
- Call (903.813.2366) or stop by the Dining Services office (WCC 117) to speak with the Director of Food Services Thomas Hermanson (thermanson@austincollege.edu) at least 2 weeks in advance. He is your go to manager for organization events. You will need:
  - Your budget
  - The estimated number of people you would like to serve
  - An idea of what type of food you would like at your event
  - The time the food needs to be set by
- Thomas Hermanson will provide you with options for food that fits your budget.
- Fill out appropriate payment paperwork and have the Student Assembly VP of Finance sign off on the dining services payment form.
- Bring this form to Thomas Hermanson for payment of your food
Marketing for Events
Send email to: acstudents@austincollege.edu
Send email by 3pm
Email goes out at 4pm
Include Catchy Phrase (i.e. “Come Enjoy Some Games at CAB Game Night”)
Body of email should as you want to send the email. **Do not** write Please forward to students”
Email cab@austincollege.edu at least 2 weeks before day of event.

Events must be:
- open to all students
- non-alcoholic
- Must have defined location (Room Reservation Calendar) and time
- Title of Event

Email Composition:
- List Organization, Event Title, Location, and Time
Other Information

- Campus Organization Mailbox outside of the Student Life Office
- Student Organization Workroom
  - Located in the Adams Center
  - During normal hours, main door can allow you to access the Org Room
  - After Hours – Email Sunita with Student Name, ID # and Organization Affiliation (snayani@austincollege.edu)
- Financial Forms & Room Reservation forms can be found in the Student Life Office
- Pictures of Major events or group pictures for the website, please email Vicky Kirby at least 1 week in advance. Email: vkirby@austincollege.edu
Student Assembly
President & Finance Member regarding Budgets
What do YOU need to do?

- Submit an application
  https://www.austincollege.edu/student-development-fund-application/
- Submit any/all materials pertaining to costs (lodging, transportation, food, etc.)
- Submit in writing what other means were taken to seek other funding
- WHEN YOU RETURN requirements must be met
Please Don’t...

- “Guesstimate” on prices… do the research
- Submit too close to the event date
- Expect the entire cost to be covered by the SDF. SA will only cover:
  - 30% travel expenses
  - 30% registration costs
  - 30% lodge expenses
  - 10% Food Costs
Deadlines

- Please submit applications at least 3 to 5 weeks before the event!!
- Submit applications to the incoming red box on the treasurer’s desk in the Student Assembly Office

**You will be promptly notified within 7 days of submitting your application**
Risk Management for Austin College Student Organizations

Presented by:
James Perry, Chief of Police

Keeping Your Event, Your Membership, and Your Friends Safe
This Training is State Mandated

- Education Code 51.9361.
- Required at least once each Academic Year.
- Who may/should attend:
  - Organization Officers (Up to 4 are Required to attend)
  - Interested Members (Optional)
  - Organization Advisors (Faculty/Staff/Other)
- Officers or Advisors must relay the program’s contents to their respective groups.
- A Class Roster must be on file for at least 3 years.
- Sanctions are to be put forth by the institution for individuals who fail to attend & groups not represented.
Rationale For the Law
The Link connecting Alcohol & Sexual Assault

"A Presidential Task Force found that 1 in 5 women is sexually assaulted during college"

CBS Evening News introduction statement to report about California's "yes means yes" bill.

YES MEANS YES Laws (Affirmative Consent to a Sexual Encounter) &
Title IX Sexual Misconduct Violations
College drinking is extremely widespread:

- About four out of five college students drink alcohol.
- About half of college students who drink, also consume alcohol through binge drinking.
Each year, drinking affects college students, as well as college communities, and families. The consequences of drinking include:

- **Death:** 1,825 college students between the ages of 18 and 24 die each year from alcohol-related unintentional injuries.

- **Assault:** More than 690,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking.

- **Sexual Abuse:** More than 97,000 students between the ages of 18 and 24 are victims of alcohol-related sexual assault or date rape.
Injury: 599,000 students between the ages of 18 and 24 receive unintentional injuries while under the influence of alcohol.

Academic Problems: About 25 percent of college students report academic consequences of their drinking including missing class, falling behind, doing poorly on exams or papers, and receiving lower grades overall.

Health Problems/Suicide Attempts: More than 150,000 students develop an alcohol-related health problem and between 1.2 and 1.5 percent of students indicate that they tried to commit suicide within the past year due to drinking or drug use.
Rationale For the Law

- Public Outcry...
  - That people in Leadership Positions should be held accountable for the well being of those they lead.
  - That individuals be held accountable (criminally and civilly) if their actions cause the death of or serious injury to another individual.
Overview

Topics Required:

- (1) possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use;
- (2) hazing;
- (3) sexual abuse and harassment;
Overview

Topics Required:

(4) fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device;

(5) travel to a destination outside the area in which the institution is located;

(6) behavior at parties and other events held by a student organization;

(7) adoption by a student organization of a risk management policy; and
Topics Required:

- (8) issues regarding persons with disabilities, including a review of applicable requirements of federal and state law, and any related policies of the institution, for providing reasonable accommodations and modifications to address the needs of students with disabilities, including access to the activities of the student organization.
Austin College’s Concern, Commitment & Vision

10 Years before the law mandated the course, ACPD and SLO coordinated a similar “Safe Party Workshop” Course aimed primarily toward the Greek Community.
Most States have a “Social Host Liability Law” of some type on the books.

Social Hosts may be held liable for injuries caused by a guest who, having consumed alcohol at the host’s premises, does harm to him/herself, or to a third party.

Texas Alcoholic Beverage Code, Chapter 2:
  ◦ Titled “Civil Liabilities for Serving Beverages”
A Social Host in Texas may be held liable for injuries to third parties if the host knew or should have known that the guest (regardless of age) was intoxicated but continued to give or permit them to have access to alcoholic beverages.
If the guest is a minor, the host may be held responsible for injury or damage to the minor, or to third parties, caused by the minor’s alcohol–influenced actions.
Besides possibly being held criminally liable, Social Hosts may be sued civilly,

- A jury will decide how much you will have to pay for injuries caused by, or to, your guests.

Homeowners Insurance does not usually cover any costs created by such a lawsuit.
A parent/guardian cannot give any third party permission to serve alcohol to their minor(s).
Alcohol Use Issues

21

- Legal Drinking Age
Alcohol Use Issues

50

- The number of US States where it is illegal to sell, deliver or furnish alcohol to a MINOR.
The approximate number of AC Students under the legal drinking age.
Alcohol Use Issues

0.08%

- The Blood Alcohol Concentration level to be legally intoxicated.
101.02 – Arrest without Warrant

A peace officer may arrest without a warrant any person he observes violating any provision of this code or any rule or regulation of the commission.

An officer shall take possession of all illicit beverages the person has in his possession or on his premises as provided in Chapter 103 of this code.
101.07 – Duty of Peace Officers

All peace officers in the state, including those of cities, counties, and state, shall enforce the provisions of this code and cooperate with and assist the commission in detecting violations and apprehending offenders.
106.03 – Sale to Minors
A person commits an offense if with criminal negligence he sells an alcoholic beverage to a minor.
Class A Misdemeanor
106.06 – Purchase of Alcohol for a Minor; Furnishing Alcohol to a Minor

Except as provided in Subsection (b) of this section, a person commits an offense if he purchases an alcoholic beverage for or gives or makes available an alcoholic beverage to a minor with criminal negligence.

Subsection (b) exempts parents, guardians, spouses, etc. who are visibly present at the time it is being consumed by the minor.

Class A Misdemeanor.
Texas Alcoholic Beverage Code

- Public Intoxication
  - Class C Misdemeanor
- Failure to Identify
  - Class C, B or A depending on circumstances
- Resisting Arrest
  - Class A Misdemeanor
- Fleeing, Evading
  - Class A Misdemeanor to 2nd Degree Felony
- Assault on a Police Officer
  - 3rd Degree Felony
Texas Penal Code

- Murder
- Capital Murder (Murder of a public servant, or under certain circumstances)
- Criminal Homicide
  - (Accidental Death as a result of Alcohol abuse usually doesn’t meet the criteria for a Murder or Capital Murder Charge.)
- Manslaughter
  - A person commits an offense if he recklessly causes the death of an individual.
  - 2nd Degree Felony
- Criminally Negligent Homicide
  - A person commits an offense if he causes the death on an individual by criminal negligence
  - State Jail Felony
Texas Penal Code

- **Sexual Assault**
  - 2nd Degree Felony

- **Factors that will be reviewed:**
  - Without Consent
  - By Use of Force, Coercion or Threat
  - Victim is Unconscious
  - Victim is Intoxicated / Drugged
  - Victim is unable to respond

- **Aggravated Sexual Assault**
  - 1st Degree Felony
  - Weapon / Violence
  - Date Rape Drug
Driving Under the Influence
- A person commits an offense if the person is intoxicated while operating a motor vehicle in a public place.
- Class B Misdemeanor with 72 Hour minimum confinement.

Legal Intoxication – Blood Alcohol Concentration Limit is .08%.
Texas Penal Code – Penalties

- **Class C Misdemeanor**
  - A fine not to exceed $500.00

- **Class B Misdemeanor**
  - A fine not to exceed $2000.00
  - Confinement in jail not to exceed 180 days OR
  - Both such fine and confinement

- **Class A Misdemeanor**
  - A fine not to exceed $4000.00
  - Confinement in jail not to exceed one year, OR
  - Both such fine and confinement
Texas Penal Code – Penalties

- State Jail Felony
  - State Jail Imprisonment from 180 days to 2 years
  - Fine not to exceed $10,000.
  - Both fine & Imprisonment
Texas Penal Code – Penalties

- **3rd Degree Felony**
  - Imprisonment from 2 to 10 years
  - Fine not to exceed $10,000.
  - Both fine & Imprisonment

- **2nd Degree Felony**
  - Institutional Imprisonment between 2 and 20 years.
  - Fine not to exceed $10,000.
  - Both Fine & Imprisonment

- **1st Degree Felony**
  - Institutional Imprisonment
    - LIFE or
    - Between 5 and 99 years.
  - Fine not to exceed $20,000.
  - Both Fine & Imprisonment
Texas Penal Code – Penalties

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- **Capital Felony**
  - DEATH PENALTY
  - Life WITHOUT Parole
  - Life Imprisonment if under 18
Traveling to an Event

- Make adequate plans for Transportation.
- Use reputable Transportation Companies.
- Know the route to and from the event:
  - Road Condition.
  - Possible Construction Zones.
  - Unexpected traffic control or turns.
- Driver(s) must travel Rested; not Exhausted.
- Vehicle/Driver Insurance is required.
- Vehicle(s) used to transport guests must be properly registered, inspected, and well maintained.
Traveling to an Event

- Students who drive a vehicle for a college event must take an approved driver training course ANNUALLY.
- Scheduled through Campus Police.
- Examples include…
  - Great Day of Service.
  - To and from Athletic and Club Sport events.
  - Drive or provide transportation services as part of their on the job responsibilities.
    - Work Study
    - Admissions & IA Assistants
    - Volunteer Opportunities (GDS, Service Station, etc.)
    - Organization Events
    - Class
Fire and Safety Issues

- Any facility used, regardless of the event type must be an adequate structure for the event being held.
- Adequate Square Footage for the number of guests.
- Safe Entry and Exits – No Temporary Barriers.
- Proper Signage must be displayed and lighted EXIT signs cannot be turned off or covered up.
- Fire Extinguishers are to be properly mounted and accessible.
- Adequate Lighting maintained throughout event.
Elevated Wood Decks and Balconies have been known to collapse, causing multiple injuries and deaths.

Blocked Doors elevate the risk of injury and death in Fire Related Emergencies.
House Parties are not recognized as an approved event.

The College’s expectation is that all local, state & federal laws are upheld.
Hazing & Sexual Harassment

Presented by Sunita Nayani
Director of Student Activities
HAZING

"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.
Intimidates, threatens with ostracism

• extreme mental stress, shame, or humiliation,

• affects the mental health or dignity of the student or

Discourages students from entering or remaining in school

• may reasonably be cause a student to leave the organization or the institution rather than submit to acts
HAZING

- any activity that induces, causes, or requires the student to perform a duty or task that involves COMMITTING A CRIME.
HAZING

- Personal Hazing Offense
- It is an offense if YOU:
  - (1) engage in hazing;
  - (2) solicit, encourage, direct, aid, or attempt to aid another in engaging in hazing;
  - (3) recklessly permit hazing to occur; or
  - (4) have firsthand knowledge of the planning of a specific hazing incident or that an incident has occurred, and knowingly fail to report that knowledge in writing to the Student Life Office
HAZING

- 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 “new members”, or alumni of the organization commits or assists in the commission of hazing.
HAZING

- Consent Not a Defense
- It is NOT a defense to prosecution of a HAZING offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.
IMMUNITY

Any person reporting a specific hazing incident involving a student to the Dean of Students or other appropriate College official IS IMMUNE from civil or criminal liability that might otherwise be incurred or imposed as a result of the report.
HAZING

ASSAULT

Penal code 22.01–Class C & A misdemeanor
intentionally, knowingly, or recklessly causes bodily injury to another
intentionally or knowingly threatens another with imminent bodily injury
intentionally or knowingly causes physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.
HAZING

- UNLAWFUL RESTRAINT
- Penal Code 20.02
- A person commits an offense if he intentionally or knowingly restrains another person.
HAZING

- CRIMINALLY NEGLIGENT HOMICIDE
- Penal Code 19.05
- A person commits an offense if he causes the death of an individual by criminal negligence.
- substantial and unjustifiable risk that the circumstances exist or the result will occur. a gross deviation from the standard of care that an ordinary person would exercise under all the circumstances as viewed from the actor's standpoint.
HAZING – You might be asking yourself...

- WHAT COULD HAPPEN TO ME?
- WHY SHOULD I WORRY ABOUT IT NOW?
- BUT THESE ARE MY FRIENDS!!!!
Be a responsible consumer of alcohol when attending the party.

Respect the host and the facility.

Don’t provide alcohol to underage persons.

Be a good friend by stepping in when
- someone has had too much to drink
- their behavior isn’t appropriate
- their safety is at risk.

Be aware of your surroundings.

Cooperate with the Police.
Policy Statement on Sexual Harassment

- Sexual harassment is a violation of the policies and norms of Austin College as well as of Title VII of the Civil Rights Act and Title IX of the Education Amendments of 1972.

- Retaliation against an individual who brings a complaint, participates in an investigation of sexual harassment or pursues legal action is prohibited and will not be tolerated.
Policy Statement on Sexual Harassment

The Title IX Coordinator for Austin College is:

Tim Millerick
Vice President for Student Affairs
Wright Campus Center – Room 251
900 N. Grand Ave., STE 61595
Sherman, TX 75090

Telephone: 903-813-2228
FAX: 903-813-2038
Email: tmillerick@austincollege.edu
Definition of Sexual Harassment

- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature under conditions defined as constituting a quid pro quo arrangement or hostile environment.
Types of Sexual Harassment

Quid Pro Quo

- Submission to sexual conduct or communication is made a condition, either explicitly or implicitly, of obtaining employment or education; or
- Submission to or rejection of sexual conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education.
Types of Sexual Harassment

**Hostile Environment**

- Conduct or communication that has the effect of substantially interfering with an individual’s employment or education, or of creating an intimidating, hostile or offensive employment or educational environment. The use of alcohol or drugs by either party will not diminish the responsibility for sexual harassment under this policy.

- The interpretation of a hostile environment is based on individual perception.
Formal Procedure to Resolve Sexual Harassment
Formal Complaint Process

- Formal complaints of student-to-student sexual harassment must be made to the Title IX Coordinator, Tim Millerick, Vice President for Student Affairs.
- When it appears that the safety or security of any student, staff member or faculty member may be jeopardized, the President or her/his designee will take such action as is judged to be necessary to prevent the occurrence or recurrence of sexual harassment.
Every formal complaint will be investigated

- If a complaint of sexual harassment is made, an investigator will be assigned to look into the incident. A report of the findings will be given to the Title IX Coordinator.

- Should allegations result, a summary of charges and related information will be made available to those involved with resolving the matter.
In all cases where the investigation or hearing indicates that a violation of this policy has occurred, the College will take prompt and appropriate action. Appropriate consequences may include counseling, chemical dependency evaluation, a warning, censure, probation, suspension or expulsion.
Students may make the personal choice to resolve a sexual harassment situation by:

A. Informal Resolution

B. Assisted Informal Resolution
A. Informal Resolution

- Informal resolution requires the individual who is experiencing harassment to inform the person directly

1. what behavior they are exhibiting,
2. how it is negatively affecting them, and
3. request them to stop.

Sequence:

Their behavior → Impact on you → Request to Stop
Informal Resolution (In Person)

Example: “When you keep texting me and follow me around campus, it really makes me feel uncomfortable. Please stop doing that.”

- Need to be assertive –
  - No name calling
  - No Judging

- May want to talk to people you trust and practice your response before speaking to the person who has made you uncomfortable.
B. Assisted Informal Resolution

- The steps in “Assisted” Informal Resolution are the same as Informal Resolution but they are carried out with the assistance of an Austin College staff member.
Resources:

1. Title IX Coordinator – 903.813.2228
2. Mediation: Assisted by staff members and/or referral off campus
3. Dean of Students: Wright Campus Center 201, 903.813.2306
4. *Chaplain: Wynne Chapel, 903.813.2220
5. *Counseling Services: Adams Center, 903.813.2247
    *Denotes privileged & confidential

- Consider contacting one of the resources listed above if you want to sort out a situation prior to pursuing any formal action.
- Or, if you are a victim or alleged perpetrator of harassment and believe professional assistance would be of help during or after a situation involving sexual harassment.
The Policy Statement on Sexual Harassment can be found in its entirety in online under the Student Life/Sexual Misconduct section

http://www.austincollege.edu/campus-life/sexual-misconduct/
Organization By–Laws should contain a Risk Management Policy that outlines requirements.

Since group membership constantly rotates, there should be instructions that new members can refer to.

The Training in this session is to be passed on to all members of your Organization.
Risk Management

- Do you have any questions or concerns?
BE 'ROOSPONSIBLE

GO TO CLASS!

MANAGE YOUR TIME!

GET SOME SLEEP!