

Faulkner University Social Club Handbook



2018 - 2019

DEFINITIONS/Acronyms:

Dean of Students (DS)

Director of Student Activities (DSA)

Interclub Council (ICC)

The **Inter-Club Council (ICC)** is composed of the presidents and vice-presidents of each club. ICC makes decisions pertaining to clubs and recommendations for policy and procedures set by the DSA. The SGA Vice President presides over the meetings and works with DSA and DS to assure mission.

Club Administration Team (CAT)

The **Club Administration Team** is a committee charged with the oversight of the overall social club program, new member orientation process and works directly for the Assistant Vice President for Student Services/Dean of Students in this capacity. The CAT makes recommendations to the DOS concerning standards of conduct expected during the new member orientation process, contributes to the Social Club Handbook and provides input and guidance to the DOS, at his or her request, and when club disciplinary matters are forwarded to this team for adjudication. This committee is chaired by the Dean of Students. Other members include the Director of Student Activities, the Director of Student Success, and four faculty/staff members (with faculty/staff members serving two and three year terms).

The CAT will review and approve all club New Member Orientation (NEMO) plans. The DSA will provide a post-NEMO report to all members of the CAT as well as to the Dean of Students. CAT will meet as needed to address club issues as well as help facilitate initiatives to foster a thriving club life on campus.

Table of Contents

DEFINITIONS/Acronyms:.....	2
Dean of Students (DS)	2
Director of Student Activities (DSA)	2
Interclub Council (ICC).....	2
Club Administration Team (CAT).....	2
Table of Contents.....	3
Forward.....	6
PURPOSE OF CLUBS	6
STANDARDS OF CONDUCT	7
ADMINISTRATIVE COORDINATION	7
ADMINISTRATIVE GUIDELINES.....	8
RESPONSIBILITIES TO THE UNIVERSITY	9
Sponsors	9
Club Meetings.....	9
Constitutions.....	9
Expectations of Service.....	9
Full Disclosure	10
Active Lists	10
SELECTION OF SPONSORS.....	10
Responsibilities to Sponsors	11
Responsibilities of Sponsors	11
INTER-CLUB COUNCIL (ICC).....	12
CHARTERING A CLUB	13
JUMPING CLUBS	13
MEMBERSHIP.....	14
Eligibility.....	14
Officers.....	14
Academics.....	14
Classification of Membership	14

CLUB SIZE 14

CLUB ACTIVITIES 15

 Definition 15

 Scheduling Club Activities 15

CLUB ADVERTISING/PROMOTION 15

 Physical Posting 15

 Announcements 16

 Chapel 16

 Social Media 16

CLUB OF THE YEAR 17

INTRAMURAL SPORTS 18

 Eligibility 18

 Team Requirements 18

 Club Sports Trophy 19

 Sports Point Systems 19

JAMBOREE 19

 Jamboree Regulations 20

 Projector Specifications: 21

 Gobo Lighting: 21

RISK MANAGEMENT 21

 NEW MEMBER ORIENTATION (NEMO) 22

 Standards of New Member Orientation Week Behavior 22

 The Mission of Social Club Activity for New Students (Freshmen) 23

INVITATION PROCESS 24

APPLICATION PROCESS 24

 Orientation Process Guidelines 24

NEW MEMBER ORIENTATION WEEK 25

 Time Table 25

 Activities That Will Be Approved 26

 Activities that will be viewed as a violation 26

Guidelines for Clubs prior to and during NEMO Week.....26

NEW MEMBER ORIENTATION DISCIPLINE PROCESS28

WITHDRAWING FROM THE NEW MEMBER ORIENTATION WEEK28

HAZING POLICY28

 Examples of Hazing include:.....29

 Alternatives to Hazing.....30

ALABAMA HAZING LAW § 16-1-2330

CLUB DISCIPLINE (SELF-REGULATION)31

CLUB DISCIPLINE (UNIVERSITY REGULATION).....32

CLUB ACCOUNTS.....33

 General Provisions33

 Policy Agreement.....33

 Audit of Financial Records33

 Budgeting.....34

 Donations and Fundraising34

 Sales Tax34

 Financial Management of Organization Accounts and Funds34

 Tax Information36

SOCIAL CLUB OFFICER FORM38

SOCIAL CLUB MEMBER FORM.....39

AUTHORIZATION TO RELEASE GRADES FORM.....40

SOCIAL CLUB NEW MEMBER ORIENTATION CONTRACT41

SOCIAL CLUB SPONSOR CONTRACT42

FUNDS REQUEST FORM.....47

JAMBOREE VIOLATION APPEAL48

FAULKNER UNIVERSITY INTRAMURAL MANUAL49

 Types of Teams49

 Policies Affecting Participation49

 Club Teams50

 Independent Teams.....50

Forward

This document provides a general guide for those seeking to understand the social club system at Faulkner University. In this way, this document serves as an orientation document for new members and others unfamiliar with the club system at Faulkner. The manual is intended for instruction and allows the administration and its designee’s oversight of the club system. This guide is also meant to provide current club members with a clear, consistent, and authoritative reminder of the purpose, philosophy, and functioning of the club system at Faulkner.

The highest standard for personal behavior that the administration hopes all club members will strive to meet is obedience to the question: “Is this behavior Christ-like?” Thus a key purpose of this document is to help individual club sponsors, officers and members increase personal Christ-likeness, while molding themselves into cohesive groups that meet the needs of those who comprise them while operating within the larger aims and guidelines of the University. Beyond every regulation, prescribed code of conduct, and procedural guideline, this standard—being Christ-like—is the University’s aim for its students and for its clubs.

PURPOSE OF CLUBS

Social clubs have long played an important part in the lives of students attending Faulkner. The needs of many students for both close interpersonal contact and larger social interaction may be fulfilled by affiliation with social clubs.

Social clubs at Faulkner are not meant to be exclusive. The University stresses Christian principles to all of its organizations and expects those groups, including clubs, to rise to the challenge of Christ-likeness. As social hierarchies and systems based on elite-ism fail to meet the standard of Christ-likeness, Faulkner seeks to discourage all of its groups from participating in or aiding any such system of subtle discrimination. Every qualified student is given the opportunity to apply for membership in multiple clubs each semester. No limit is placed on the number of times students may attempt to join a club.

Social clubs at Faulkner are involved in many different activities, including intramural sports, Jamboree, banquets, campus-wide gatherings (Mixers, fundraisers, Devotionals, Co-curricular activities, Toga Party) Homecoming, outings, and service projects.

Not all students who attend Faulkner join a club. Many make great contributions to Faulkner through involvement in groups within their academic disciplines, outreach, intercollegiate sports, the Student Government Association, and other groups on campus. These people have found ways other than clubs to meet their needs and to contribute to the university.

Clubs are intended to create closer bonds among members and to enhance each student's loyalty to Faulkner. This dual function of club should spur, rather than hinder, each member to attain a deeper faith in God and to achieve greater Christ-likeness.

STANDARDS OF CONDUCT

Like any student who attends Faulkner, each club member is expected to abide by the standards of conduct given in the Faulkner Student Handbook. Club members are expected both to avoid the negative behaviors outlined in the Student Handbook and to actively pursue those positive traits that mark the lives of people striving for Christ-likeness. However, the University understands that personal faith must be developed rather than demanded and that living a Christ-like life cannot be legislated, though guidelines and principles may aid students in that direction. Therefore, being Christ-like, which is a fundamental goal of the Faulkner administration for its students and an ideal often expressed in this document, is not a standard the University tries to bind on its students primarily through codes of conduct. Rather, it is a goal toward which the University seeks to lead its students through faculty/staff example, sponsors example, peer example, encouragement, structure, and Christian education.

Despite the University's focus on developing and guiding students through means other than strict rules and regulations, Faulkner must set forth and enforce guidelines for behavior. Unfamiliarity with the handbook will not excuse any student for failing to abide by its standards, nor will such ignorance serve to mitigate discipline for actions contrary to the prescribed code of conduct.

ADMINISTRATIVE COORDINATION

Social clubs at Faulkner are ultimately under the coordination of the Dean of Students (DS). As pertaining to the club system, the intermediate levels of authority and lines of communication between the DSA and each club member are shown below:



ADMINISTRATIVE GUIDELINES

1. Social clubs shall not discriminate illegally with respect to race, color, national origin, sex, religion, age or disability in the determination of their respective memberships.
2. Each club may choose its own sponsors through its written selection process which should coincide with sponsors qualifications as outlined in this document and those selected sponsors must be submitted to the DSA for approval one week (seven days) following the beginning of fall semester. Sponsors must be approved by DSA in order to serve. In the case of a sponsor resigning mid semester then that club must meet with DSA and using qualifications and selection process as written replace the sponsor if deemed necessary by the DSA.
3. Every member of the social club is held to the standards of behavior and ethics outlined in the current Student Handbook. Club membership is a privilege with special responsibilities. Members are ambassadors of their respective clubs and ambassadors of Faulkner. The group, sponsors, and the University may be held responsible/liable for the actions of individual members.
4. All club activities, including regular weekly club meetings, must be pre-approved by the DSA. Activity request forms may be accessed online and should also be approved by your sponsor(s). Therefore, the clubs are responsible for communicating with their sponsor(s) about prospective meetings/events and contacting/e-mailing information to their sponsor(s), allowing ample time for the sponsor to prepare for the meeting/activity. Club activity requests will generally be processed within three working days with approval, denial, or modification request sent through e-mail from the DSA to the sponsors and the club representative who fills out the form.* *An exception to this process applies to the New Member Orientation Week activities. See page 17 for specific details concerning guidelines for that week.*
5. All printed material and apparel bearing a club name or any wording or images that could infer association with the club must be pre-approved by the DSA. The design must be submitted for approval seven calendar days in advance of ordering. Designs, concepts, or logos that are in any way indecent or inappropriate, that are contrary to the principles of the university, or that fail to meet the standard of Christ-likeness will not be permitted.
6. For a club to remain in good standing with the University, certain criteria must be met each semester. Clubs not meeting deadlines will be temporarily suspended from operations until the criterion is met. These include the following:
 - a. List of sponsors – due one week (seven days) following the first day of classes fall semester.
 - b. New Member Orientation week schedule – due two weeks (fourteen days) prior to the first day of the Orientation week.
 - c. Club Books – due two weeks (fourteen days) prior to the first day of Orientation Week.
 - d. Full disclosure information due to the DSA the second week of classes each semester.
 - e. Constitution updated annually and turned in by December 1.
 - f. Fiscal Review completed once per semester, by Dec. 7 and April 5.
7. Clubs are encouraged to participate in and plan community service for their members. This service can be done in one big project or many small ones.
8. All meetings, projects and activities of the social clubs must be consistent with Faulkner's mission and general purpose. The administration reserves the right to suspend the operation of any social club at any time if it decides a group's ideals or activities are inconsistent with the Christian ideals of the university.

RESPONSIBILITIES TO THE UNIVERSITY

SPONSORS

Clubs at Faulkner will not thrive without engaged and responsible sponsors. Sponsors serve several vital roles: as liaisons between the University and its clubs, as mentors providing spiritual guidance and leadership when needed, and as experienced coordinators helping clubs to achieve their organizational goals. Every club is required to have a minimum of two sponsors. Having at least one sponsor for every ten members is a good measure to go by. All sponsors must complete sponsor process and be approved by the DSA.

CLUB MEETINGS

As noted in the section discussing the clubs' responsibilities to their sponsors, clubs are expected to notify their sponsors of the specifics of their regularly appointed meetings, including time and location, and to keep their sponsors updated on any pertinent changes regarding meetings. More instruction of clubs' duties to their sponsors as pertains to meetings can be found in the section of this document discussing Social Clubs' Responsibilities to Sponsors.

All club meetings must conform to the standards set forth in each club's university-approved constitution. At least one sponsor must be present at each meeting.

CONSTITUTIONS

As noted in the Administrative Guidelines section, each club must submit a current constitution to the DSA each fall (deadline December 1) and anytime an update is made to the current constitution. Constitutions must be approved by the CAT and DSA, as must any changes made to current constitutions. Moreover, each constitution should include a statement noting that all amendments must be approved by the CAT and DSA.

Clubs are encouraged to set up a committee to review each respective constitution periodically, especially those areas of the constitution that prove to be particularly troublesome. Each club is responsible for making sure its constitution does not conflict with the guidelines of this Social Club Handbook or with the regulations of the University. In the case where there may be a conflict, the University regulations will always supersede the club's and effort should be made to correct the respective constitution.

EXPECTATIONS OF SERVICE

Every club is expected to benefit both those who are members of that club and those who are not. Organized service projects give clubs a significant opportunity for benefiting both groups. Faulkner expects its clubs to spend time serving their community—whether the campus community itself or the larger communities surrounding the University. In order to encourage service work, the University requires the completion of one major (75% of active membership participating) service project (per sport) to make clubs eligible for each major intramural sport.

It is suggested that each club select a particular cause on which to focus each year. This cause would be submitted to the DSA for approval and implemented into the activities of the new Member Orientation week and other activities throughout the year.

FULL DISCLOSURE

Each club is responsible for providing Faulkner with full disclosure of the following information):

1. Club Roster
2. Financial Information
3. Number of new member openings
4. Traditional service projects and activities
5. Probation status
6. Cumulative GPA of active members (GPA release forms are required for each member)
7. Honors and awards

Full disclosure of this information must be presented to the DSA before the end of the second week of classes. Failure to submit accurate information would be a major violation of a club's responsibilities to the University.

ACTIVE LISTS

Clubs are required to provide the University with a list of all active members. Once a list has been submitted, it should not be altered, except to add new members following New Member Orientation or when members are forced to go inactive (via personal choice or due to Social Club standards). Therefore, the club officer responsible for submitting the active list should be diligent to ensure the accuracy of the list. Clubs may even wish to collect dues from their members prior to submitting an active list. If, after being named on the active list, a member fails to pay his/her dues by the date specified by his/her club, the treasurer of that club must notify both the Office of Student Activities and the intramural director to remove that person's name from the active list.

SELECTION OF SPONSORS

1. Sponsors must meet the following criteria:
 - a. A minimum of three years past graduating with bachelor's degree. If degree has not been pursued, a prospective sponsor must be at least 28 years of age.
 - b. In good standing with the community and the University, committed to upholding the mission and standards of Faulkner University.
 - c. Complete a Sponsor Contract (page 40 of this document).
 - d. Once approved must have attended the sponsor training class hosted by the DSA for that academic year.
 - e. Must have read and be familiar with this handbook prior to the sponsor training class.

Note: At least one sponsor of each club must be an employee of Faulkner University.

2. Each club will submit names of sponsors (minimum of one sponsors for every ten members) to the DSA one week (seven days) following the first day of classes in the fall semester.
3. The DSA will respond within seven days of the submission date with approval/disapproval of potential sponsors by notifying the club presidents.

RESPONSIBILITIES TO SPONSORS

In response to the hours of service and the great efforts sponsors devote to their clubs, Faulkner views each club as having these obligations to its respective sponsor(s):

1. **At the beginning of each semester, sponsors should be notified of the time and place of a club's regular meetings.** As a courtesy to them, sponsors should be sent reminders before each meeting. Additionally, sponsors must be consulted regarding any meetings called beyond the regularly scheduled meetings, and they must be consulted regarding the changing in time or place of regular meetings. Because sponsors have many obligations besides clubs, each club should give its sponsor as much advance notice as possible before changing a meeting or scheduling a new one.
2. **Officers should consult with sponsors as they develop plans for activities.** Officers should not announce an activity plan until a plan has been fully formed and approved by officers, sponsors (and members if called for). Waiting until a club-wide meeting to present a plan puts the sponsor in a difficult position if s/he has objections to the plan. Because no activity can be held without the attendance or approval of a sponsor, all dates for plans should be checked with the club's sponsor(s) prior to their being presented before the entire club.
3. **Communicate, Communicate, and Communicate.** Sponsors should be kept well informed of their club's activities and of current issues going on within the club. Sponsors can be very valuable at helping in the decision making process.
4. **Clubs should cooperate with their sponsors and treat them with respect and appreciation.** Sponsors earn this by sacrificing their time—sometimes away from family to provide guidance, direction, support, and encouragement. Every club should strive to cultivate a positive relationship with their sponsors and to respect and cooperate with sponsors if they deem an activity, event, or location to be unsafe or contrary to Faulkner University's guidelines or the guidelines of the Social Club Handbook. Each club should assist its sponsors in financing travel, food, fees, or other materials each time the situation warrants.

RESPONSIBILITIES OF SPONSORS

Sponsors are an essential ingredient in our club system as they bring years of spiritual maturity, wisdom and leadership experience to be shared with our students and our students know and appreciate that. If you see a club activity that you believe is dangerous or demeaning to any member please feel free to step in and question the activity. This should be done in an appropriate and private manner if deemed necessary. Also, know that your club's leadership has been asked to do the same. If there is no immediate concern to life or limb or legality issue, it may be wiser to wait and see how the students resolve the problem. Perhaps a quick sidebar with one of the leaders would be an effective way to share your concerns and allow that student to take a leadership role. After the issue

is resolved some discussion on the most effective way to handle such a situation in the future will help that student grow into the type of leader we need on campus.

While we urge you to establish a healthy rapport with our club members and continue to increase your influence with them it may be necessary for you to take direct and immediate action to halt a dangerous situation. Please feel free to do so knowing that you have this University's full support.

Also, please keep the Dean of Students' cell phone number handy (Candace Cain, 830-688-1074) and the Director of Student Activities, Spenser Cantrell (352- 551-3312). Spenser will be available to answer your calls at any time and will be physically present and ready to respond in the evenings the entire week of NEMO.

EXPECTATIONS OF SPONSORS INCLUDE THE FOLLOWING:

1. All sponsors are required to attend a meeting with the DSA for discussion of the Social Club Handbook. This meeting will take place at least two weeks (fourteen days) prior to the beginning of the New Member Orientation week activities of fall semester. Sponsors will be notified of the time and place of the meeting at least two weeks in advance.
2. Generally, at least one sponsor must be present at all on or off-campus activities. The DSA will decide any exceptions.
3. At events where men and women clubs are both present, at least one sponsor from each club must be present from beginning to the end of the activity.
4. At least one sponsor must be present throughout all New Member Orientation activities.
5. Sponsors are expected to uphold guidelines outlined in the Social Club Handbook and to direct students in ways that are consistent with the mission and purpose of Faulkner University and will be asked at the Sponsor Orientation meeting to sign an agreement (page 40) so indicating. The standard by which the administration judges the appropriateness of a club's activities—"Is it Christ-like?"—should be used as the guiding principle for sponsors in dealing with their clubs. Sponsors who fail in this objective may be subject to removal.

INTER-CLUB COUNCIL (ICC)

The **Inter-Club Council (ICC)** is composed of the presidents and vice-presidents of each club. ICC makes decisions pertaining to clubs and recommendations for policy and procedures set by the DSA. Club presidents and Vice-presidents must attend bi-weekly ICC meetings. ICC meetings are usually on regular days but may be called as needed by the ICC president or the DSA. If a club president cannot attend an ICC meeting, he or she should designate a proxy to attend. A proxy is usually another club officer but, though allowed to join in the discussion of issues during ICC, may not vote. Disciplinary action and/or fines will be implemented if a club president does not meet attendance standards set for in the ICC constitution.

ICC offices (President is the Vice President of SGA)

Vice President, Treasurer/Secretary and Public Relations Officer) are elected at the end of the Spring Semester.

THE DUTIES OF THE ICC PRESIDENT INCLUDE:

1. Conducting all ICC meetings.
2. Leading ICC members in conjunction with the Director of Student Activities to complete club system tasks such as Club Night/Toga Party, club mixers (public and private), voting, bids, etc.
3. Serving as the Vice President of the Student Government Association representing the club system.

CHARTERING A CLUB

Every current and past club at Faulkner began and took form due to the initiative of students. The chartering of new clubs, though an occasional event is a vital part in the ever-unfolding history of clubs at Faulkner. Without new clubs, the present club system at Faulkner would cease to exist.

For these reasons, Faulkner encourages the chartering of new clubs. Our experience is guided by enrollment numbers and the percentage of students who generally join the club system. Sometimes a new club cannot be sustained but all this is taken into account when a new club charter is requested. However, the standards by which students must charter new clubs are necessarily strict, in order to maintain the integrity of the club system. The application form is located on the Faulkner Mobile App or can be accessed through a Google link.

Students seeking to charter a new club must have:

1. A constitution, including a mission statement, to the Office of Student Life.
2. A list of charter members that are in good standing with the University.
3. Signatures of at least two sponsors.
4. An approved meeting place.
5. An approved day and time for meeting.
6. Approval of the ICC
7. Approval of the President's Cabinet
8. A final approval letter from the DSA.

JUMPING CLUBS

Members wishing to transfer may request to leave one club for another after one year of being an active member. If member leaves club before one year mark, they must wait out the one year period. Transfers/Jumping members must complete a Transfer/Jump Form (available on Mobile App or through Google link) and this form must be signed by the club officers (president or vice president) and a sponsor of the club they are transferring out of and additionally signed by the officers (president or vice president) and a sponsor of the club they hope to gain entry into. Once form is completed and signed by all parties the transfer is voted on by the club he/she desires to join. Transfers who are not voted into their new club at that time may still attempt to go through New Member Orientation for the new club as new members. Once a member has signed up to transfer, the transfer is no longer a member of his/her old club and is thus not guaranteed membership into the club system.

MEMBERSHIP

ELIGIBILITY

In order to be eligible for participation in the social club system at Faulkner, students must:

1. Be in good academic standing with the University (minimum 2.0 GPA);
2. Be enrolled in at least nine traditional hours at Faulkner;
3. Be in good standing with the Office of Student Life

OFFICERS

Every club must have officers to help it run effectively. Although clubs are allowed flexibility in deciding the positions and titles of its officers, every club must have a President, who will serve on ICC. Club presidents must be full-time students (12+ hours), 2.5 Grade Point Average (GPA) or higher, and may not serve in other leadership roles that would be considered as a conflict with time and efforts. Club presidents may not serve as an SGA executive officer or as an RA in Residence Life.

ACADEMICS

Each member is required to maintain, at least, a cumulative 2.0 GPA. If a student's cumulative average falls below this requirement, she/he will be ineligible to participate in the club system as a full member. An ineligible member (Inactive Member) is not allowed to vote, or to participate in intramurals or Jamboree. When the student attains a sufficient semester GPA, that student may rejoin his or her club as full member or may attempt to transfer to another club. Officers are required to have a 2.5 GPA or higher.

CLASSIFICATION OF MEMBERSHIP

A **full member** is eligible to participate in all activities and to hold office as dictated by the guidelines set forth in this handbook and in their club's constitution.

Honorary members can participate on a social level but cannot represent their clubs in voting for new members or for officers but may participate in Jamboree. Honorary members are not counted against the club's membership cap and do not appear on the official roster. A club may choose to charge its honorary members with partial fees only if that fee is expressly set forth in that club's university-approved constitution.

CLUB SIZE

Clubs may not exceed the following size limits: 40 members for women's clubs and 40 for men's clubs. Honorary members do not count against the maximum size limit.

CLUB ACTIVITIES

DEFINITION

This section is intended to be a reference for club members, in defining “club activities”, determining which activities require the presence of a sponsor, and understanding Faulkner regulations for club activities.

Excluding official university events, any activity that meets one of the following criteria is a club activity:

1. Seven or more club members are involved.
2. Information about the event is advertised.
3. Information is sent to the club via e-mail or social media.
4. It is officially discussed at a club meeting.
5. Everyone in the club is invited.

At least one sponsor must attend all club activities, except the following:

1. Informal get-togethers that club members happen to attend.
2. Jamboree rehearsals (unless otherwise mandated by the administration or the person in charge of the room being used).

Information regarding the scheduling of activities is set forth under the “Administrative Guidelines” sections of this document.

SCHEDULING CLUB ACTIVITIES

All club meetings and on or off campus activities must be requested through the Student Activities Office by completing the online form:

https://docs.google.com/forms/d/e/1FAIpQLSeAOGew6ERohCa3f2m-6Egfs9r1W4ZVUI-6hlyYBw_ywuyy0A/viewform?usp=sf_link

Activities or meetings that have not been approved may cause the club to be sanctioned or fined.

CLUB ADVERTISING/PROMOTION

PHYSICAL POSTING

Clubs may post banners, posters, signs, and fliers on or in any facility on campus only after obtaining proper approval from the respective building manager. After obtaining approval, clubs must post their signs in accordance with the following regulations:

1. No sign may block seating, ATM machines, doorways, or television viewing.

2. Signs may not be placed on any glass windows or walls with tape. Only putty may be used on walls.
3. Signs should not interfere in any way with the flow of traffic in any of the buildings on campus, and should be taken down immediately after event.
4. Clubs must abide by limits for the number of signs allowed during particular times of the year, such as Homecoming or Jamboree as set by the DSA.
5. No writing on buildings with chalk (or any other writing utensil). Writing on glass is allowed, provided it is promptly cleaned off once it is out-of-date.

The posting of signs bearing inappropriate images, words, or concepts will result in disciplinary action taken against the liable club. As a matter of prudence, therefore, signs containing questionable content should be presented to the DSA for approval prior to posting or, even more fitting, should be dismissed from the outset by the club itself.

ANNOUNCEMENTS

This Week at Faulkner weekly E-News.

This online form is designed for those who would like to put an announcement in the Student Life "This week at Faulkner" weekly email. These are only sent out on Monday mornings. Please be aware that these should be announcements that are applicable to a majority of students or faculty at Faulkner. The email will go out the Monday of the upcoming week. Please send in your request for at least 48 hours before the announcement goes out. Link to form:

https://docs.google.com/forms/d/e/1FAIpQLSddDiwhDaSa6jRX2cT88_kW5cD8nfeUaQrmBXOrspgP9KPDQ/viewform?usp=sf_link

CHAPEL

Any "in-chapel" announcement should be sent to studentlife@faulkner.edu at least 24 hours before the announcement is to be made.

SOCIAL MEDIA

Social Media Accounts

Clubs are encouraged to use all forms of electronic promotion for club awareness, meetings, activities and fundraising. Clubs should seek approval to create club Facebook, Twitter, Instagram or other social media venues that would ultimately be associated with the club and Faulkner through the Office of Student Life. The DS approves all social media associated with a Faulkner club. Faulkner University has several approved social media accounts and having an overabundance of accounts can pull an audience away from more official social media accounts. Social media accounts that are not approved through proper channels maybe deactivated.

Faulkner Logos

Additionally, any Faulkner logos used in social media must be approved through the Office of Student Life and/or Public Relations and Social Media Management Office.

Faulkner Mobile App

The Faulkner Mobile Application is available for IOS or Android Smart cell phones users and can be found in their app stores (iTunes or Google Play) by searching for Faulkner University or go to Faulkner.campusapp.com). The mobile app is a communication tool and allows Faulkner to put out important news while giving students a platform to ask questions and be knowledgeable with regard to the campus and campus information.

The app is free. When registering for the app; students, staff and faculty should use the same login and password they use to access their Faulkner email account. Using the Faulkner Mobile App requires that users are current students, staff or faculty.

The Faulkner App has a news feed, event calendar and a student's class schedule. It also has a faculty and staff directory and many important links. Each club can have a private wall under *the Groups & Club* tile on the Faulkner Mobile App. Club Officers can gain administration of their club by contacting the DSA or DS who can assign credentials.

The Faulkner Mobile App is a great way to keep everyone connected and allows messaging. Download the Faulkner App with your IOS or Android phone using the iTunes or Google Play store. Members should go to the Groups & Clubs Tile and find their club and request to join the group. This will allow you to see and leave messages for your club. Club officers will be given the ability to monitor their club wall and keep the membership current.

Club apparel & items with logos

All t shirt designs, apparel selections or any club items with designs must be preapproved by the DSA prior to purchase.

CLUB OF THE YEAR

At the close of the academic year, one male and one female club is awarded a trophy for Club of the Year. This award is based on the cumulative points scored over the course of the academic year. Listed below are the categories and the points awarded for each:

1. Flag Football- 100, 60, 20
2. Softball – 100, 60, 20
3. Volleyball – 100, 60, 20
4. Basketball – 100, 60, 20
5. Jamboree – 200, 160, 120 (75% of active membership participating)
6. Homecoming Banner – 100, 75, 50

7. GPA – 200, 160, 120, 80, 40, 0
8. Service – 50 for each major (up to 200 pts total), 5 for each minor (up to 100 pts total)
 - a. Note: DSA may count percentage of participation if warranted.
9. Scrapbook – 100, 80, 60, 40, 20, 10
 - a. Scrapbooks will be judged based on the following items:
 - i. Design Appeal
 - ii. Members (photos and identification)
 - iii. Officers (photos and identification)
 - iv. Sponsors (photos and identification)
 - v. Identification of author and designer of scrapbook
 - vi. Table of Contents
 - vii. Events (photos and identification)
 - viii. Service (photos and identification)
 - ix. Year in review narrative by President
 - x. New Officers (Photos and identification)
10. Other events – Chili Cook-Off, Midnight Madness, Spirit awards, etc. – 50, 40, 30, 20, 10 (for attendance to count towards Club Points participating members must be in attendance for no less than 50% of the published or expected time of the selected event.)

INTRAMURAL SPORTS

ELIGIBILITY

All current students, faculty, and staff at Faulkner University shall be eligible for intramural competition, with the following exceptions:

1. Any student who has attended Faulkner for the purpose of playing a varsity sport or collected athletic statistics or has appeared (or will appear) on an intercollegiate athletic roster.
2. Any student placed on disciplinary or academic probation may not participate while the probation is in effect. Again, 2.0 is the minimum GPA.
3. The Intramural Coordinator reserves the right to review each case on an individual basis through the Intramural Participation Appeal Form (accessible through the Mobile App or by Google link).

TEAM REQUIREMENTS

1. Any authorized organization at Faulkner University may enter intramural competition. Independent teams, which are not recognized as clubs, do not compete for Club Points.
2. No additional names for a team can be submitted for league play after registration for leagues.
3. Teams or individuals not ready to participate within approximately ten minutes after the scheduled time to begin shall lose the contest by forfeit.
4. A team will lose by default any game in which an ineligible player is used.
5. Any team that forfeits a game without 24 hours' notice will be fined the cost of referees, and is subject to being dismissed from intramural competition.
6. The Intramural Coordinator has the authority to make exceptions to any of the above rules as deemed necessary.

CLUB SPORTS TROPHY

The team or organization that has accumulated the greatest number of points (including both team and individual sports) throughout the fall and spring semesters will be awarded the Club Sports trophy.

SPORTS POINT SYSTEMS

1. **Major Sports** include Softball, Flag Football, Volleyball, and Basketball or other sports as designated by the Intramural Coordinator and/or DSA.
2. **Minor Sports** include but are not limited to ping-pong, horseshoes, kickball, or bowling or other sports as designated by the Intramural Coordinator and/DSA.

JAMBOREE

Jamboree is a thirty-five year tradition celebrating the social clubs and their members. Jamboree highlights the musical and theatrical talents of club members in solo and group musical and skit performances. The performances are planned, produced, performed and financed by the social clubs. The musical and theatrical performances are judged by a panel and clubs are awarded trophies. Jamboree is held in the spring semester in late February or March.

The Jamboree Coordinator selects the Jamboree theme in late fall. Throughout the spring semester, it will be very important to always have a constant communication with Jamboree Coordinator. The Jamboree Coordinator meets and hands out a Jamboree packet with guidelines and deadlines. These deadlines are mandatory and if late or missing dates, points will be deducted off of the final scores of the shows. Jamboree Judges' Sheets will be available after the first week of club practices.

Below is the responsibilities of our Jamboree team.

Natasha Kasarjian – Jamboree Director

Spenser Cantrell – Clubs

Deadlines for 2018 – Thursday's at 4:00 pm

1/11/18 Club Roster, Song List, and Practice Locations

1/18/18 Storyline, Characters/Actors

2/1/18 Choreography

2/8/18 Full Script/ Lyrics

2/12/18 Costumes

3/8/18 Lighting, Sound, Special Effect Cues and Graphics for Projector (this should be send included in your show script and sent digitally)

3/1/18 – 3/18/18 Soundtrack

3/29/17 Backdrop on stage (Must have grommets to hold)

4/4/18 Full club Show Run Through

4/6/18 JAMBOREE LIVE

JAMBOREE REGULATIONS

1. **Deadlines**: Deadlines are due on those Thursdays at 4pm. Not 4:01pm. If you do not want your club mad at you, NEVER MISS A DEADLINE.
2. **Failure to Meet a Deadline**: The penalty for missing a deadline is 25 points off of your cumulative final score. Being late for a deadline is missing the deadline. The presidents of the club show may appeal the penalty but it must be within 1 week of violation. The appeal will be heard by Spenser and Dean Cain and will let you know the final decision within one week's time.
3. **Changes to a Jamboree Show**: This includes script, choreography, costumes, or personnel. No changes may be made during the week of Jamboree.
4. **Automatic Elimination**: A flagrant on-stage violation of any Jamboree rules or the Student Handbook can result in a club being eliminated from that year's Jamboree, making them ineligible to receive funds and possibly eliminating them from the next year's production. Such violations are also subject to disciplinary action from the University.
5. **Clean Up and Room Maintenance**: Each club is responsible for cleaning and arranging its rehearsal/staging area and is responsible for any damages. Failure to clean up completely after the final show will result in a \$250 fine and a \$250 cleaning charge. (\$500 total)
6. **Time Limit**: The time for acts is limited to 12 minutes in length. The time starts from the first action (talking/singing/song) till the final stick point in the chant. Acts exceeding the 12 minutes will lose 100 points per minute off their cumulative final score.
7. **Noise/Wandering**: No participant will be allowed to talk or make loud noises when walking to the Rotunda from their assigned locations in the Multiplex.
8. **Eligibility**: Only active members in the clubs are eligible. All active members must have a GPA above 2.0 and be in good academic standing. Active members that are freshman, regardless of GPA, are allowed to participate in Jamboree shows only.
9. **Practice Limitations**: All practices must conclude by 11:30pm (devo included) with the exception of your club's Jamboree Retreat. Clubs are not allowed to practice until the Tuesday after Martin Luther King Jr Day. Each violation of this will result in loss of 25 points off on final tally. From opening practice day through End of February, you will only be allowed to practice 16 hours per week. March 1- Jamboree Week you will be allowed 20 hours per week outside of Jamboree Retreat (1 only). JAMBOREE WEEK: no practices beyond 12:00am including show nights.
10. **Backdrops**: Backdrops are REQUIRED. The dimensions are 15ft tall and 30ft wide with 12 grommets at the top. They must include 12 grommet holes evenly spaced with 12 metal shower rings included. NO GLITTER ANYWHERE. Any variation from the dimensions will result in point deduction from final tally.

11. **Music:** Each club will provide ONE person responsible for running their show music. Music must be **downloaded** (do not count on WiFi) onto a device that they are responsible for bringing with them each night (this can be an iPad, phone, laptop, etc.). The person running the music will be given an ID tag that will allow them access to the balcony **only during their club show**.
12. **Lighting, Sound, Special Effects cues and Projector/Media Server Graphics:** Highlight ALL CUES in some way so they can be easily seen by those handling the cues. Please include costume colors during each song (this help the lighting specialist as they are working on lighting for each club show).

The A/V Company will again be bringing a projector (media server) that will shoot visuals above the stage (the part that juts out and can be used basically as a screen). In order for this to happen and be guaranteed, each club needs to provide the following by the stated deadline.

PROJECTOR SPECIFICATIONS:

- 1 Graphic per Club (Graphic can be a STILL IMAGE or a VIDEO) - Size/Resolution of Graphic- 1400 X 800
- 1 Logo on top of graphic- png/jpg or tiff (transparent background is best)

For examples please see Jamboree Coordinator

GOBO LIGHTING:

Each club may also use different gobo designs down the side walls that frame the stage (not the angled walls with the sound buffers on them) - These gobo designs can change throughout the show or be different for different songs.

Again, the information **MUST** be sent in by the deadline. These additions add to the quality of each club show. If not provided by the deadline, the A/V Company will just go with what is in each clubs A/V script and any extra they come up with as they are working on these prior to Jamboree week. For questions or concerns please contact Natasha Kasarjian at nkasarjian@faulkner.edu

RISK MANAGEMENT

Each club is expected to understand and maintain sound risk management procedures when choosing and organizing activities.

"Risk management is the reduction of risky events and behavior that can cause someone harm. On one level, risk management means avoiding lawsuits. On a much higher level, risk management means making sure that no one gets hurt at an organization's event. All of a student's group activities—receptions, athletic contests, and other events—carry some risk. For this reason, organizations must learn to identify and reduce risky behavior."

"In any given year, more than 200 lawsuits are filed against student organizations."

"There will always be risks in life. The trick is to reduce your risks to acceptable levels. Finding ways to reduce your risk is a smart thing for any student leader to do. It is also very prudent for you personally."

<https://oc.edu/student-life/documents/RISKMANAGEMENT.docx>

Risk management can be seen as an organization intentionally evaluating activities that are selected, determining the amount of risk involved, and deciding whether the amount of risk is low enough to warrant undertaking the activity, then as a final step making sure safety precautions are put into place to lessen the likelihood that anyone will get hurt physically or emotionally. Proper risk management is the ethical and moral duty of any organization, especially those whose standard for behavior is Christ-likeness.

NEW MEMBER ORIENTATION (NEMO)

Our goal at Faulkner University, as it pertains to the club system, is to be a model and a leader to other universities nationally, including other universities with the Church of Christ heritage. The goal of NEMO week is to welcome and honor new members, bonding new and established members together and uniting the club as a whole, while maintaining Christ-like standards, ethics, and values and fulfilling the mission and purpose of the university. Activities for the week should reflect and honor this goal. To educate students, and make them accountable regarding these goals, all persons involved in the Orientation process, including all new and current members of any social clubs accepting orientations, must sign the Social Club Orientation Contract prior to the start of NEMO Week.

The laws of the State of Alabama specifically forbid the use of hazing in any initiation or club activities. Webster defines "hazing" as "an initiation process involving harassment." (<http://www.merriam-webster.com/dictionary/hazing>; assessed 11/06/08) The administration at Faulkner University has adopted a zero tolerance policy regarding any club activity involving hazing. Clubs as a whole, as well as individual members, may be held responsible for such activities, regardless of whether they are conceived and carried out by individual members.

STANDARDS OF NEW MEMBER ORIENTATION WEEK BEHAVIOR

Some club systems in America have a long-standing tradition of requiring new members to "pass the test" set up by established members who have had to endure a similar test or ordeal. Under this system a hierarchical structure is set up in which one person or group is over another person or group. This system of social dominance promotes abuse by the group in power.

Faulkner University has experienced this exact problem in its history. The goals of New Member Orientation week at Faulkner are to welcome new members, honoring, encouraging, and building relationships with them, and doing activities that promote bonding and that are, yes, fun. This is directly opposed to the "us and them" mentality that is an inherent byproduct of the hierarchical system. Achieving this goal of togetherness, fellowship, and equality therefore requires a paradigm

shift—not just an adjustment—from the traditional clubs approach to new members. This new system stressing equality and service to others is clearly more Christ-like than the old system, which stresses being served, having power over another, and forcing other people to demean themselves in order to obtain acceptance into the established group. Obviously this latter kind of behavior does not pass the test of being Christ-like.

Regardless of any arguments that may be put forward for upholding the old system (e.g. enjoying the benefits of having a “slave” or “personal servant,” exacting displaced revenge for what happened in the past, maintaining a tradition, being “cool” with older brothers/sisters so stories can be swapped, “bonding” new groups together, conforming due to social pressure, believing that this is normal behavior and just adolescent mischief that should be laughed at because it isn’t that serious), because it doesn’t pass the “Christ-likeness” test, it doesn’t meet our standards. **Faulkner University absolutely will not tolerate hazing in any form.**

Upon being voted into a club, new members are full-fledged members with full rights and privileges, regardless of whether or not they participate in any NEMO week activity, and should be treated as such. Therefore, new members (and the new member class as a whole) shall not be instructed or encouraged to dress/act in degrading ways that identify them as negatively separate from the rest of the Orientation class. Such activities will be considered hazing, which will result in disciplinary action for the new member, established member, and entire club.

Each club will submit a detailed schedule (a form with specifications for each activity is available from DSA) for New Member Orientation week activities to the Club Administration Team (CAT) at least two weeks prior to NEMO week for approval. If approved, the NEMO schedule will be sent to the DSA for final approval no later than seven days prior to the first day of the Orientation process. Both CAT and the DSA have the authority to reject part of or the entire proposal, requesting clubs to rework and then re-submit proposals. A club cannot participate in Orientation Week unless both CAT and the DSA approve its proposal.

Failure to abide by established policies and procedures during NEMO Week will result in a meeting with the CAT and/or DSA AND a fine of up to \$250. Additional disciplinary actions may be taken if deemed necessary or appropriate.

THE MISSION OF SOCIAL CLUB ACTIVITY FOR NEW STUDENTS (FRESHMEN)

The hope of Faulkner University is to blend new students into campus life through the social clubs. Each club has its own personality and new students need to search out those clubs that fit well with them. Faulkner’s desire is for social clubs to be an educational, social, and spiritual experience.

The DSA works very close with Club Administration Team (CAT) and ICC to ensure all guidelines are met and that a very positive, memorable, and God-honoring experience is enjoyed by all.

New Member Orientation activities should follow these guidelines:

1. The activities should be positive in both purpose and substance.
2. Activities should be of a nature that all sponsors, university employees, and/or independent monitors would be welcome to observe.
3. Established members are encouraged to produce an atmosphere of welcoming and honoring new members during New Member MIXERS and New Member Orientation week. New members should not be asked, told, or in any way encouraged to do anything that is not included in the activities that have been pre-approved by CAT and the DSA, for NEMO week activities. Violations in this area may result in disciplinary action taken against everyone involved—including new members, established members, and the club as a whole. New members should never be asked to break the guidelines set forth by Faulkner University or the Alabama Hazing Law **even if the new member is willing to participate**. Violations of the Alabama Hazing Law will be investigated by the University with appropriate disciplinary action taken (including suspension) and may be reported to the local authorities for investigation and punishment.
4. Attendance policies governing each club throughout the year also apply to New Member Orientation for both old and new members.

INVITATION PROCESS

Opportunities for students to familiarize themselves with the various social clubs are plentiful. The year begins with an all-club come-and-go mixer, followed by individual public mixers. Each brother/sister club should schedule their own public mixers. At these mixers, students may sign up to show interest. After the public mixers, signees are invited to individual club private mixers, which are smaller settings in which students can better acquainted with the members on a more personal basis.

APPLICATION PROCESS

In order to participate in the social club system, students must apply for membership. Students are required to place a bid for the club of their choice by completing an application and ranking the clubs one through three (one being their first choice, three being their last choice). The bid process requires each interested student complete a Social Club New Member Application. Deadlines for the application process will be publicized. Students are also required to read and sign the Faulkner University Hazing Guidelines and Alabama Hazing Law. Finally, the students are required to make a brief video sharing some information about themselves for the voting clubs.

ORIENTATION PROCESS GUIDELINES

- All invitations to join clubs will be emailed simultaneously. This invitation is to join all clubs in the Rotunda Auditorium to pick up their specific official membership invitations.
- Everyone involved in NEMO week, including at least one sponsor from each club, is required to meet in the Rotunda Auditorium with the DSA to discuss proper orientation attitudes and techniques on the first night of New Member Orientation.
- At this meeting, each prospective member and active member is required to sign a contract stating that they have read the Faulkner University Hazing Guidelines and the Alabama Hazing Law, and

agree to report promptly any perceived violations to the DSA. This contract also requires affirmation that they have read and understand the Social Club Orientation Process Guidelines as outlined here in the Social Club Handbook.

- Anyone absent (established members or new members) from this meeting is prohibited from involvement in NEMO week.
- Official membership invitations will be distributed following this meeting. Active members will be dismissed to their club meeting area.
- Those joining clubs receive an invitation by sealed envelope. This invitation informs new members of the club for which they have been chosen and their club's meeting location. New members are then dismissed to join their new club for a reception held in their honor.

NEW MEMBER ORIENTATION WEEK

Each club's New Member Orientation Week schedule is to be submitted to the DSA no later than two weeks (14 days) prior to the first night of Orientation Week. The schedule is to be specific and precise, with every activity described in detail to include (1) a description of every activity in, (2) include the purpose: what should each participant expect to get out of the activity (3) time, location, name, with a step by step of the event.

TIME TABLE

Orientation schedule fall within the times listed below: This would total 20.5 hours for the week. All members both new and established need to have hours outside of NEMO to study and complete papers so any requests or requirements that fall outside these times will be in violation of the mission of NEMO.

Sunday night:	8-11:30 pm
Monday night:	7-10 pm
Tuesday night:	7-10 pm
Wednesday night:	7-10 pm
Thursday night:	7-10 pm
Friday Night:	7-12pm (Induction Activities)

Activities each of these nights will begin with an all-club devotional at 7 pm.

Friday, all activities will begin no earlier than 7 pm and cease by 12 pm.

No activities, including the completion of pledge books, will be conducted outside these time frames. No activities during NEMO week can be held at any other location other than Faulkner campus or Dalraida Property. Failure to adhere to these guidelines will result in a club being excluded from completing their NEMO week and could result in suspension of their charter. Friday night Induction Activities are the exception and for a club to host an off campus induction activity sponsors must be present at all times.

ACTIVITIES THAT WILL BE APPROVED

In order for any activity to be approved by the CAT and the DSA, the club must show how the activity contributes to one or more of the following area(s):

SPIRITUAL GROWTH

By using methods and activities that are pleasing to God and consistent with examples given to us by His Son, Jesus, as to how we are to live with our fellow human beings.

LEGAL OBLIGATION

By using methods and activities that upholds both the spirit and the letter of the Alabama Hazing Law.

EMOTIONAL FULFILLMENT

By using methods and activities that fulfill the new member's physical and emotional needs, especially the need to belong and be accepted by a group of new peers.

EDUCATIONAL ENHANCEMENT

By using methods and activities that enhances the new member's academic progress and educational goals.

PERSONAL DEVELOPMENT

By using methods and activities providing personal development and other opportunities for new members to demonstrate their induction to becoming responsible members of the club.

MISSION SPECIFIC

By using methods and activities that promote the integration of faith, learning, living, wellness, Christian ethics, scholarship, lasting relationships and citizenship in a Christian community.

ACTIVITIES THAT WILL BE VIEWED AS A VIOLATION

1. Informal activities will inevitably occur, but no official encounter between an established member and a new member outside the approved hours is tolerated.
2. Any activity that occurs in the cafeteria or residence halls or apartments.
3. Any activity that fosters unhealthy club competition or infringes on the activity of another club.
4. Any club activity that violates the guidelines set up in Faulkner's Social Club Handbook, such as hazing or an activity not approved by the CAT/DSA.
5. Any additional requirements imposed on or suggested to a new member other than those explicitly approved by the CAT/DSA prior to the beginning of New Member Orientation.
6. No sponsor present.
7. Any activity that would be considered hazing or doesn't meet the Christ-Likeness test.

GUIDELINES FOR CLUBS PRIOR TO AND DURING NEMO WEEK.

An updated roster of all active members must be submitted to the DSA before any orientation activities will occur.

No individual/group exercises are permitted during NEMO Week activities except as approved by the CAT/DSA.

Orientation activities are to include all present club members (both new and established members). This means all NEMO activities require that all members participate together. There cannot be any sense of “us” and “them”.

No demeaning or discouraging talk, yelling, or singling-out of any one member is permitted during NEMO Week. No body language to would seek to intimidate, belittle or humiliate.

Orientation Week schedules are to be strictly followed

The Residence Halls, Apartments, Chapel and cafeteria are always “off limits” to any Orientation activities.

At least one sponsor is required to be present at all times during NEMO Week activities. If no sponsor is present, there is to be no orientation activity until sponsors arrive.

Any use of University facilities must be approved by the DSA. This would be included in the approved NEMO schedule. Any need for a change will need to be approved prior to change.

New or established members (individuals or as a whole group) shall not be asked or encouraged to dress or act in any way that is demeaning or against University policy. Dress should be in accordance with the academic environment and what would be considered acceptable in terms of the campus venue.

All activities should be positive in both purpose and substance.

All activities should be of a nature that all sponsors, university employees, and/or independent monitors would be welcome to observe.

Established members are encouraged to produce an atmosphere of welcoming and honoring new members during New Member Orientation week. New members should not be asked, told, or in any way encouraged to do anything that is not included in the activities that have been pre-approved by the CAT/DSA. Violations in this area may result in disciplinary action taken against everyone involved—including new members, established members, and the club as a whole. New members should never be asked to break the guidelines set forth by Faulkner University or the Alabama State Hazing Law, even if the new member is willing to participate.

Violations of the Alabama State Hazing Law will be investigated by the University with appropriate disciplinary action taken (including suspension) and may be reported to the local authorities for investigation and punishment.

NEW MEMBER ORIENTATION DISCIPLINE PROCESS

By adhering to the New Member Orientation guidelines in this document, in both the “letter of the law” and the “spirit of the law”, no club should require disciplinary action. In the event that a club is found in blatant violation of these guidelines, they will have a mandatory meeting with the CAT and DSA with a possible fine of up to \$250 or suspension from NEMO activities or suspension of charter.

WITHDRAWING FROM THE NEW MEMBER ORIENTATION WEEK

Any student is free to withdraw from New Member Orientation week at any time. The withdrawing student must notify the club president of their intent to withdraw, and the president must report their withdrawal to the DSA as soon as possible.

HAZING POLICY

As a Christian University we strive to be Christ-like in every avenue in our daily lives.

*‘Love your neighbor as yourself.’ No other commandment is greater than these.
Mark 12:31*

*Don’t be selfish. Don’t try to impress others. Be humble, thinking of others as better than yourselves.
Philippians 2:3*

1. No student shall engage in what is commonly known and recognized as hazing, or permit, encourage, aid or assist any person, whether a student or not, in the commission of hazing.
2. No student shall knowingly permit, encourage, aid or assist any person, whether a student or not, in committing hazing, or willfully acquiesce in the commission of hazing, or fail to report promptly his or her knowledge or any reasonable information within his or her knowledge of the presence and practice of hazing to any club sponsor or the DSA.

Hazing, according to Alabama law, is defined as any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student. Such activities shall include, but not be limited to, “mind games,” verbal harassment, yelling at and putting individuals down by the manner in which they are treated and spoken to, paddling, beating, any activity that causes fatigue, physical or psychological shock, giving of food or drink that is distasteful or designed to cause nausea, any activity that is demoralizing, degrading or might cause one to lose self-respect.

There is a clear legal concern for any club that fails to adhere to the guidelines established by Faulkner University in regards to the orientation of new members. The purpose of the guidelines is not to make the induction of new members harder for the clubs, but to protect prospective members, as well as the club, from irrational acts that may not be well thought out.

Any club or individual engaging in activities that have danger of physical or mental discomfort, pain, or harm, or who subjects the prospective member to humiliation and/or degradation should be aware that the club and/or the individual may become legally liable for such acts.

Hazing should not happen within our clubs. If we conduct ourselves in the action and spirit of the above scriptures, hazing will not happen.

EXAMPLES OF HAZING INCLUDE:

- Club-related branding or permanent marking of oneself or another
- Requesting/suggesting/encouraging new members to perform some favor for you (e.g. cleaning, cooking, running an errand, getting a date for you, etc.).
- Creating concern/fear/anxiety by any event or deceiving new members into thinking they will face some made-up event
- Threatening new members in any fashion
- Coercion, a subtle hazing tactic, where there is subtle peer pressure to engage in an activity that will seem to be viewed by others as “cool” or some tradition that former members did. That if the new member accomplishes the task(s) there will be some sort of reward either made-up or real. Example: Shaving hair off in order to prove loyalty or to receive reduced club dues
- Singling out new members, including calling them demeaning names or names that might be viewed by others as demeaning
- Planning and making activities mandatory that take up an excessive amount of time
- Requiring physical exertion of new members such as calisthenics, runs, sit-ups, push-ups, or standing/sitting in any position.
- Lining up new members – activities planned are for all members – there should be no sense of “us” and “them”
- Preventing/restricting new member from class attendance, chapel attendance, or sleep
- Requiring silly or embarrassing public demonstrations or the wearing of uncomfortable, conspicuous, or ridiculous clothing
- Any activity that promotes unhealthy club competition or interferes negatively with the activities of another club
- Prohibiting from or requiring new member to be alone
- Pressuring new member to place any foreign object, food, or drink in his or her mouth

- Requesting/suggesting/encouraging new member to carry an object that is unusual, heavy, or uncomfortable
- Requesting/suggesting/encouraging new member to break the Faulkner University Code of Conduct, Club Handbook rules, or any Federal, State, or City law, e.g. alcohol consumption, theft (including unauthorized "borrowing"), breaking curfew, vandalism, defacing property, misuse of fire safety equipment, etc.
- Informal, impromptu, or individually conceived orientation behaviors
- Participation by new members in any club-related event after curfew
- Facilitating the unsafe transport of members, including traveling in a motor vehicle without an available seat belt (e.g. in the cab of a pick-up)

ALTERNATIVES TO HAZING

- Working on projects that promote unity, such as service projects
- Activities that promote team building, problem solving and good decision making skills
- Trying to foster leadership and other Christian qualities. Such as use of influence, accountability and dealing appropriately when conflicts arise
- Identifying and improving problems within the club, promoting communication and openness
- Aiding in helping members think about their calling and career goals
- Promoting personal and spiritual growth in members

ALABAMA HAZING LAW § 16-1-23

(Cited at <https://www.stophazing.org/alabama/> accessed 3.4.18)

(A) **Hazing** is defined as follows:

(1) Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student, or

(2) Any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer,

threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.

(3) The term **hazing** as defined in this section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. The term **hazing** does not include corporal punishment administered by officials or employees of public schools when in accordance with policies adopted by local boards of education.

(B) No person shall engage in what is commonly known and recognized as **hazing**, or encourage, aid, or assist any other person thus offending.

(C) No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of **hazing**, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of **hazing** in this state to the chief executive officer of the appropriate school, college, university, or other educational institution in this state. Any act of omission or commission shall be deemed **hazing** under the provisions of this section.

(D) Any person who shall commit the offense of **hazing** shall be guilty of a Class C misdemeanor as defined by Title 13A.

(E) Any person who participates in the **hazing** of another, or any organization associated with a school, college, university, or other educational institution in this state which knowingly permits **hazing** to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to public funds, scholarships, or awards which are enjoyed by him or by it and shall be deprived of any sanction or approval granted by the school, college, university, or other educational institution.

(F) Nothing in this section shall be construed as in any manner affecting or repealing any law of this state respecting homicide, or murder, manslaughter, assault with intent to murder, or aggravated assault.

CLUB DISCIPLINE (SELF-REGULATION)

One of the goals of the administration of Faulkner is to work together with clubs to meet the mission, values, and goals of both the University and the club system. Therefore, the administration values and respects clubs whose sponsors and leaders take seriously the values and mission of the University and the club system, make diligent efforts to educate members about expectations, provide consistent examples of these expectations, and encourage their clubs to maintain the highest standards, taking swift and judicious corrective action when members violate the expectations of the group or University.

Each club's executive council is required to function as its own disciplinary committee, with any additional members their officers appoint. At least one sponsor must be in attendance at all disciplinary meetings. The

purpose of this is to ensure that the club is upholding the standards set forth both by the club and by the University. The disciplinary committee should meet whenever a member violates a university regulation which has not already come to the attention of the Office of Student Life.

If the infraction has not already come to the attention of the DSA, then the club's disciplinary committee should handle the matter **and** report to the DSA the nature of the infraction and disciplinary consequences issued by the club, while keeping the name of the club member(s) involved anonymous. Failure to report such infractions within a week after appropriate "in-house" handling will result in disciplinary action taken against that club. Only in cases where the law is broken or endangerment issues are present will a university investigation follow.

CLUB DISCIPLINE (UNIVERSITY REGULATION)

If an infraction has already come to the attention of the DSA then she/he will initiate an investigation. The individual(s) involved in the infraction will be held accountable to University regulations as outlined in the Student Handbook. If the violation is also determined to be a club violation, then the CAT may be asked to investigate and make recommendations to the DSA for disciplinary action against the club. The University will use good judgment in determining if a violation will be considered a club violation or a violation by individuals. One determining factor will be whether the actions/activities in question were endorsed by the club. "Endorsed" may refer to positive support, silent approval, or failure to provide an appropriate level of disapproval and discouragement regarding the actions/activities in question. Another determining factor will be the number of club members involved. A club found negligent in its education of members about regulations may be held accountable for actions of its members. The club's own officers may also choose to meet and make a recommendation to the DSA concerning the internal disciplinary action that they are willing to take in order to be self-regulating. This recommendation may or may not be considered in the final decision.

A club may be disciplined for reasons including, but not limited to, the following:

1. A violation of University rules or Club Handbook policies/procedures
2. Hosting an event despite failure to obtain required approval
3. Distribution of a shirt or other clothing article for which the design was not approved
4. Failure to have required number of sponsors at an activity or having sponsors only at part of the activity
5. A violation of the club's constitution
6. Failure to meet attendance standards for ICC meetings
7. Hazing and/or breaking FAULKNER policies during Orientation activities
8. Defacing, removing, stealing or tampering with another club's property. This includes behavior such as demeaning language stated verbally or through any media venue.

Possible sanctions include, but are not limited to, the following:

1. Verbal Coaching for Improvement (for minor violations)
2. Written Coaching for Improvement (for repeated minor violation or more severe violations that would not result in harsher consequences)
3. Monetary fines

4. Community service hours or projects
5. Probation
6. Supervisory Status
7. Restriction of specific club privileges
8. Suspension for definite time period (day, week, semester, year, etc.)
9. Disbandment (club cannot be reorganized under same name for 4 years, members of disbanded club cannot join another club for rest of the semester and the following one, the number of disbanded members that can join another specific club will be determined by the Asst. Vice President for Student Services and/or Vice President for Student Services)

CLUB ACCOUNTS

GENERAL PROVISIONS

Each Faulkner University student organization must establish an account if the organization is collecting income such as dues, fund-raisers, and sales.

Student Organizations and Clubs are required to keep all funds allocated by the University in an on-campus account provided by the University. Organizations that collect membership dues of their own are permitted, but not encouraged, to maintain off-campus accounts for transactions with these funds, but must not deposit funds made payable to, or intended for, Faulkner University into the off-campus account.

POLICY AGREEMENT

All organization officers and faculty/staff sponsors/advisors signing off with the responsibilities as outlined in this document acknowledge the agreement to abide by the terms and procedures of this policy. This policy applies to funds maintained in both on-campus and off-campus accounts.

AUDIT OF FINANCIAL RECORDS

Student organizations must submit financial records for audit at the request of the Vice President for Finance or the Vice President for Student Services (or Associate Dean for Student Services for any Jones School of Law student organization).

Organizations are required to submit, at minimum, a financial report at the end of each semester, to their organization sponsor/advisor. The sponsors and advisors can require more frequent reporting, if desired.

All student organizations are required to submit a yearly financial statement at the end of each school year, no later than May 31st, to the Office of the Vice President for Finance for audit purposes. This statement should include the organization's opening balance, a breakdown of total revenues, a breakdown of total expenditures, and the closing balance. Organizations maintaining off-campus accounts should also include a copy of their most recent bank statement with their financial statement.

BUDGETING

The treasurer of the organization is responsible for keeping the organization aware of its financial status and handling the organization's budget. It is recommended that the organization sponsor or advisor be part of the budgeting process since they are here year after year and might be able to provide good advice from past experiences.

DONATIONS AND FUNDRAISING

All donations to the organization must be made through the University's Development Office in order to be considered tax-deductible. Donations to any Jones School of Law student organizations should be made through the JSL Development Office. Donated funds will then be routed back to the organization.

Solicitation activities on campus sponsored and conducted by students, student organizations, or groups must be approved in writing by the Vice President for Student Services and carried out only in the designated areas. Refer to Policy # 385 – "Solicitation" for detailed guidelines. Any student, student organization or group proposing to solicit monetary contributions or gifts must obtain prior approval from the Vice President for University Advancement. Refer to Administrative Policy # 505 - "Fund Raising Events and Grant Applications" for detailed guidelines.

SALES TAX

The student organization spending funds from an off-campus bank account may not use the University's taxpayer identification number or the University's tax-exempt status in connection with purchases or sales by the organization, gifts to the organization, interest on other income of the organization, or any other activity of the organization. The benefit of the University's Sales Tax Exemption will be extended for any purchase made through the University's purchasing request system.

FINANCIAL MANAGEMENT OF ORGANIZATION ACCOUNTS AND FUNDS

Student organizations are encouraged to keep detailed records regarding all financial transactions. Organization sponsors and advisors should be involved in the management of organization funds and the maintenance of organization accounts. The following are some suggestions on how to best manage the organization's account:

Handling Funds

- Numbered receipts should be used for all funds received; receipts should be used in sequential order.
- The organization should perform reconciliations between the items sold and the funds received (this should also be performed for dues received).
- All checks received should be restrictively endorsed upon receipt (if desired, a stamp can be ordered to show organization name, bank name, and checking account number).
- All funds should be properly safeguarded between deposits; cash should not be kept in dorm rooms overnight.
- All income should be deposited daily.

- Deposits should be verified by two individuals.
- Funds are to be used for organizational purposes only; personal use of organization funds will be grounds for disciplinary action.

Expenditures

- Faulkner University's Sales Tax Exemption **may not be used** when making purchases using funds from an off-campus bank account. The benefit of the University's Sales Tax Exemption will be extended for any purchase made through the University's purchasing request system.
- All purchases should be approved by a sponsor/advisor through the use of the **Funds Request Form** (included in this handbook); an event planning budget should be developed prior to purchasing to avoid over-spending.
- Receipts and invoices for all expenditures should be maintained with the organization's financial records.

Establishing an Off-Campus Account

Faulkner University has the following requirements regarding the establishment of off-campus checking accounts for student organizations:

- Organizations opening an off-campus bank account must establish an Employer Identification Number (also called a taxpayer identification number) for the organization so that an individual member's SSN is not used on the account.
- Each Faulkner University student organization that has an off-campus checking account must require two signatures on checks; signatures should preferably be one Sponsor or Advisor and the organization's President or Treasurer. It is strongly recommended that all faculty sponsors and advisors of the organization are signers on the account since the officers will often change yearly.
- **IMPORTANT!** Upon establishing an off-campus account, the organization is required to provide the account information to the office of the Vice President for Finance.

Off-campus bank accounts established and maintained by student organizations **may not:**

Use the University's federal employer identification number (EIN) on the account;

Place the names "Faulkner" or "Faulkner University" on the account; or

Deposit funds made payable to, or intended for, Faulkner University into the account

The University has established relationships with several local banks where accounts may be opened with no fees. Check with the office of the Vice President for Finance for a current list of recommended banks.

Maintaining an Organization's Off-Campus Checking Account

- Maintain an updated balance in the checkbook or with a software program (i.e. Quicken) at all times.
- All voided checks should be maintained.
- All checks should contain two signatures - preferably one Sponsor/Advisor and one Officer.
- Checks should not be signed in advance or signed without a remittance name and amount.
- Checks should not be made payable to "cash."

- Checkbook should be kept in a secure location.
- ATM cards and Debit cards are only allowed with sponsor approval.
- President and/or Treasurer should review monthly statement and transactions; organizations should establish procedures to ensure persons making the purchases are not the only individuals who reconcile the bank statement.
- Monthly reconciliations should be performed to ensure account balance is in agreement with bank balance.
- Sponsor/Advisor should review bank statements periodically - at minimum once per semester.
- Original bank statements should be safeguarded and maintained in a secure location.
- Signers will need to be added to/removed from bank accounts each year as new officers are elected. Having at least one sponsor or advisor as a signer on the account can provide some continuity each year.

TAX INFORMATION

Any comments on tax matters contained in this policy are provided merely as a courtesy for the general information purposes of student organizations and are not to be considered personal tax advice given by the University or its employees. *All student organizations should rely upon tax advice provided by their own independent tax advisors.*

Taxpayer Identification Number

Organizations opening an off-campus bank account must file form SS-4 with the IRS to apply for an Employer Identification Number (also called a taxpayer identification number) for the organization so that an individual member's SSN is not used on the account. The SS-4 form has a place for the student organization to designate that they are a registered university student organization (line 8a, under "other"). Information on how to apply for the EIN online is available at www.irs.gov (keyword "EIN") or by calling the IRS at (800) 829-4933.

Tax Exempt Status

Student organizations are not covered under Faulkner University's tax-exempt number. Your organization is not "Tax Exempt" unless you have applied for and been granted that status from the Internal Revenue Service. However, some organizations are treated as tax exempt without being required to file an Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, provided that they are organized and operated appropriately. This includes any organization normally having annual gross receipts of not more than \$5,000.

For further information regarding tax exempt status, contact the IRS at (800) 829-3676 and ask for Publication 557, "Tax-Exempt Status for your Organization." For additional assistance you may call *IRS Tax Exempt and Government Entities Customer Account Services* (toll free) at (877) 829-5500 between 8:00 a.m. and 6:30 p.m.

Annual Tax Reporting

Organizations maintaining off-campus accounts will be required to file an annual return with the IRS.

Organizations with gross receipts less than \$25,000 will be required to file a Form 990N e-postcard. By submitting the electronic notice on Form 990-N, an organization acknowledges that it is not required to file a Form 990 or 990-EZ because its gross receipts are normally less than \$25,000. In order to make this determination, the organization must keep records that enable it to calculate its gross receipts.

- An organization is required to provide the following information on Form 990-N:
- the organization's legal name;
- any other names the organization uses;
- the organization's mailing address;
- the organization's Web site address (if applicable);
- the organization's taxpayer identification number (TIN);
- name and address of a principal officer of the organization;
- the organization's tax year;
- a statement that the organization's annual gross receipts are normally \$25,000 or less; and
- if applicable, a statement that the organization has terminated or is terminating (going out of business)

Filers may access the user-friendly filing system to file a Form 990-N at www.irs.gov/eo or by going directly to the filing system Web site at <http://epostcard.form990.org>.

SOCIAL CLUB OFFICER FORM

I, _____, the _____ of
Name Office

_____ for the 20__-20__ year, understand that I am bound
Club

by all the principles set forth in the Faulkner University Handbook and the Social Club Handbook. These principles include, but are not limited to, personal integrity, service, stewardship, unselfishness, example-based leadership and excellence. I agree to be held accountable to these principles, calling myself to a higher standard than others, as a leader in my social club. I also agree to be a fitting representative of my club and my University at all times.

I further understand that if I refuse or fail to abide by these standards I will thereby forfeit my office, the timing and process for which will be determined by my club sponsors and the DSA and/or CAT. If my office is forfeited, a new election to fill the vacancy will be held, following the guidelines set forth in my club's constitution.

WITNESS ACKNOWLEDGEMENT:

I HEREBY WITNESS THIS AGREEMENT, on this the ____ day of _____, 20__.

Signature: _____

Printed Name: _____

SOCIAL CLUB MEMBER FORM

I, _____, a member of _____
Name Club

for the 20__-20__ year, understand that I am bound by all the principles set forth in the Faulkner University Handbook and the Social Club Handbook. These principles include, but are not limited to, personal integrity, academic progress, service, stewardship, unselfishness, example-based leadership and excellence. I agree to be held accountable to these principles, calling myself to be a fitting representative of my club and my University at all times.

I further understand that if I refuse or fail to abide by these standards I will thereby lose or be on *probation* with my membership, the timing and process for which will be determined by my club sponsors and the DSA and/or CAT. If my membership is put on probation or forfeited, I understand that my dues and any rights I had as a member will also be forfeited following the guidelines as set forth in my club's constitution.

WITNESS ACKNOWLEDGEMENT:

I HEREBY WITNESS THIS AGREEMENT, on this the ___ day of _____, 20__

Signature: _____

Printed Name: _____

AUTHORIZATION TO RELEASE GRADES FORM



Faulkner University Social Club System

Authorization to Release Grades

Instructions: As a part of your agreement to participate in Faulkner University's Social Club System you are required to release your final grades for all courses and GPA with your club president and vice president as well as any sponsor. Club presidents may request this information at any time during the semester from the Director of Student Activities to ensure member qualification is upheld.

Please complete and sign this form no later than the second week of the start of each semester and submit it to the Director of Student Activities or the president of your club. This document must be on file (with your club and with the Student Activities Office) in order for you to fully participate in club activities. Please note that students who do not meet the GPA qualifications for membership maybe be required to go "inactive" and would not be able to participate.

I, _____, give my permission for Faulkner University to release my final
Print name
grades and my GPA both semester and cumulative to the president, vice president and sponsors of the club to which I am a member. This authorization is effective from date signed and remains in effect as long as I am a member of the below stated social club.

Date: _____

Student signature: _____

Student ID number: _____

Social Club: _____

Submit this completed form to your club president or the Director of Student Activities by the stated deadline. A copy of the completed form must be on file with both your club and the Office of Student Activities.

SOCIAL CLUB NEW MEMBER ORIENTATION CONTRACT

Prior to the start of New Member Orientation (NEMO) activities, all club members (including new members) must sign this contract, signifying that they understand:

1. That since hazing is illegal under Alabama law and defined by Faulkner University in this document it must be avoided by every person involved in the New Member process;
2. That violations of hazing regulations must be reported to the DSA immediately;
3. The rules and expectations for clubs set forth in the Faulkner University Social Club Handbook;
4. The code of student conduct given in the Faulkner University Student Handbook;
5. That all club activities, including rushing, must conform to the standards of Faulkner, as outlined in its mission statement, Student Handbook and this Social Club Handbook;
6. That attendance policies specific to each club for activities/meetings of the school year also govern the New Member Orientation week.

I realize that any violation of this contract, whether by myself or someone else involved in the club rush and NEMO process, can have serious consequences, including the negation of rush and NEMO for this year and stern disciplinary action being taken against persons guilty of hazing.

Having read and understood the standards noted in the above contract, I agree to abide by such guidelines, working to make rush a positive and edifying experience for all involved. Furthermore, I take it as my duty to report any violations of this contract or of the Faulkner code of conduct.

Your Name (printed)

Your Name (signed)

Your Club's Name

Date

WITNESS ACKNOWLEDGEMENT:

I HEREBY WITNESS THIS AGREEMENT, on this the ____ day of _____, 20__.

Signature: _____

Printed Name: _____

SOCIAL CLUB SPONSOR CONTRACT

SOCIAL CLUB SPONSOR RESPONSIBILITIES

Academic Year: August 20__ through May 20_____

Name of Sponsor: _____

Name of Club: _____

Sponsor Contact information:

Mailing address: _____

Sponsor cell phone: _____

Sponsor email: _____

Sponsor employer: _____

SELECTION OF SPONSORS: At least one sponsor of each club must be an employee of Faulkner University.

1. Sponsors must meet the following criteria:
 - a. A minimum of four years past graduating with bachelor's degree. If degree has not been pursued, a prospective sponsor must be at least 28 years of age.
 - b. In good standing with the community and the University, committed to upholding the mission and standards of Faulkner University.
 - c. Complete a Sponsor Contract.
 - d. Once approved must have attended the sponsor training class hosted by the DSA for that academic year.
 - e. Must have read and be familiar with this handbook prior to the sponsor training class.
2. Each club will submit a minimum of 4 sponsors to the Director of Student Activities one week (seven days) following the first day of classes in the fall semester.
3. The DSA will respond within seven days of the submission date with approval/disapproval of potential sponsors by notifying the club presidents.

RESPONSIBILITIES TO SPONSORS

In response to the hours of service and the great efforts sponsors devote to their clubs, Faulkner views each club as having these obligations to its respective sponsor(s):

1. **At the beginning of each semester, sponsors should be notified of the time and place of a club's regular meetings.** As a courtesy to them, sponsors should be sent reminders before each meeting. Additionally, sponsors must be consulted regarding any meetings called beyond the

regularly scheduled meetings, and they must be consulted regarding the changing in time or place of regular meetings. Because sponsors have many obligations besides clubs, each club should give its sponsor as much advance notice as possible before changing a meeting or scheduling a new one.

2. **Officers should consult with sponsors as they develop plans for activities.** Officers should not announce an activity plan until a plan has been fully formed and approved by officers, sponsors (and members if called for). Waiting until a club-wide meeting to present a plan puts the sponsor in a difficult position if s/he has objections to the plan. Because no activity can be held without the attendance or approval of a sponsor, all dates for plans should be checked with the club's sponsor(s) prior to their being presented before the entire club.
3. **Communicate, Communicate, and Communicate.** Sponsors should be kept well informed of their club's activities and of current issues going on within the club. Sponsors can be very valuable at helping in the decision making process.
4. **Clubs should cooperate with their sponsors and treat them with respect and appreciation.** Sponsors earn this by sacrificing their time—sometimes away from family to provide guidance, direction, support, and encouragement. Every club should strive to cultivate a positive relationship with their sponsors and to respect and cooperate with sponsors if they deem an activity, event, or location to be unsafe or contrary to Faulkner University's guidelines or the guidelines of the Social Club Handbook. Each club should assist its sponsors in financing travel, food, fees, or other materials each time the situation warrants.

RESPONSIBILITIES OF SPONSORS

Sponsors are an essential ingredient in our club system as they bring years of spiritual maturity, wisdom and leadership experience to be shared with our students and our students know and appreciate that. If you see a club activity that you believe is dangerous or demeaning to any member please feel free to step in and question the activity. This should be done in an appropriate and private manner if deemed necessary. Also, know that your club's leadership has been asked to do the same. If there is no immediate concern to life or limb or legality issue, it may be wiser to wait and see how the students resolve the problem. Perhaps a quick sidebar with one of the leaders would be an effective way to share your concerns and allow that student to take a leadership role. After the issue is resolved some discussion on the most effective way to handle such a situation in the future will help that student grow into the type of leader we need on campus.

While we urge you to establish a healthy rapport with our club members and continue to increase your influence with them it may be necessary for you to take direct and immediate action to halt a dangerous situation. Please feel free to do so knowing that you have this University's full support.

Also, please keep the Dean of Students' cell phone number handy (Candace Cain, 830-688-1074) and the Director of Student Activities, Spenser Cantrell (352- 551-3312). Spenser will be available to answer your calls at any time and will be physically present and ready to respond in the evenings the entire week of NEMO.

EXPECTATIONS OF SPONSORS INCLUDE THE FOLLOWING:

1. All sponsors are required to attend a meeting with the DSA for discussion of the Social Club Handbook. This meeting will take place at least two weeks (fourteen days) prior to the beginning of the New Member Orientation week activities of fall semester. Sponsors will be notified of the time and place of the meeting at least two weeks in advance.
2. Generally, at least one sponsor must be present at all off-campus activities. The DSA will decide exceptions.
3. At events where men and women clubs are both present, at least one sponsor from each club must be present from beginning to the end of the activity.
4. At least one sponsor must be present throughout all New Member Orientation activities.
5. Sponsors are expected to uphold guidelines outlined in the Social Club Handbook and to direct students in ways that are consistent with the mission and purpose of Faulkner University and will be asked at the Sponsor Orientation meeting to sign an agreement (page 27) so indicating. The standard by which the administration judges the appropriateness of a club's activities—"Is it Christ-like?"—should be used as the guiding principle for sponsors in dealing with their clubs. Sponsors who fail in this objective may be subject to removal.

AGREEMENT:

CANCELLATION:

This agreement to serve as a sponsor is subject to cancellation without notice or cause by either Faulkner University or the sponsor.

A social club is not permitted to exist without at least one sponsor. Therefore, any club without a sponsor is considered "inactive" until such time that there is at least one sponsor for the club.

ACKNOWLEDGMENT:

As a sponsor of said club, I understand that it is my duty to ensure that the club abides by the rules and regulations promulgated in the current edition of the Student Handbook and the Social Club Handbook. I also understand that it is my duty to ensure that at all times when the club is convened as a club that the members of the club act in accordance with the mission and ideals of Faulkner University.

CLUB MEETINGS AND ATTENDANCE:

I understand that the club members are permitted to convene for their weekly meetings and are permitted to do so without the presence of a sponsor. I understand that the club will notify all the sponsors of the time, location and place of these meetings. I will attend regular meetings as my schedule permits.

I understand that at least one sponsor has the obligation to be present and must be present at all off-campus activities. Without the presence of at least one sponsor at off-campus activities, the club is not permitted to convene. I understand that at least one sponsor must be present at any off-campus activity and be present from the start of the event through the end of the event. Should the club convene off campus without a sponsor, or fail to notify a sponsor in advance of

such a meeting, I have a duty to and will report the club to the appropriate regulatory bodies of Faulkner University.

I understand that at least one sponsor must be present at all club activities, on or off campus where both male and female students are present. Without a sponsor at such activities, the club is not permitted to convene. Should the club undertake such an activity without a sponsor, or fail to notify a sponsor in advance of such a meeting, I have duty to and will report the club to the appropriate regulatory bodies of Faulkner University.

I understand that at least one sponsor must be present at any club meeting involving voting procedures for new members or officers. Without a sponsor's presence at such activities, the club is not permitted to vote on new members or officers. I understand at least one sponsor must attend such events and be present from the start of the event through the end of the event. Should the club undertake such an activity without a sponsor, or fail to notify a sponsor in advance of such a meeting, I have a duty to and will report the club to the appropriate regulatory bodies of Faulkner University.

NEW MEMBER ORIENTATION ACTIVITIES:

I understand that for any and all activities related to new member orientation, that one sponsor must be present. As a club sponsor, I understand that without the presence of a sponsor at such activities, the club is not permitted to engage in new member orientation activities. I understand that the sponsor must attend such events and be present from the start of the event through the end of the event.

I understand that pursuant to Code of Alabama §16-1-23, et seq. that "hazing" is illegal. Since it is illegal it must be avoided by every person involved in the social club and the social club process. I understand that as a club sponsor, I am responsible for helping to regulate the conduct of the club. I will report any violations of the hazing regulations to the appropriate regulatory bodies at Faulkner University immediately.

I understand that hazing activities can result in civil lawsuits. As the sponsor of said club, I understand that if the club engages in activities that constitute as hazing, I could be named as a defendant/litigant in that lawsuit. I also understand that since an act of hazing is an intentional act, that most insurance policies would exclude coverage for any verdict or judgment in favor of the plaintiff. I understand that there is no insurance coverage provided by Faulkner University for activities that are considered hazing.

REPORTING:

I understand that my failure to report any of the club's violations of the Student Handbook, the Social Club Handbook, or as hereinabove described will result in my suspension and/or termination as a club sponsor. I further understand that if I am suspended or terminated as a club sponsor and that if that the club is thereby left without a sponsor, it will be "inactive" until such time that a new sponsor is approved by the appropriate regulatory bodies at Faulkner University.

AFFIRMATION:

I have read and understand the terms of this agreement. I meet the qualifications for sponsorship. I have also read and understand the Social Club Handbook. Having done so, I agree to undertake sponsorship of _____ and hereto affix my hand and seal on this the day of _____, 20__.

I understand that my sponsorship will not become effective until it is accepted by Faulkner University.

Signature: _____

Printed Name: _____

WITNESS ACKNOWLEDGEMENT:

I HEREBY WITNESS THIS AGREEMENT, on this the ____ day of _____, 20__.

Signature: _____

Printed Name: _____

FUNDS REQUEST FORM

PLEASE PRINT

Name of Organization:	
Requestor:	
Account name and number:	
Requested Amount:	What will funds be used for:
P-Card to be utilized: Yes No Check Request please complete info below.	
Check goes to: Print Name:	
Full address:	
Print name of organizational sponsor:	
Signature of organizational sponsor:	
Date:	
Print name of organizational officer:	
Signature of organizational officer:	
Date:	
Will this check be picked up or mailed: Please give us cell number if to be picked up:	
Once this form is complete please take to the Student Life Office to have them put the request in Regent to the Business Office and keep as a record. Your organization may want a copy as well.	
Received by: _____ Date: _____	

JAMBOREE VIOLATION APPEAL

Date: _____

Club: _____

President/ Coordinator: _____

Violation:

Practice Time Limit

Missed Deadline

Other _____

Appeal Reasoning – Please explain fully:

Office Use Only:

Approved Appeal

Rejected Appeal

DSA signature and date: _____

DS signature and date: _____

FAULKNER UNIVERSITY INTRAMURAL MANUAL

Welcome to Intramural Sports

Intramurals Sports are open to the entire Campus Community, which includes Undergraduates, Graduates, Faculty/Staff, and Students from Jones School of Law. Our purpose is to provide opportunities for the Faulkner family to glorify God through healthy competition in a caring, Christian environment. Faulkner University utilizes IMLeagues.com as the Intramural online program for all sports.

TYPES OF TEAMS

1. Student
 - a. Club
 - b. Independent
2. Faculty/Staff – No students on team
3. Alumni
4. Sponsors

POLICIES AFFECTING PARTICIPATION

1. Students, Faculty/Staff, JSL students, Sponsors and Alumni may participate.
2. All participants must sign the injury liability form.
 - a. All participants must use their Faulkner email (first.last@faulkner.edu except for alumni and sponsors will use their regular email)
3. Participants must be entered on a team in IMLeagues before registration ends.
4. Intramural Sports operates in full compliance with the campus policies on harassment of any kind, violence, and racial discrimination. The following actions are grounds for dismissal from participation:
 - a. Disrespect of any kind towards the Intramural staff
 - i. Discretion is held by the Director of Intramurals/Director of Student Activities
 - b. Fighting between participants
 - c. The use of inappropriate language
 - d. Verbal harassment of other participants
5. Minimum cumulative GPA of 2.0 is required. (This can be appealed to the Director of Student Activities and the Dean of Students if needed. You can find the form on the app)
6. If the student came to Faulkner to play the sport we are in season with, they must be out of the sport for at least a calendar year.

7. Transfers are able to play Intramurals but are not able to participate in A Teams until they have gone through New Member Orientation.

CLUB TEAMS

Clubs may have more than one team per sport but must designate before the season begins as to which team will be playing for club points and which one is to be counted as an independent team.

Roster Rules: Must be an ACTIVE MEMBER in the club to play on the team designated for club points. Must adhere to the Policies Affecting Participation section.

INDEPENDENT TEAMS

Independent teams are highly encouraged by the Intramural Staff. Students who are not involved in the clubs are absolutely more than welcome to play in all intramural sports, but they must be on an approved roster in IMLeagues. Rosters must be submitted by the registration deadline.

1. Student Independent
 - a. Must be entirely made up of students of Faulkner University or students of Jones School of Law.
2. Faculty/Staff
 - a. May be made up of anyone on Campus
3. Alumni
 - a. May be made up of any alumni of Faulkner University

Roster Rules: Must adhere to the Policies Affecting Participation section.

CLUB CONTACTS:

DEAN OF STUDENTS (DS):

CANDACE CAIN CELL: 830-688-1074, STUDENT LIFE OFFICE IN MULTIPLEX
CCAIN@FAULKNER.EDU

DIRECTOR OF STUDENT ACTIVITIES (DSA):

SPENSER CANTRELL: 352-551-3312, STUDENT ACTIVITIES OFFICE IN MULTIPLEX
SCANTRELL@FAULKNER.EDU
COORDINATOR OF INTRAMURALS

JAMBOREE DIRECTOR

NASTASHA KASARJIAN, OFFICE 334-386-7922
NKASARJIAN@FAULKNER.EDU