

2011-2012

Faulkner University

Social Club Handbook



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Director of Student Activities (DSA)

Interclub Council (ICC)

The **Inter-Club Council (ICC)** is composed of the presidents of each club. ICC makes decisions pertaining to clubs and recommendations for policy and procedures set by the DSA.

Orientation Review Team (ORT)

The **Orientation Review Team** is a committee charged with the oversight of the Orientation process, including setting standards of conduct expected during the orientation process, implementation of these standards, and assistance in any disciplinary measures necessary as a result of failure to adhere to Faulkner University policies set forth in the Social Club Handbook related to the selection and orientation of new members. This committee is chaired by the Director of Student Activities. Other members include the Vice-President of Student Services, the Dean of Students, the Director of Student Success and four faculty members (with two faculty members rotating off each year).

FOREWORD

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 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 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, 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.

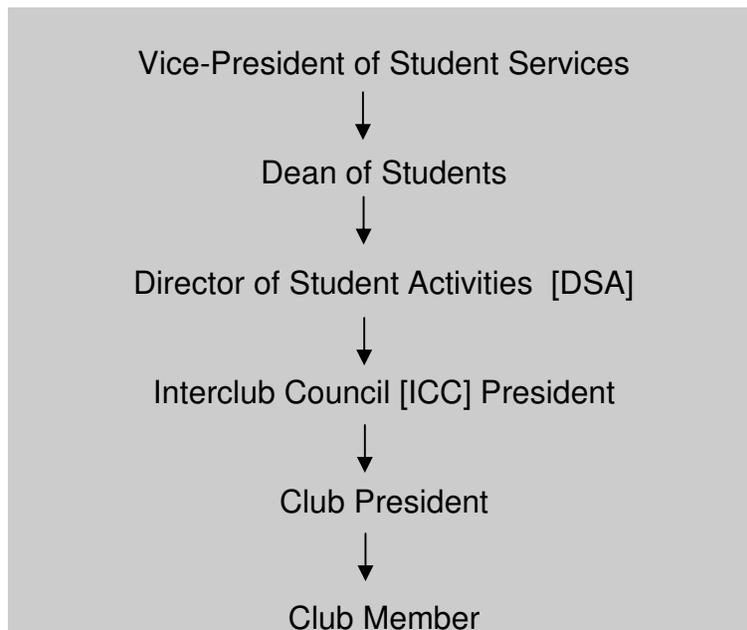
STANDARDS OF CONDUCT

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 pursue actively 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 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 Director of Student Activities (DSA). As pertaining to the club system, the intermediate levels of authority 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 and those sponsors must be submitted to the DSA for approval one week (7 days) following the beginning of fall semester.
3. Every member of the social clubs is held to the standards of behavior and ethics outlined in the 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, excluding regular weekly club meetings, must be pre-approved by the DSA. Request forms may be accessed on-line and sent to your sponsor(s). Therefore, the clubs are responsible for communicating with their sponsor(s) about prospective events and e-mailing the form to their sponsor(s), allowing ample time for the sponsor to prepare for the activity. Club 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 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 (7 days) following the first day of classes fall semester.
 - b. Orientation week schedule – due 2 weeks (14 days) prior to the first day of the Orientation week.
 - c. Club Books – due 2 weeks (14 days) prior to the first day of Orientation Week .
 - d. Full disclosure information (pg. 7) due to the DSA before the end of 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 cannot exist without 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. All sponsors must be approved either by the DSA or by the Vice President of Student Services.

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 in which the club votes for new members or officers.

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 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 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 ICC or with the regulations of the university.

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 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 (including total annual cost)
3. Number of new member openings
4. Traditional service projects and activities
5. Probation status
6. Cumulative GPA of active members
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. 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 5 academic years must have elapsed since completion of a Bachelor's degree. If a college 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.

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

2. Each club will submit a minimum of 4 sponsors to the DSA one week (7 days) following the first day of classes in the fall semester. The DSA will compile a list of all club sponsors and submit this list to the ORT within 48 hours for approval.

3. The ORT will respond within 7 days of the submission date with approval/disapproval of potential sponsors to the DSA who will in turn notify 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 delay until a plan has been fully formed. 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. Be cause 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, 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 essential to the existence of the club system at Faulkner University. Sponsors volunteer their time and give direction and oversight to the clubs. Sponsors also may serve as liaisons between the administration and the club. Sponsors must be pre-approved by the ORT.

EXPECTATIONS OF SPONSORS INCLUDE THE FOLLOWING:

1. All sponsors are required to attend a meeting with the ORT for distribution and discussion of the Social Club Handbook. This meeting will take place 2 weeks (14 days) prior to the beginning of the 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 Student Activities Director or Vice President of Student Services will decide exceptions.

Although sponsors are not required to attend weekly club meetings, they should be made aware of meeting locations and are welcome to attend unannounced at any time.

3. At least one sponsor must be present throughout all voting procedures for new members and officers.
4. 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.
5. At least two sponsors must be present throughout all New Member Orientation activities.
6. 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 removed.

INTER-CLUB COUNCIL (ICC)

The **Inter-Club Council (ICC)** is composed of the presidents of each club. ICC makes decisions pertaining to clubs and recommendations for policy and procedures set by the DSA. Club presidents must attend bi-weekly ICC meetings. ICC meetings are usually on Thursdays 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, 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 Student Activities Coordinator to complete club system tasks such as Club Night, club mixers (public and private), voting, bids, etc.
3. Serving as a voting member 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. However, the standards by which students must charter new clubs are necessarily strict, in order to maintain the integrity of the club system.

Students seeking to charter a new club must have:

1. A constitution, including a mission statement, to the Office of Student Activities.
2. A list of charter members that are in good standing with the University.
3. Signatures of three 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 attempt to leave one club for another. Transfers who are not voted into their new club at that time may still attempt to rush that or any other 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 six traditional hours at Faulkner;
3. Be in good standing with the Dean of Students Office

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).

ACADEMICS

Each member is required to maintain, at least, a cumulative 2.0 Grade Point Average. If a student's cumulative average falls below this requirement, s/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.

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, intramurals, or as an officer, 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.

An **ineligible member** is similar to an honorary member, but is not allowed any official participation in voting, intramurals, officership, or Jamboree.

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

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.
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),
3. On-campus devotionals,
4. Intramural games, or
5. Meetings held on-campus at which sponsors feel their attendance to be unnecessary (excluding induction activities, and actual parties).

Sponsors should be invited to all activities, even those at which their presence is not required, thus making attendance their prerogative.

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

CLUB ADVERTISING

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, door ways, 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 utencil). 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.

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 collected athletic statistics or has appeared (or will appear) on an intercollegiate athletic roster during the current academic year.
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 Director reserves the right to review each case on an individual basis.

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 Sports points.

2. No additional names for a team can be submitted for league play after two contests have been played.
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 Director 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.
2. **Minor Sports** include ping-pong, horseshoes, Ultimate Frisbee, kickball, and bowling.

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:

Flag Football – 100, 75, 50, 25, 0
 Softball – 100, 75, 50, 25, 0
 Basketball – 100, 75, 50, 25, 0
 Volleyball – 100, 75, 50, 25, 0
 Jamboree – 200, 150, 100, 50, 0 (75% of active membership participating)
 GPA – 160, 120, 80, 40, 0
 Service – 50 for each major (up to 200 total), 5 for each minor (up to 100 total)
 Other minor events (Chili Cook-Off, Spirit awards, minor sports, etc.) – 50, 40, 30, 20, 10

RISK MANAGEMENT

Each club is expected to understand and maintain sound risk management procedures when choosing and organizing activities. From the various websites:

"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."

Risk management can be seen as an organization intentionally evaluating activities that are selected, determining the amount of risk involved, 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

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 Orientation 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 Orientation 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 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 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 by-product 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 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 Orientation 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 schedule for Orientation Week Activities to the ICC for approval. If passed, the schedule will be sent to the ORT for approval no later than 14 days prior to the first day of the Orientation process. Both ICC and the ORT have the authority to reject part of or the entire proposal, forcing clubs to rework and then re-submit proposals. A club cannot participate in Orientation Week unless both ICC and the ORT approve its proposal.

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

Goal of Social Clubs for 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 ORT works very close with the DSA and the Interclub Council (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 fall under 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 Rush 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 ICC and the ORT, for Orientation 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 has their own night for a mixer. At these mixers, students may sign up to show interest in no more than two particular clubs. 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. At the close of the private mixers, students are invited to Presidents' Night, the last mixer in which each club president makes a final plea for students to choose a club.

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 ranking the clubs one through five (one being their first choice, five being their last choice). Students are also required to fill out a health form, as well as read the Alabama Hazing Law. Finally, the students are required to make a brief video sharing some information about themselves with the voting clubs. All students who rank all clubs are guaranteed a spot in a club.

Orientation Process

All invitations to join clubs will be mailed simultaneously. Everyone involved in Orientation Week, including at least one sponsor, is required to meet in the Rotunda Auditorium with the ORT 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 Alabama Hazing Law, and agree to report promptly any perceived violations to the ORT. This contract also

requires affirmation that they have read and understand the Social Club Orientation Process Guidelines. Anyone absent from this meeting is prohibited from involvement in Orientation 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.

Orientation Week Time Table

Each club's Orientation Week schedule is to be submitted to the ORT 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. This schedule is to be specific and precise: (1) a detailed description of every activity in, 2) include time, location, name, description, and purpose.

Orientation schedule will be as follows:

Tuesday night: 8-10 pm

Wednesday night: 8-10 pm

Thursday night: 8-10 pm

Activities each of these nights will conclude with an all club devotional at 10 pm.

Friday all activities will begin no earlier than 10 am and cease by 10 pm.

Absolutely no activities, including completion of pledge books, will be conducted outside this time frame. Absolutely NO activities during New Member Orientation Week can be held at any location other than the Faulkner campus and the Dalranda property. Failure to adhere will result in exclusion of the club in violation from any further Orientation week activities. Again, all activities must be approved by the ORT.

Activities That Will Be Approved

In order for any activity to be approved by the ORT, the club must show how the activity contributes to one or more of the following area:

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 NOT Be Approved!!

1. Informal activities will inevitably occur, but no official encounter between an old member and a new member outside the approved hours is tolerated.
2. Any activity that occurs in the cafeteria or dormitory.
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 ORT.
5. Any additional requirements imposed on or suggested to a new member other than those explicitly approved by the ORT prior to the beginning of New Member Orientation.
6. No sponsor present.
7. Any club whose new members are out of the dorm after curfew — including special event time — will have some or all activities suspended with possible additional sanctions.
8. Specific examples include (this is not an exhaustive list):
 - Yelling or shouting to intimidate, belittle or humiliate
 - Sleep deprivation
 - Rough physical contact
 - Unnecessarily strenuous and humiliating physical exercise
 - Eating or drinking that will lead to illness or vomiting

Guidelines for Clubs

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

No individual/group exercises are permitted during Orientation Week activities.

Orientation activities are to include all present club members (both new and old members).

No demeaning or discouraging talk, yelling, or singling-out of any one member is permitted during Orientation Week.

Orientation Week schedules are to be strictly followed, with any necessary changes to be submitted to the DSA and ORT for approval.

The dorms and cafeteria are always “off limits” to any Orientation activities. Apartments may be used for activities but also MUST be attended by a sponsor.

At least two ORT-approved sponsors are required to be present at all times during orientation 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 ORT.

New members or the entire new member class shall not be forced or encouraged to dress or act in any way that is demeaning or against University policy. 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 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 ORT. 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.

Policy Against Hazing

***‘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

Singling out new members, including calling them demeaning names

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.

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 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

Trying to foster leadership and other Christian qualities

Identifying and improving problems within the club, promoting communication and openness

Aiding career goals

Promoting personal and spiritual growth in members

Orientation Discipline Process

By adhering to the 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 ORT and a possible fine of up to \$250.

Withdrawing from the Orientation Week

Any student is free to withdraw from 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.

Alabama Hazing Law § 16-1-23 (cited at http://www.stophazing.org/laws/al_law.htm ; accessed 11/06/08)

(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 Dean of Students.

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 (or any member of the ORT if the infraction occurs within the orientation process) 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 he will conduct 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 ICC may be asked to investigate and make recommendations to the Vice President of Student Services and to the DSA (or any member of the ORT if the violation occurs during the orientation process) 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 ques-

tion 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 Vice President of Student Services and 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

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 Dean of Students and/or the Vice President of Student Services)

Proposed Social Club Scoring

Each Sport – 100, 75, 50, 25, 0

Homecoming Banner – 100, 75, 50, 25, 0

Jamboree – 200, 150, 100, 50, 0 (75% of active membership participating)

GPA – 100, 75, 50, 25, 0

Scrapbook – 100, 75, 50, 25, 0

Service – 50 for each major, 5 for each minor

Other minor events (Chili Cook-Off, Spirit awards, etc.) – 50, 40, 30, 20, 10

SOCIAL CLUB OFFICER FORM

I, _____, the _____ of
Name Office

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

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, 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. 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.

SOCIAL CLUB ORIENTATION CONTRACT

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

1. That since hazing illegal under Alabama law it must be avoided by every person involved in the rush 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 and Student 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 process, can have serious consequences, including the negation of rush 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 (signed) Your Club's Name Date

SPONSOR APPROVAL FORM

<u>Name</u>	<u>Email</u>	<u>Work or Home</u>	<u>Cell Number</u>

Signatures:

(Club President)

(Date)

(Club Vice-President)

(Date)

APPROVAL:

(DSA)

(Date)

(ORT member)

(Date)

(ORT member)

(Date)

**SOCIAL CLUB SPONSOR CONTRACT
SOCIAL CLUB SPONSOR RESPONSIBILITIES**

Academic Year: August 20____ through May 20____

Name of Sponsor: _____

Name of Club: _____

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 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 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 two sponsors must be present. As a club sponsor, I understand that without the presence of two sponsors at such activities, the club is not permitted to engage in new member orientation activities. I understand at least two sponsors 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 two sponsors, or fail to notify at least two sponsor in advance of such an activity, I have a duty to and will report the club to the appropriate regulatory bodies of Faulkner University.

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 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: _____

NOTARY ACKNOWLEDGMENT

SWORN TO AND SUBSCRIBED BEFORE ME, _____, a Notary Public in and for the State of Alabama at Large on this the _____ day of _____, 20____.

Signature: _____

My Commission Expires: _____