

Jarvis Christian College
Student Activities Handbook



2014 – 2016

Revised July 2014

Alma Mater

**J.C.C., WE LOVE YOU.
YOU CAN BE NONE BUT GREAT.
AS WE CLIMB, GOD BLESS YOU.
BE AN IDOL OF OUR STATE.**

**GOLD AND BLUE, WHICH WE WEAR,
YOU HAVE WORTH,
TRUTH WE SHARE.
TO AND FRO, HERE AND THERE,
JCC, MARCHES ON!**



MISSION STATEMENT

The mission of the College is to prepare each student intellectually, socially, spiritually and personally to participate in and contribute to a global and technological society.

GOALS

In support of its purpose, Jarvis Christian College strives to:

- Provide the student with challenging learning experiences which explore varied responses to the human condition, develop the skill to facilitate analytical inquiry, promote global awareness, encourage social consciousness, foster creativity, inculcate concepts, and develop skills that are essential for professional competence in the student's chosen career.
- Provide financial, human and physical support for all activities, programs, and purposes of the College in a physical environment which contributes to an atmosphere for effective learning.
- Provide support through acquiring, organizing, and disseminating information in various formats that support the institution's curriculum and programs.
- Provide a sound diverse financial base, attract additional financial resources, strengthen community relations, and provide academic and administrative support which allow for continuous growth and expansion of the College.
- Provide programs and services that are conducive to the cultural, social, moral, mental, spiritual, and physical growth and development of students.

INTROUCTION

This handbook serves as a reference guide for planning, as well as to ensure the production of successful events for the Department of Student Activities and Student organizations. It also provides valuable information to currently existing organizations and assist students who wish to start a new organization or become a part of an existing organization. This handbook contains information regarding Jarvis Christian College policies and available services for student organizations' use to make their organization effective and more productive.

Policies and regulations set forth in this handbook are not restrictive or prohibitive in any way, but are set forth to assist student organizations to operate within the guidelines consistent with the educational mission of Jarvis Christian College.

Co-curricular activities supplement the academic process. Experiences in the classroom are put into practical application in out-of-classroom activities through participation in student activities and organizations. Students are provided opportunities to grow as individuals. Involvement in campus activities contributes to the development of the whole person's complete character, personality, and leadership abilities. These qualities are of great value in preparing Jarvis Christian College students for a satisfying life as productive citizens.

Policies and procedures in this book are subject to change and may be done so only with the approval of the President, the VP of Student Services, the Dean of Students, and the Director of Student Activities/Greek Life.

DISCLAIMER: This handbook does not provide answers to all questions, nor does it address specific cases, but it will serve as a useful reference guide.

Any questions or concerns may be directed to the Office of Student Activities/Greek Life, located in the Ronald Hay Building, (903)730-4890 ext.2217

OFFICE OF STUDENT ACTIVITIES AND GREEK LIFE

STATEMENT OF PURPOSE:

The purpose of the Office of Student Activities is to enhance and facilitate the students through the development of and participation in social, cultural, and recreational activities. The Office of Student Activities serves as a component for student activity programs and as a resource outlet for student organizations. Student organizations play an essential role in programming activities for students. Student Activities offers one of the best opportunities for students to assist with the planning and presentation of activities that will contribute to their intellectual, social, and cultural development through leisure activities. Students' involvement in extracurricular activities complements the academic experience and challenges them to develop and apply organizational and leadership skills that are useful after college. The Office of Student Activities is considered an extension of the classroom and an important part of the student's education.

The Office of Student Activities serves Student Organizations, as well as student leaders through advisement, and coordinating and planning activities. These activities include, but are not limited to, Founders'/Homecoming, Concerts, Movie Night, Mardi Gras Ball/Dance Party, Super Bowl Party, NCAA March Madness Party, Midnight Madness, Game Night, and Intramural Sports, are just a few sponsored events activities. An array of tournaments, (ie., Pool, Spades, Dominoes, and Ping Pong), are held in the Jarvis student Center Game Room on a tri-weekly basis. We also assist with Jarvis Christian College sponsored events such as New Student Orientation, Student Government Association elections, Mr./Miss Jarvis, and the Jarvis Fest.

The Student Council Activity Board (SCAB) was established within the Office of Student Activities to provide assistance in planning, sponsoring, and implementing activities. The purpose of the organization is to assist in developing and implementing social, cultural, entertaining, as well as educational campus activities.

STUDENT ORGANIZATIONS

Definition of Student Organization;

A student organization is a group of students, student officers, and staff/faculty, and advisor (Fraternities/Sororities) who, through sustained programs of activities and projects, accomplish the objectives of the organizations that exist at Jarvis Christian College. Student organizations provide a valuable service to the College by providing leadership development, public service, social, cultural, and recreational interaction. Student organizations are an ideal way for students to get involved on campus.

Student Organizations

Jarvis Christian College only recognizes registered organizations as active at the beginning of each academic year. The Office of Student Activities maintains current information on each active registered student organization, such as its' officers, active members, sponsors, and advisor(s). A listing of all active registered organizations is updated and submitted to the Office of Student Services at the beginning of each semester. Student organizations can fall under one category listed below, this may be helpful assistance to find an organization that fits a students' need :

1. Departmental/Academic/ Honor Societies

Honorary and scholastic societies that recognize outstanding academic achievement and departmental clubs that are affiliated with College academic departments fit this category.

2. Classes

These groups of student leaders are elected by their peers to represent the undergraduate classes in the student governance process.

3. Social Fraternities/ Social Sororities

The following fraternities and sororities are members of the Jarvis Christian College (JCC) Chapter of the National Pan-Hellenic Council, Inc. (NPHC). This organization serves as the governing body over the nine Greek Letter organizations. (The Devine Nine)

Alpha Kappa Alpha Sorority, Inc., Zeta Chi

Alpha Phi Alpha Fraternity, Inc., Theta Alpha

Delta Sigma Theta Sorority, Inc., Theta Kappa Chapter

Omega Psi Phi Fraternity, Inc., Phi Beta Chapter

Phi Beta Sigma Fraternity, Inc., Epsilon Zeta Chapter

Zeta Phi Beta Sorority, Inc., Zeta Delta

Sigma Gamma Rho Sorority, Inc., Kappa Epsilon

Kappa Alpha Psi Fraternity, Inc., Zeta Xi Chapter (**Inactive**)

4. Religious Organization

Religious organizations are important and their primary mission is to be open to all students and further the mission of religious faith. These organizations serve as an spiritual outlet for the students of Jarvis Christian College.

5. Service Organizations

Service organizations provide an opportunity for students to volunteer their service to the College and surrounding communities

AFFIRMATIVE ACTION POLICY

Jarvis Christian College in compliance with Title IX of the Education Amendments of 1972 (Higher Education Act) does not discriminate on the basis of race, color, national origin, sex, physical handicap in any of its policies or procedures. This provision includes, but not limited to, admission, employment, financial aid, and educational services.

STUDENT ACTIVITIES

Why Participate?

When a student complements academics with quality extracurricular activities, the student strengthens time management skills, grows personally in relations with others and cultivates leadership skills and talents. Through participation, the student achieves a greater sense of belonging to the campus.

How to Participate

The Office of Student Activities facilitates the co-curricular and extracurricular activities on the campus of Jarvis Christian College. Those interested in participating should contact the Director of Student Activities/Greek Life or any officer in the Student Services Department.

Use of the College Name

No student or student organization may use the Jarvis Christian College name in connection with a personal or unofficial function if the use of the name may mislead someone into thinking the function is Jarvis-sanctioned or sponsored.

No student or student organization has the authority to bind the College or to commit the College to accept responsibility or liability for injuries or damages, which may occur at personal or unofficial functions.

Students and student organizations who, without appropriate authority, attempt to bind the College or commit the College to accept responsibility or liability for injuries to persons, damages to property, costs of goods and services, or other obligations -- financial or otherwise -- may be referred for appropriate disciplinary action. The College may also take legal action against any such student or student organization.

Fund-Raising

Each chartered organization can be approved for fundraising as approved by the Dean of Students and the Director of Student Activities/Greek Life. Activities must be approved at least three weeks before the activity. Tickets, money exchange, and product exchange will be coordinated with the Director of Student Activities/Greek Life and Campus Security. It is expected that each activity will be placed in the College's calendar. No other solicitation will take place unless otherwise approved. Additional projects are at the discretion of the Director of Student Activities/Greek Life.

Solicitation by any off campus organization is prohibited. Organizations not in compliance can lose charter.

STUDENT ORGANIZATION FUNDS

College Agency Funds

All active registered student organizations must establish a College Agency Fund account in the Business and Finance Office with an initial deposit of twenty-five dollars (\$25.00). All funds raised by the organization on the JCC campus must be deposited into the Agency account. The Agency account must have a minimum balance of twenty-five dollars (\$25.00) during the fall and spring academic semester and in the summer sessions, if the organization wishes to conduct a fundraiser. An Agency account for a registered student organization may be established by paying twenty-five dollars (\$25.00) at the College Cashier's Window and obtaining a receipt. The receipt is then taken to Business and Finance personnel and assigned an Agency account number. The account number is then brought to the Office of Student Activities and recorded for business purposes. The Office of Business and Finance provides the Office of Student Activities with a list of all "active" and "inactive" registered organizations each semester.

Expending of Funds

Registered student organizations may expend their student funds for organizational needs and organizational events/activities. All expenditures are subject to review by the VP of Student Services, the Dean of Students, and the Director of Student Activities/Greek Life, who retain the right to question the propriety of the expenditures.

Solicitation Policy

Any solicitation of businesses, organizations, or individuals for donations, ads or sponsorships by individuals or organizations representing any unit of Jarvis Christian College must be cleared through the College's Office of Institutional Advancement. This clearance must be gained prior to the solicitation being conducted. Failure to comply with this order may result in severe penalties, up to suspension being imposed on the individual or organization committing the violation

Scheduling of Event

Before any activity is scheduled on the campus of Jarvis Christian College, all students and organizations must receive permission from the Director of Student Activities/Greek Life. Once the appropriate **Facility Request Form** is completed correctly, the Office of Student Activities will alert the proper offices of the event that is to take place.

Jarvis Christian College Office of Student Activities

Facility Request Form

Facility Clearance Forms should be completed and turned in to the Office of Student Activities. All requests should be made at least one week (7 days) in advance for proper clearance. Please consult the Student Activity Calendar for available dates.

Organization/ Committee Name: _____

Event Name: _____ Date: _____

Learning Outcome:

Facility Requested: _____ Date of Event: _____

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

SPECIAL ARRANGMENTS/ SET-UP: Please illustrate special arrangements/ set-up and specify # of tables
(____) and/ or chairs (____)

The preparer must make sure copies are submitted to the proper departments in order to provide the organization with the equipment that is needed for the event. A copy of this clearance form must also be submitted to Campus security.

Special services (Please circle all that apply)

AUDIO

VISUAL

PERSONNEL

MICROPONE

VCR & TV MONITOR

SEURITY

PODIUM W/MICROPHONE

SCREEN

PHOTOGRAPHY

AMPLIFIER & SPEAKERS

TABLE/ PODIUM

FOOD SERVICE

COMPLETED BY: _____ TITLE: _____ DATE: _____

BUILDING SUPERVISOR: _____ DATE: _____

SPONSOR/ DIVISION HEAD: _____ DATE: _____

NOTE: A SPONSOR MUST BE PRESENT FOR THE DURATIO OF ALL EVENTS!!!

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

OFFICE USE ONLY:

RECEIVED: APPROVED/ DENIED/ PENDING

STUDENT ACTIVITIY DIRECTOR: _____ DATE: _____

The following policies apply:

All activities are scheduled for the campus unless otherwise approved by the Student Services Office;

Organizations must present names of speakers before invitations are offered;

All organizations must submit an end of the year report on or before the last business day for the month of April. The report must include the following information:

- a) A list of all academic year activities accomplished by the organization
 - b) The recommended advisor for the next academic year;
 - c) Proposed activities for the next year (include desired date, time, and location);
 - d) Signatures of the organization president, secretary, treasurer, and advisor;
- **There will be no activities planned on Tuesdays during Chapel at 11:00 a.m.**
 - **There will be no activities planned on Wednesday nights during Church at 7:00 p.m.**
 - **There will be no activities planned during the week of final exams.**

Procedures for Posting Flyers and Posters on Campus

All posters and flyers are to be submitted to the Office of Student Activities. Once the flyer/poster is submitted, the Director of Student Activities/Greek Life will have twenty-four (24) hours to approve the flyer/poster by stamping it as “Student Activities Approved”. No flyer/poster can be hanged, displayed, or e-mailed (using the College’s e-mail system).

Designated Places to Hang Flyers and Posters

All flyers and posters must be approved by the Director of Student Activities/Greek Life

All flyers and posters are to be hung in the lobby areas of the resident halls and in the lobby of the Student Activity Center.

No hanging posters or flyer on the doors of the EBS Building

Banners and signs in excess of 14 inches by 22 inches in size must be approved by the Director of Activities/Greek Life prior to hanging and may be hung only in certain designated areas with the following provisions:

- They must carry the name of the sponsoring organization.
- Banners may be posted for no more than two weeks.

Signs and banners which are hung near entryways must not obscure vision or entry, and should be securely fastened. Signs must be constructed of material that can withstand adverse weather conditions.

Banners, signs, or posters **MAY NOT** be posted or hung on windows, trees, poles, walls, glass doors, or fences.

All signs, posters, and banners must conform to acceptable community standards and to any applicable laws such as permissible wording by the Alcohol Beverage Control Commission.

All commercial, religious or political announcements must be sponsored by a registered Jarvis Christian College student organization and must contain the organization's name and/or logo.

All non-college, non-profit organizations must conform to the laws of Texas. The College reserves the right to assign non-college affiliated organizations to specific locations for the posting of information. Priority is given to activities conducted by students, faculty or staff (alone or in conjunction with non-college organizations) over those conducted solely by non-college organizations.

Organizations whose recognition has been withdrawn by the College will not be allowed posting privileges, access to display cases or any other form of facility usage.

Membership in a Student Organization

The Office of Student Services and Student Activities focuses on providing quality events and activities for the Jarvis community. We encourage membership however students must meet eligibility criteria of a 2.0 grade point average and full-time enrollment (12 or more hours).

To be eligible for membership into any Greek Letter organization, a student must have completed thirty-one (31) total semester hours and have a cumulative grade point average of 2.5 or better.

Student Government Association President and Vice-President must have a cumulative grade point average of 2.75 or above. All other officer holders must have a cumulative grade point average of 2.5. All students holding office positions must be in good standing with the College with no disciplinary or academic probation for the previous year.

Position requirements are as follows:

President: Classification (Junior) Hours (61) G.P.A. (2.75)

Vice-President: Classification (Junior) Hours (61) G.P.A. (2.75)

Secretary: Classification (Sophomore or above) Hours (31) G.P.A. (2.5)

Treasurer: Classification (Sophomore or Above) Hours (31) G.P.A. (2.5)

Parliamentarian: Classification (Sophomore or Above) Hours (31) G.P.A. (2.5)

Chaplin: Classification (Sophomore or Above) Hours (31) G.P.A. (2.5)

All requirements must be met during the election period and maintained during the time office.

Eligibility Requirements For Student Officers

Officers in student organizations shall be designated as a major and minor by the Director of Student Activities/Greek Life at the beginning of the year.

If a student is eligible and willing to hold two(2) major offices, including an office in SGA, the student should be allowed this opportunity without jeopardizing the efforts of others.

Officers in student organizations are carefully appointed among the classes, and each organization also has its requirements for nomination and election. The list of candidates for student offices shall be submitted to the Director of Student Activities/Greek Life at least two (2) weeks in advance of any election. In determining the eligibility of candidates for office, the cumulative grade point average, and the conduct of the student shall be considered. The names of all prospective officers will be official for consideration only after receiving final approval from the Vice President of Student Services.

Classification rules

A junior who wishes to qualify as a candidate for a position as senior representative in a campus organization for the following year must, at the close of the semester in which he/she is nominated, have at least 91 hours of credit.

A sophomore who wishes to qualify as a candidate for a position as junior representative in a campus organization for the following year must, at the close of the semester in which he/she is nominated, have attained classification as a junior and have earned at least 61 semester hours of credit.

A freshman who wishes to qualify as a candidate for a position as sophomore representative in a campus organization for the following year must, at the close of the semester in which he/she is nominated, have earned at least 31 semester hours of credit.

Exclusion from Office

A student on probation may not be elected to student office during the period of probation.

A student who is placed on academic, disciplinary, or social probation will be immediately removed from office, for the remainder of the term, the office he/she held in any organization.

Except for first semester students, with less than a 2.0 cumulative grade point average cannot hold student office.

STUDENT GOVERNMENT ASSOCIATION

Rights and Obligations of Student Government

The Student Government shall be a recognized forum of student opinion.

When the Student Government takes a position with reference to issues directly related to College rules or regulations and its operations, it shall forward its recommendations to the Director of Student Activities/Greek Life, Dean of Students, and Vice President of Student Services. This section shall not prohibit the student government from free expression of its position.

When the Student Government takes a position on College issues, it shall make clear the fact that it does not speak for the College.

The Student Government may conduct polls, initiate petitions, and/or establish forums for debate or discussion and said action shall be regulated only as to time, place, manner, and the policies and procedures of the College.

Officers of the Student Government Association may so identify themselves when they express their personal views, but they shall then make it clear that they are not speaking for the College or for the student body; and shall make it clear they are not speaking for the Student Government association unless it has authorized the statement in advance.

President's Authority

While the Student Government Association will be granted freedom to exercise its constitutional rights, the College President necessarily has the authority over all activities, policies, contractual agreements, and financial matters provided said authority does not infringe on the free exercise of the constitutional rights of the students or the Student Government Association.

The President of the Student Government Association (SGA) is required to maintain an office on the campus of Jarvis Christian College with hours of operations posted.

The Student Government Association
Bylaws

Article I. Name

The name of this organization shall be the Jarvis Christian College Student Government Association, Herein referred to as the SGA.

Article II. Purpose

The purpose of the SGA is to provide a forum for student expression, preserve College tradition, promote the general welfare of the College, and enable students to exercise self-government under the democratic process. All students currently enrolled are members of the SGA.

Article III. Scope

The SGA is a component of Jarvis Christian College and does not exist as a separate unit apart from the College. It has jurisdiction and authority only as indicated in this constitution and the by-laws. The SGA will operate under the supervision of the Director of Student Activities. The SGA is an administrative arm of the College within the Division of Student Affairs.

Article IV. Executive Cabinet of the SGA

The executive cabinet of the SGA shall consist of sixteen members, including two (2) Freshman, two (2) Sophomores, two (2) Juniors, and two (2) Seniors elected by their respective classes and eight officers to be elected by the entire student body.

Article V. Officers and Duties

Section 1. Officers

Officers of the SGA will be a President, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, Business Manager, Parliamentarian and Chaplain.

President: It will be the duty of the SGA President to preside at all meetings of the SGA and student body and to exercise all duties incidental to a presiding officer.

Vice-President: It is the duty of the Vice-President to act in the absence or physical inability of the SGA President and to perform other assigned duties.

Recording Secretary: it will be the duty of the Recording Secretary to record, maintain and store minutes of all meetings of the SGA and student body meetings.

Treasurer: It is the duty of the SGA Treasurer to control withdrawal of funds at the direction of the SGA and Office of Student Activities, maintain accurate financial records, make regular financial reports to the SGA and student body, and serve as chair of the SGA Finance Committee.

Corresponding Secretary: It is the duty of the Corresponding Secretary to handle all correspondence to and from the SGA as directed, and to keep accurate records of all SGA activities.

Business Manager: It is the duty of the Business Manager to act as the business agent for the SGA in the promotion of all activities.

Parliamentarian: It is the duty of the SGA Parliamentarian to rule on all questions in the matters of procedure and maintain order during student body and SGA meetings.

Chaplain: It is the duty of the SGA Chaplain to conduct religious exercises of the SGA at student body and SGA meetings.

Section 2. Qualifications of Officers

President: The SGA President must be a Senior (91 or more semester hours) with cumulative average of 3.00 at the end of the semester in which he/she runs for office.

Vice-President: The SGA Vice President will have at least 61 semester hours completed with a cumulative average of 2.75 at the time of election and during the term of office.

Other SGA Officers: All other officers of the SGA will be at least Sophomores (31 or more semester hours) with a cumulative average of 2.75 at the time of election and during the term of office.

Any student who has served two or more probationary terms (academic and/or disciplinary) will not be eligible for any SGA office. Students must be an active member of two or more organizations.

Article VI. Nominations and Elections

Section 1. Nominations:

The procedure for nomination of officers and member of the SGA will be as follows: Candidates for an SGA office must file a declaration of candidacy signed by ten (10) enrolled students with the SGA Corresponding Secretary on a date designated by the College, indicating the office sought. The SGA will meet within two class days after the filing deadline to review each declaration form and make recommendations relative to eligibility and qualifications. The SGA

Corresponding Secretary will post on all bulletin boards a list of qualified candidates for each SGA office within one class day after receiving clearance from the Director of Student Activities.

Section 2. Elections:

The election of SGA officers will be held in April as designated by the College. Candidates will campaign one week prior to the day designated for election of SGA officers. Election results will be posted within one class day after the close of voting.

Section 3. Class Representatives

Class representatives to the SGA will be elected at the first meeting of each class in the Fall. Except for the Freshman class representative, each SGA class representative must have a 2.5 cumulative average.

Section 4. Run-Off Elections:

In the event of a tie vote, a run-off election will be held within one week (five class days) of the initial election.

Section 5. Election by Plurality:

Candidates with the largest number of votes received during the election for an office will be declared the winner.

Section 6. Special Elections:

A special election will be held when any SGA officer or class representative is removed from office or when there is a vacancy.

Article VII. Removal from Office Vacancy

Section 1. Removal from Office:

Any SGA officer or class representative may be removed from office when it is determined, after due process, that the officer or class representative has violated the constitution.

Section 2.

Any SGA officer or class representative may be removed by majority vote of the SGA when three (3) consecutive regular meetings are missed.

Section 3.

Section 3. All Campus Forums (Spring):

The SGA Officers will sponsor a forum for all students to discuss significant issues pertaining to today's society.

Article XII. By-Laws

Section 1.

The SGA will hold regular monthly student body meetings during the regular school year.

Section 2.

The SGA officers and class representatives will meet twice per month during the Fall and Spring semester.

Section 3.

The SGA standing committee will consist of The Finance Committee will be chaired by SGA Treasurer and consist of three other SGA officers and/or class representatives. The SGA Business Manager will be a member of this committee.

The Constitution and By-Laws Committee will be chaired by the SGA Parliamentarian and will consist of four other SGA officers and/or class representatives.

The Activities and Program Committee will be chaired by the SGA Business Manager and consist of four other SGA officers and/or class representatives. The SGA Chaplain will be one of the SGA officers on this committee.

The Miss Jarvis Pageant Committee will be chaired by the SGA Vice-President and consist of all other SGA officers and class representatives.

The Election Committee will be chaired by the SGA Corresponding Secretary and consist of four other SGA officers and/or class representatives. The Committee on Committees will be chaired by the SGA President and consist of four other SGA officers and/or class representatives.

The Freshman Orientation Committee will be chaired by the SGA President. All other SGA officers will serve on this committee. Other students may be appointed by the SGA President.

Section 4.

The SGA Corresponding Secretary will store copies of the minutes of the SGA and student body meetings in the SGA Office and file a copy of each with the Office of Student Activities.

Mr. & Miss Jarvis Christian College:

Mr. & Miss Jarvis Christian College are selected in the spring semester by student votes. Participants must have 61 semester hours; have cumulative GPA of at least 2.75; remain an undergraduate student, full time (12 hours or more) student for both fall and spring semesters following the crowning of the new Mr. & Miss JCC; and must be in good standing with the College with no disciplinary record. All participants must be single without kids.

Prospective participants must complete and return an application to the Office of Student Activities by a specified deadline. Each year contestants participate in a rigorous competition with the hope of becoming Mr. & Miss Jarvis Christian College. The competition includes: a platform speech, attire, talent and a question and answer segment. The Office of Student Activities, Student Government Association, and the Office of Student Services will sponsor the coronation. Mr. & Miss JCC are the official ambassadors for the College.

Pan-Hellenic Council

Jarvis Christian College views fraternities and sororities as a vital part of campus life. The Division of Student Services established all policies and procedures for fraternities and sororities to include membership intake. The national Pan-Hellenic Council at Jarvis Christian College is the governing body at JCC for Greek letter organization and it is at Jarvis Christian College is governing body at JCC for Greek letter organizations and it is a financial member of the National Pan-Hellenic Council, Inc. the NPHC at JCC also provides within its constitution rules and regulations that all of its membership organization are expected to follow. The national Pan-Hellenic Council, Incorporated (NPHC) is currently composed of nine (9) international Greek letter Sororities and Fraternities. There are eight (8) chapters located at Jarvis Christian College: Zeta Chi Chapter of Alpha Kappa Alpha Sorority, Inc., Theta Alpha Chapter of Alpha Phi Alpha Fraternity, Inc., Theta Kappa Chapter of delta Sigma Theta Sorority, Inc., Zeta Delta Chapter of Zeta Phi Beta Sorority, Inc., Kappa Epsilon Chapter of Sigma Gamma Rho Sorority, Inc., epsilon Zeta Chapter of Phi Beta Sigma Fraternity, Inc., Phi Beta Chapter of Omega Psi Phi Fraternity, Inc., and Zeta Xi Chapter of Kappa Alpha Psi Fraternity, Inc. (Inactive) The NPHC promotes and encourages interaction through forums, meetings and other media for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.

The mission of the NPHC at JCC is to encourage unanimity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations. The purpose encourages and fosters team building and group cohesion while striving for academic excellence. Each organization represented contributes to the quality of student life by providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities.

Executive Function. The National Pan Hellenic Council shall elect officers and establish guidelines necessary for the smooth functioning of the organization. The Council enforces rules, regulations, establishes procedures and has veto power on matters brought before the body.

Legislative Function. The Council has legislative responsibilities as listed below:

- Planning and coordination of initiation and intake activities
- Assisting in the development of initiation and intake procedures
- Develop procedures for awarding scholarships and other awards
- Facilitate intramural competition
- Develop programs for Greek week, Greek show competition, etc
- Conducting community service projects
- Formulating minimal social and moral standards
- Enforcing anti-hazing policies
- Recommending the approval of new Greek organizations
- Promoting good public relations between the Greek community and the College

Judicial Function. The Judicial function of the Council involves disciplining chapters for violation of policies whenever it has been determined the situation warrants such actions. Note that all decisions of the Pan-Hellenic Council are eventually subject to the review and approval of the Dean of Students.

The Council is responsible for addressing issues and violations of unanimous agreements, Pan-Hellenic Constitution and Bylaws, standing rules, and initiation rules, especially when a dispute cannot be settled by a conference of delegates. Please note some actions may be taken as an independent body and some actions may be taken in conjunction with the Dean of Students.

In addition, the Council is responsible for dealing with areas of concern as listed below:

- Address unlawful actions on the part of any fraternal group which tend to reflect negatively on the entire Greek system and the College
- Violations of hazing policies
- Infractions of college policies as found in the Student Code of Conduct, Student Handbook
- Violations of intake policies and related procedures

- Disciplining chapters consistently falling below the minimal operational standards as determined by the Pan-Hellenic Council
- Disciplining chapters not meeting the scholastic requirements as set by the Dean of Students and the College

In cases where it is determined that the violation was committed by an individual, disciplinary action may be taken by the Chapter, the Council and the Dean of Students.

RESPONSIBILITY OF CHAPTERS TO THE PAN-HELLENIC COUNCIL

It is the responsibility of each chapter to select an officer and two representatives to represent the chapter at regular Council meetings. The Council requires at least one delegate per chapter at each meeting. In performing the legislative duties of the Council, among the respective groups, it is important that each chapter be represented in establishing the rules and developing policies that govern Council and rules the different member organizations. It is the responsibility of each delegate to keep his/her chapter informed about Pan-Hellenic Council business and to represent his/her chapter's viewpoint through voice and vote in the regular meetings.

MINIMUM CHAPTER STANDARDS FOR FRATERNITIES

The College has basic expectations of all national Greek fraternities wishing to remain in good standing at Jarvis Christian College. These expectations and standards are outlined as listed below and have the full endorsement and approval of the College's administration.

- All fraternities must maintain a minimum cumulative GPA of 2.35 each semester to remain off probation
- All fraternities must do two (2) community service projects and participate in one campus-wide project each semester.
- Hazing (mentally, psychologically, and physically) is strictly forbidden.
- All fraternities must register with the Director of Student Activities each semester
- All fraternities must conduct themselves (emphasize to their membership) in an appropriate manner to ensure that their actions do not reflect negatively on the College, the community and themselves
- Officers of fraternity chapters must be enrolled for at least 12 hours with a cumulative grade point average of 2.50.
- All fraternities must abide by all college, state and local laws
- Fraternities must not paint or destroy trees on the College campus, engage in writing any type of graffiti on College property
- All fraternities must have a minimum of 5 active members
- All fraternities must be in good standing with the Pan-Hellenic Council

MINIMUM CHAPTER STANDARDS FOR SORORITIES

The College has basic expectations of all national Greek sororities wishing to remain in good standing at Jarvis Christian College. These expectations and standards are outlined as listed below and have the full endorsement and approval of the College's administration.

- All sororities must maintain a minimum cumulative GPA of 2.35 each semester to remain off probation
- All sororities must do two (2) community service projects and participate in one campus-wide project each semester.
- Hazing (mentally, psychologically, and physically) is strictly forbidden.
- All sororities must register with the Director of Student Activities each semester
- All sororities must conduct themselves (emphasize to their membership) in an appropriate manner to ensure that their actions do not reflect negatively on the College, the community and themselves
- Officers of sorority chapters must be enrolled for at least 12 hours with a cumulative grade point average of 2.50.
- All sororities must abide by all college, state and local laws
- Sororities must not paint or destroy trees on the College campus, engage in writing any type of graffiti on College property
- All sororities must have a minimum of 5 active members
- All sororities must be in good standing with the Pan-Hellenic Council

Additional Requirements for Members and /or Officers

Student organizations may have additional requirements for officers, e.g., Mr./Miss Jarvis and Student Government Association, Inc. officers and the Jarvis Pan-Hellenic Council, Inc. may make additional requirements, as they deem necessary, after consultation with the Director of Student Activities.

Recognition of Student Organizations

When and if any student organization wishes to be recognized by the College and conduct a sustained program of activities, registration of the group is required. The Office of Student Activities is available to assist any potential student organization with the registration process. The purpose of the registration process is to guarantee that organizations enjoy the privileges of association with the College. All organizations must have a Registered Student Organization Form on file in the Office of Student Activities.

Jarvis Christian College

Office of Student Activities & Greek Life

REGISTERED STUDENT ORGANIZATION FORM

FALL 20 ____ - SPRING 20 ____

NEW ORGANIZATION ____ RETURNING ORGANIZATION ____ UPDATING REGISTERED ____

THE INFORMATION ON THIS REGISTRATION FORM WILL BE KEPT ON FILE IN THE OFFICE OF STUDENT ACTIVITIES AND GREEK LIFE. YOUR DESCRIPTION SHOULD BE CLEAR ENOUGH TO EXPLAIN YOUR ORGANIZATION TO SOMEONE WHO IS UNFAMILIAR WITH IT.

THE REGISTERED STUDENT ORGANIZATION FORM WILL NOT BE ACCEPTED IF ALL THE REQUIRED INFORMATION IS NOT COMPLETE.

I. NAME OF ORGANIZATION: _____

II. ON CAMPUS SPONSOR: _____

E-MAIL: _____ PHONE #: _____

III. OFF CAMPUS ADVISOR (GREEK LETTER ORGANIZATION): _____

E-MAIL: _____ PHONE #: _____

A NEW FORM MUST BE SUBMITTED WHEN AND IF THERE ARE ANY CHANGES DURING THE SEMESTER. ALL OFFICERS MUST HAVE A 2.50 CUMULATIVE G.P.A.

| OFFICE HELD | LAST NAME | FIRST NAME | G.P.A. |
|------------------|-----------|------------|--------|
| PRESIDENT | | | |
| VICE-PRESIDENT | | | |
| SECRETARY | | | |
| TREASURER | | | |
| BUSINESS MANAGER | | | |
| PARLIAMENTARIAN | | | |
| CHAPLIN | | | |

OFFICE OF THE REGISTRAR DESIGNATE (SIGNATURE)

DATE

JARVIS CHRISTIAN COLLEGE

Membership Roster

I do hereby give the College Registrar permission to release my grade point average (GPA) to my organization, to the Office of Student Activities/Greek Life and the Office of Student Services. Please list the members by their official name. **NO NICKMANES**

| LAST NAME (PRINT) | FIRST NAME (PRINT) | SIGNATURE | G.P.A. |
|----------------------|-----------------------|-----------|--------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |
| 16. | | | |
| 17. | | | |
| 18. | | | |
| 19. | | | |
| 20. | | | |
| 21. | | | |
| 22. | | | |
| 23. | | | |

As the College Registrar, I do hereby declare that the grade point average of the individuals listed above, are correct according to the official college records.

College Registrar or Designate Signature

Date

Jarvis Christian College
Off Campus Advisor Agreement

I, _____, do hereby agree and accept the duties and responsibilities to serve as a sponsor for _____, during the 20__ - 20__ academic year.

I understand and agree to assume the following duties and responsibilities for the above-mentioned organization:

- Submission and approval of the Constitution and By-Laws of the organization. (Including Amendments)
- Attendance and Supervision of all activities of the organization. (Start and End of all activities)
- Authorization and accountability for all equipment, meetings, and facilities used by the organization.
- Adherence to all general policies, procedures, and regulations of the College.
- Staying current with all policies and procedures of the organization. (Locally and Nationally)

Please complete the following contact information. (Please Print)

| | | |
|-----------|------------|------|
| Last Name | First Name | M.I. |
|-----------|------------|------|

Address

| | | |
|------|-------|-----|
| City | State | Zip |
|------|-------|-----|

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Signature:

Date:

GREEK LETTER ORGANIZATIONS ONLY:

Current National President/ Officer:

Name: _____ Title: _____

Address: _____

Street

City

State

Zip

Phone: _____

E-mail: _____

Current Regional Director/ Officer:

Name: _____ Title: _____

Address: _____

Street

City

State

Zip

Phone: _____

E-mail: _____

Current State/ District President:

Name: _____ Title: _____

Address: _____

Street

City

State

Zip

Phone: _____

E-mail: _____

Current Chapter President:

Name: _____ Title: _____

Address: _____

Street

City

State

Zip

Phone: _____

E-mail: _____

Privileges of Recognition

- The organization will be able to use college facilities to hold meetings and sponsor activities/events on campus.
- The organization is eligible to participate in College approved events.
- The opportunity to publicize approved campus activities on campus bulletin boards and advertising spaces. The organization will have access to training in leadership and organizational development
- The opportunity to recruit new members at the Office of Student Activities' Organization Fair.

The privileges listed above are not extended without careful consideration. Once an organization carries the name of Jarvis Christian College, its programs and activities that are planned and presented by the officers and members of the organization should reflect the policies of the institution.

How to Start an Organization

In order to start a new student organization on the Jarvis Christian College campus, the potential organization shall have no less than five (5) members who are currently enrolled fulltime students. The organization must have at least **one full-time College employed faculty/staff member to serve as the Primary Sponsor**. The organization must meet at least four (4) times each semester during the academic year. If an organization falls below four (4) members, the organization will be considered inactive until the membership rises to at five (5) members. **It is the responsibility of the primary Sponsor to notify the office of Student Activities when there is a change in officers of the organization.**

Two organizational meetings may be held prior to the official recognition of a student organization. Business should be limited to constitution drafting and forming the structure of the organization, during the meetings. A group of five (5) or more full-time students wishing to form an organization and seek official status from the College may do so provided the following:

1. The group does not duplicate an existing organization.
2. The purpose is to ensure continuity and stability of the organization.
3. The organization does not organize under the sponsorship of an existing organization.
4. An original constitution is submitted outlining the purpose of the organization.
5. The application for a new student organization is completed and filed in the Office of Student Activities together with the following supporting documents:
 - A. Name of organization;
 - B. Purpose, goals, and objectives of organization;
 - C. Proposed activities (e.g., social, recreational, cultural, and educational);
 - D. List of officers and members;

- E. Name of full time faculty/staff sponsor(s) employed by Jarvis Christian College;
- F. Membership requirements;
- G. Signature of authorization and affirmation of compliance with College policies; and
- H. Constitution of the organization

Renewal and Update of Registration

In order to keep the organization's registration current, it must be renewed each semester and turned in to the Office of Student Activities. A student organization has fourteen (14) days from the start of each semester to turn in the updated registration. If an organization does not renew their registration with that time frame, will be considered **inactive** and will not be afforded the privileges of a registered an active student organization.

Group Responsibility and Liability

Student organizations are responsible for all their activities and events. When sufficient preventive measures have not been employed (i.e. confiscation, non-admittance, removal, or other controls) and action to refer individuals to appropriate authorities and/or judicial boards is not taken, the organization may be held liable. This liability shall be tempered only by the extent/effectiveness of dealing with such violations during and immediately following the activity. Members and non-members (including visitors or guest of individuals) of a student organization at the event or activity are included in the organization's responsibility. Appropriate measures must be employed to prevent or handle problems and violators. Student organizations planning and conducting their activities and affairs bear the responsibility for doing so in compliance with College regulations, local, state, and federal laws. Failure to accept the responsibilities of organization membership/sponsorship may subject the organization to permanent or temporary suspension, cancellation of College registration, and/or loss of privileges (e.g. use of facilities, etc.) and other disciplinary actions. Each group agrees to:

1. Renew its registration each semester;
2. Uphold the College's policies, student organization policies, and state and federal laws;
3. Use its official status for its own purposes and not support the activities of an individual or organization that is not recognized by the College;
4. Responsible for the actions of its members and/or intake members;
5. Refrain from damage to the property of the College or other persons; and
6. Responsible for all activities sponsored by the organization.

Organization Fair

The Office of Student Activities sponsors the Organizational and Greek Letter Fair. It is held during the fall/spring semesters. Its purpose is to provide organizations the opportunity to recruit new members and showcase their respective organizations. Table space will be provided for each organization to display its organization's materials, apparel, schedule of events, etc.

Greek Letter Organizations

Membership Intake Process

The Director of Student Activities/Greek Life will recommend the dates for Membership Intake Process (MIP) to the Dean of Students and Vice President of Student Services for approval.

Jarvis Christian College Student Organization Sponsor Agreement Form

1. All registered student organizations at Jarvis Christian College is required to have a sponsor who is a faculty or staff. Sponsors play an important role in the function of student organizations.
2. In order for an organization to begin the Membership Intake Process (MIP), the Office of Student Activities must receive the following information:
 - A copy of the organization's Liability Insurance Certificate
 - A list of all currently enrolled **Active** and **Inactive** members, along with their student ID#, e-mail address, contact number, and mailing address
 - A copy of the "**Anti-hazing Compliance**" form signed by **ALL ACTIVE** and **INACTIVE** members from the organization
 - Regional, State, or National reporting offices complete contact information
3. Each organization must schedule one Informational Seminar and one Interest meeting prior to the MIP.
4. **All** organizations must adhere to the College's "**Code of Conduct**" and all other College applicable guidelines and policies, as stated in the *JCC Student Handbook*.
5. The **MIP** is conducted in the **Fall Semester ONLY**. There will be No Extensions granted if your organization begins MIP late, unless a letter is received from the Regional or National Headquarters explaining the reason for a late start. Applicants will not be approved to participate in two Membership Intakes Processes simultaneously, nor in the same semester.
6. Prospective candidates for NPHC sororities and fraternities must be enrolled as a full-time student (12 semester hours) and must have completed 31 (thirty-one) semester hours. The cumulative grade Point Average (GPA) for students is a **(2.5gpa) for the College's standard**. The fraternity or sorority may ask for a different Grade Point Average for their national standards. All NPHC sororities and fraternities members **MUST have and Maintain a 2.35 GPA after MIP** in order to remain active on the campus of Jarvis Christian College.
7. Prospective candidates who are transfer students must have been enrolled at Jarvis Christian College for at least one semester and successfully completed a minimum of twelve (12) JCC semester hours with a cumulative Grade Point Average (GPA) as required by the College and organization they wish to join. Transfer students must have a

minimum of 31 semester hours, which may include the twelve (12) hours obtained at Jarvis Christian College before they are eligible for MIP.

8. A student cannot be on disciplinary probation when applying to participate in MIP.
9. All members, aspiring members, and advisors must attend a **Mandatory Risk Management and Anti-Hazing Seminar**, prior to MIP beginning. The following procedure as an addition, and prerequisite for any MIP activity by interested students enrolled at Jarvis Christian College:
 - A **twenty dollar (\$20.00) Risk Management Fee** is required to be paid by **ALL** aspiring students attending the **MANDATORY Risk Management and Anti-Hazing Seminar**. **Ten dollars (\$10.00)** will be used by the Office of Student Activities to pay for and collect **ALL** Transcripts from the Office of Registrar. All Transcripts will be requested by and collected by the Office of Student Activities and disseminated to each organization according to the names on the organizations submitted list. **Five dollars (\$5.00)** will go into the agency fund for the NPHC and **five dollars (\$5.00)** will go towards the operational cost of the seminar.
 - Each Chapter President must prepare a brief 5 minute greeting and history of their respective organization and introduce their advisors
10. Members of all organizations are strongly reminded that Intake activities should not interfere with academic work or any College responsibility. The following will not be tolerated:
 - Jarvis Christian College has a **“Zero Tolerance Policy”** for hazing, including physical punishment and mental abuse before, during and after the Membership Intake Process;
 - Campus membership activities prior to the MIP;
 - Intake activities that are held in the residence halls; and
 - Meeting without the presence of an approved sponsor or advisor.
11. Non-member and/or Inactive members may not participate in any activities of MIP. Inactive members may not participate in any activities without written permission from the Director of Student Activities/Greek Life.
12. All documents submitted to the Director of Student Activities/Greek Life are kept confidential. They are shared with the Dean of Students, the Vice-President of Student Services, and other College officials, as needed by official request.
13. Any evidence of intake activities occurring outside the approved Membership Intake Process dates will result in the prompt suspension of the organizations’ MIP, and/or suspension of the individuals or organizations determined to be in violation after conducting an investigation. When allegations of Hazing have been brought against an organization or any of its members, an investigation will be conducted by the Office of Student Activities/Greek Life and/or Judicial Affairs. The entire fraternity or sorority will

be temporarily suspended until the alleged allegations have been investigated. The sorority or fraternity will be notified by the Office of Student Services of its finding.

14. The Dean of Students and the Director of Student Activities/Greek Life will have the final approval on all prospective candidates for each sorority and fraternity after reviewing their **required hours enrolled, hours accumulated, transfer hours, hours earned, cumulative GPA, and disciplinary records, on the Membership Intake Form.**
15. The Vice-President of Student Services has the right to change and/or modify any and/or all of the aforementioned guidelines with proper notice to the pertinent parties as deemed necessary to coincide with the rules, regulations, and policies set forth by Jarvis Christian College. Any questions and/or concerns regarding these changes and/or additions to these guidelines may be directed to the Director of Student Activities/Greek Life.
16. All officers of the NPHC must maintain a 2.5GPA while holding office. All members must maintain a 2.35GPA to remain active in the Pan-Hellenic Council.
17. At the completion of MIP, each organization has three day (72 hours) to update their Registered Organization Form.
18. **All of the aforementioned guidelines and procedures apply to National Pan-Hellenic Council, social, honorary, and service sororities and fraternities on the campus of Jarvis Christian College.**

Greek Letter Organization Campus Areas (Parks)

All Greek Letter Organizations must keep their Greek Park areas cleaned at all times. If the park areas are not cleaned, there will be a fine of **\$100.00** sanctioned to that Greek Letter Organization. Each time the park area isn't clean the fine will increase by **\$50.00**. All fine money collected will be placed in the Pan Hellenic Account for future activities

Homecoming

1. All Greek Letter Organizations will have to participate in Homecoming events such as Chapel on Tuesday, J.N. Ervin Lecture on Thursday, Parade, Greek Show, etc.
(Mandatory)
2. Each Greek Letter Organization must participate in the Homecoming Greek Show. If a Greek Letter Organization doesn't participate, that Greek Letter Organization will be **finned \$250.00** and lose **three (3)** up-coming activity dates.\
3. Each Greek Letter Organization must participate in the Homecoming Campus Parade. Failure to do so will lead to a **fine of \$200.00** and the loss of **two (2)** up-coming activity dates.

MAINTAINING GOOD STANDING WITH THE COLLEGE AT ALL TIMES

The College reserves the right to approve the existence on campus or to withdraw approval from a campus organization, at will. All organizations must meet certain requirements set by the College, without exception, unless such exception is provided in writing by the Dean of Students. Approval by the College is a privilege given to student groups and organizations whose goals are compatible with the College's mission.

Greek Life Privacy Statement

To protect the interest, privacy, and confidentiality of members of chapters of the NPHC, the Office of Student Activities **GUARANTEES** all documents submitted will be kept confidential. No one other than the Chapter Advisor, the Director of Student Activities, the Dean of Students, and the Vice-President of Student Services and Enrollment Management will have access to this information.

Fines/Sanctions

Improper submission of improper paperwork (i.e., changing the dates on forms, falsifying original signatures, incomplete paper work, etc.)

- a. First Offense - \$100.00 fine
- b. Second Offense - \$200.00 fine
- c. Third Offense – Suspension and \$300.00 fine

Holding meetings and/or events without Advisor present

- a. First Offense - \$100 fine
- b. Second Offense - \$200 fine and chapter placed on inactive status for the remainder of the semester
- c. Third Offense – Suspension of Chapter up to 1 year

Holding membership intake without conforming to the Intake Guidelines set by the Office of Student Activities and/or respective organization's national headquarters

- a. First Offense – Suspension for no less than one year and \$500 fine
- b. Second Offense – Suspension for no less than three years and \$1000 fine
- c. Third Offense – Expulsion of Chapter from Jarvis Christian College

Hazing: Any violations of the Jarvis Christian College Hazing Policy or the State of Texas laws

- a. First Offense – Suspension or expulsion up to five years and \$1,500 fine (All previous disciplinary actions will be taken into account upon making a decision)
- b. Second Offense – Expulsion of Chapter from Jarvis Christian College

- c. Students found responsible for hazing will be subject to penalties outlined in the General Statutes of the State of Texas, the Jarvis Christian College Office of Student Services, as well as any sanctions outlined by the national organization

Fighting

- a. First Offense - \$250 fine and Penalty Work
- b. Second Offense - \$500 fine and 2 year Probation
- c. Third Offense – Suspension for 3 years

Miscellaneous Fines (Step Show and Coming Out Shows)

- a. Disruptions by other organizations \$100
- b. Not participating in Step Show - \$200 and loss of calendar dates
- c. Bashing another Organization during a show - \$100
- d. Vulgarity and Profanity - \$100
- e. Physical Abuse - \$200 fine
- f. Not cleaning venue -\$100 fine
- g. Show not approved by Advisor and or Student Activities - \$100 fine

Overt activity is deemed as any activity related to intake conducted in defiance of previous guideline or warnings by the Office of Student Activities and Office of Student Services. –

Charter revoked from Jarvis Christian College permanently.

Other fines as deemed necessary from the Office of Student Activities and Student Services.

Statement on Hazing

Note: the College will take disciplinary action independent of any court action.

Hazing done in the name of an organization can result in that organization's loss of privileges, including suspension of its operation on campus. When done by a student for independent purposes, it can result in the student's suspension from the College. Violations of this regulation must be submitted to the Vice-President of Student Services and Enrollment Management.

Hazing in any form is prohibited in accordance with law as established by the state of Texas. The scope includes activities that are planned and unplanned, on or off campus, and sponsored by fraternities, sororities, Greek-Letter organizations, and any other groups recognized by the College. Examples of hazing include any form of paddling; physical or psychological shocks; morally degrading or humiliating activities which interfere with an individual's scholastic pursuit. Activities for prospective and new members shall not in any way conflict with a student's class attendance or preparation.

State of Texas

Hazing Law

Jarvis Christian College adheres to the State of Texas' policy prohibiting Hazing

Texas Hazing Laws

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

Texas Education Code, Chapter 37:

SUBCHAPTER F. HAZING

Sec. 37.151. DEFINITIONS. In this subchapter:

- (1) "Educational institution" includes a public or private high school.
- (2) "Pledge" means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization.
- (3) "Pledging" means any action or activity related to becoming a member of an organization.
- (4) "Student" means any person who:
 - (A) is registered in or in attendance at an educational institution;
 - (B) has been accepted for admission at the educational institution where the hazing incident occurs; or
 - (C) intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.
- (5) "Organization" means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.
- (6) "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:
 - (A) any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
 - (B) any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an

unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(C) any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(D) any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and

(E) any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Sec. 37.152. PERSONAL HAZING OFFENSE. (a) A person commits an offense if the person:

(1) engages in hazing;

(2) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;

(3) recklessly permits hazing to occur; or

(4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

(b) The offense of failing to report is a Class B misdemeanor.

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

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

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

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

Sec. 37.153. ORGANIZATION HAZING OFFENSE. (a) An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

(b) An offense under this section is a misdemeanor punishable by:

(1) a fine of not less than \$5,000 nor more than \$10,000; or

(2) if the court finds that the offense caused personal injury, property damage, or other loss, a fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

Sec. 37.154. CONSENT NOT A DEFENSE. It is not a defense to prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Sec. 37.155. IMMUNITY FROM PROSECUTION AVAILABLE. In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Sec. 37.156. OFFENSES IN ADDITION TO OTHER PENAL PROVISIONS. This subchapter does not affect or repeal any penal law of this state. This subchapter does not limit or affect the right of an educational institution to enforce its own penalties against hazing.

Sec. 37.157. REPORTING BY MEDICAL AUTHORITIES. A doctor or other medical practitioner who treats a student who may have been subjected to hazing activities:

(1) may report the suspected hazing activities to police or other law enforcement officials; and

(2) is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

Texas Education Code, Chapter 51:

Subchapter Z. Miscellaneous Provisions

Sec. 51.936. HAZING. (a) Subchapter F, Chapter 37, applies to a postsecondary educational institution under this section in the same manner as that subchapter applies to a public or private high school.

- (b) For purposes of this section, "postsecondary educational institution" means:
- (1) an institution of higher education as defined by Section 61.003;
 - (2) a private or independent institution of higher education as defined by Section 61.003; or
 - (3) a private postsecondary educational institution as defined by Section 61.302.
- (c) Each postsecondary educational institution shall distribute to each student during the first three weeks of each semester:
- (1) a summary of the provisions of Subchapter F, Chapter 37; and
 - (2) a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the preceding three years.
- (d) If the institution publishes a general catalogue, student handbook, or similar publication, it shall publish a summary of the provisions of Subchapter F, Chapter 37, in each edition of the publication.
- (e) Section 1.001(a) does not limit the application of this section to postsecondary educational institutions supported in whole or in part by state tax funds.

Jarvis Christian College

“ZERO TOLERANCE” HAZING POLICY

JARVIS Christian College takes the stance of **ZERO TOLERANCE FOR HAZING**

Jarvis Christian College requires that no sorority, fraternity, and student organization shall allow any of its alumni members, associate members, potential new members, or others to participate in any form of Hazing.

Hazing is defined as any spontaneous or planned activity or situation, whether on or off campus, that is demeaning to an individual, calculated to produce ridicule and/or harassment; produce physical or mental duress; reduce a person to a state of submission by physical or psychological means which impairs or destroys an individual’s freedom of thought; or in any way threatens or endangers the safety and health of an individual.

Some forms of hazing are:

1. Paddling
2. Requiring or forcing exercises & calisthenics
3. Involuntary excursions
4. Requiring or forcing exposures to uncomfortable elements
5. Requiring or forcing activities which impair academic efforts
6. Verbal or physical harassment
7. Requiring or forcing nudity
8. Requiring or forcing consumption of any liquid or solid
9. Any activity which would degrade or otherwise compromise the dignity and free will of the individual
10. Any activity involving mental abuse
11. Any illegal activity
12. Any action which prevents the individual from performing activities necessary to maintain normal bodily functions
13. Any activity contrary to an individuals' moral
14. Any deception designed to convince the individual that he/she will not be initiated
15. Any type of personal servitude which is demeaning and/or degrading
16. Any type of mental or physical disciplinary action an aspiring member

Also, the graduate advisor (for Greek-Lettered organizations) and the Jarvis Christian College (full-time) employed sponsor (for non-Greek-Letter organizations) will be the official contact person and liaison with the Office of Student Activities, the Dean of Students, and the Vice-President of Student Services and Enrollment Management.

Jarvis Christian College
Organization Anti-Hazing Compliance Form

We certify that all activities sponsored or required by our fraternity/sorority members or aspirants members comply with the Jarvis Christian College Anti-Hazing Policy, and the State of Texas Law. We have informed the aspirant members of our fraternity/sorority of the contents of the Jarvis Christian College Anti-Hazing policy. This policy will be read to aspirants members at the beginning of each semester. We understand that failure to uphold the JCC Anti-Hazing Policy as stated in the JCC Student Handbook and JCC Student Activity and Organization Handbook will result in referral to the Dean of Students and/or the Director of Student Activities/Greek Life for violation of the JCC Anti-Hazing Policy. We understand that participation in any activity and knowledge of it and taking no action to stop the hazing is in effect giving your approval to haze. We understand our responsibility to not allow members of our organization, whether graduate status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware of may cause personal referral to the Vice-President of Student Services and Enrollment Management. Our signatures below certify that we have read, understand, and agree to abide by Jarvis Christian College Anti-Hazing Policy.

Name of Fraternity/Sorority

Name of Chapter

Signature of President

Signature of MIP Coordinator

Date

Date

Signature of Chapter Advisor

Date

JARVIS CHRISTIAN COLLEGE.
INDIVIDUAL HAZING AGREEMENT

I, _____, acknowledge that Jarvis Christian College prohibits hazing in any and all forms whether it is physical, psychological, or mental abuse, pledging or maltreatment of an individual in any form. I also acknowledge that I have received information regarding the ban of social club activities on this campus, I will be subject to disciplinary sanctions, including, but not limited to fines, community service, suspension or expulsion.

I also understand that hazing is outlawed and those persons found guilty of engaging in it or having knowledge of its occurrence on or off campus are guilty of the crime and can be sentenced to jail and suspended or expelled from College.

Therefore, I agree to comply with the rules and regulations set forth by Jarvis Christian College. I will not participate in, condone, or encourage hazing. If I observe hazing of a physical nature, I understand that I should contact Security or the Office of Student Services.

I certify that I have read and understood the agreement fully and I have entered into this agreement freely and willingly.

Signed this _____ day of _____ in the year _____.

Signature: _____

Organization: _____

Signature and Title of Official Staff Person: _____

JARVIS CHRISTIAN COLLEGE
Release Form and Application for Membership Intake

Name of Organization

Application Date

PERSONAL INFORMATION

Applicant's Name _____
(Last) (First) (Middle)

Student ID #: _____ Age: _____ DOB: _____

Local Physical Address:

City: _____ State: _____ Zip: _____
Telephone #: _____ Email: _____

Parent(s)/Legal Guardian(s): _____

Relationship to applicant: _____

Physical Address:

City: _____ State: _____ Zip: _____
Home Telephone #: _____ Work Telephone #: _____

Email: _____

EDUCATIONAL/CONDUCT INFORMATION

Classification: _____ Major: _____ Minor: _____

Credit hours completed at Jarvis Christian College: _____ Number of Hours Currently Enrolled: _____

Current Cumulative GPA: _____

Registrar's Office Designate Signature Date

Conduct: Approved _____ Denied _____

Student Services Office Designate Signature Date

Comments: _____

My signature below indicates that I authorize the release of all information listed in the "Educational/Conduct Information" section of this form to the Office of Student Services and the sponsor of the organization in which I am seeking membership. I also authorized the Office of Student Services to contact my parents/guardians of my intent to participate in the membership intake process upon approval of my application.

I authorize the Registrar to release an official copy of my transcript to the sponsor of said organization if requested. I understand that I am responsible for all costs associated with the release and duplication of the transcript.

I understand that all incompletes must be removed and my account must be settled with the Business Office before the transcript can be issued.

I am aware that transcripts are not updated with transfer credits until the week of midterms each semester and that transcripts and cumulative grade point averages are not released or computed for membership in organizations until incomplete grades have been removed.

Signature of Applicant

Date

HAZING

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

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

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

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

Hazing includes but is not limited to:

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

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

- (a) Calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;
- (b) Total or partial nudity at any time;
- (c) The eating or ingestion of any unwanted substance;
- (d) The wearing or carrying of any particular object, especially if it is deemed an obscene or physically burdensome article;
- (e) Paddle swats, including the trading of swats;
- (f) Pushing, shoving, tackling, or any other physical contact;
- (g) Throwing oil, syrup, flour, or any harmful substance on a person;
- (h) Rat Court, kangaroo court, or other individual interrogation;
- (i) Forced consumption of alcoholic beverages either by threats or peer pressure;
- (j) Lineups intended to demean or intimidate;
- (k) Transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- (l) Confining individuals in an area which is uncomfortable or dangerous (hot box effect, high temperature, too small);
- (m) Any type of personal servitude, which is demeaning, or of personal benefit to the individual members;
- (n) Wearing of embarrassing or uncomfortable clothing;
- (o) Assigning pranks such as stealing, painting objects, harassing other organizations;
- (p) Intentionally messing up the house or a room for clean up;
- (q) Demeaning names;
- (r) Yelling and screaming; and
- (s) Requiring boxing matches or fights for entertainment

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

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

MEMBERSHIP INTAKE AGREEMENT CONCERNING HAZING

Name of Chapter and Organization: _____

Name of Prospective Member: _____

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

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

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

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

_____ (C) I agree and promise not to participate in any activity deemed to be hazing.

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

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

Signature of Prospective Member: _____ Date: _____

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

Signature of Chapter Advisor: _____ Date: _____

RECOGNITION AND ASSUMPTION OF RISK AGREEMENT

I, _____, do hereby assume all risks
Name of Sponsor/Advisor

And responsibilities associated with the membership intake process of:

Name of Organization

Sponsor/Advisor Signature

Date

I, _____, do hereby assume all risks
Name of Organization President

And responsibilities associated with the membership intake process of:

Name of Organization

Organization President's Signature

Date

EXPANSION OF GREEK LETTER ORGANIZATIONS ON CAMPUS

To establish an additional Greek letter organization on campus, a written proposal is first made to the Pan-Hellenic Council. The Pan-Hellenic Council will review the proposal and make recommendations to the Director of Student Activities/Greek Life. The Director of Student Activities/Greek Life will review the proposal and make recommendations to the Dean of Students. The Dean of Students will accept or reject the recommendation of the Director of Student Activities/Greek life. The Dean of Students will conduct a review of the proposal and make a final decision. However, before allowing a new organization to exist on campus, the Dean of Students will first bring the issue before the Vice President for Student Services for input and consultation. The Vice President for Student Services may inform the Executive Cabinet that a request has been initiated at the first step and may keep the Cabinet informed of its progress.

The responsibilities of the Sponsor includes, but not limited to:

1. Assisting the organization in developing goals and objectives consistent with their mission and the mission of Jarvis Christian College. Be informed of the purpose and programs of the organization. Review a copy of the group's constitution.
2. Be informed of College policies and procedures governing student organizations, the student body, the campus and the College as a whole.
3. Maintaining regular contact with the officers and general members of the organization, which may involve attending meetings and activities conducted by the organization.
4. Serving as resource to the organization and its members as needed. Be available to the officers and members of the organization on a regular basis for consultation.
5. Providing continuity during periods of student leadership transition.
6. Challenging/motivating officers and members to develop programs which will strengthen the organization and help it fulfill its goals.
7. Serving as a role model to the organization's leaders and members, emulating those characteristics and behaviors they need to develop.
8. Remaining knowledgeable about the organization's activities.
9. Maintaining regular contact with the Office of Student Activities.
10. Serving as chaperone for some organizational events as a pre-requisite to the event being approved.

11. Discuss and clarify your role as the sponsor with group members to avoid problems due to misunderstandings regarding roles and responsibilities. Promote involvement and discussion amongst group members.
12. Encourage the organization's members to assume responsibility for its program and its effectiveness.
13. Must attend all meetings, practices, events, conferences, trips, and outings of the student organization and help provide continuity for the organization. Supervise and attend organization events sponsored both on and off campus. A room or building will not be unlocked for students to gain access without the visibility of the sponsor. The sponsor is responsible for overseeing the event overall.
14. Must approve all expenditures for the student organization.
15. Must sign off on all room requests and room setup requests sent to the facilities office.
16. Must be the only contact for all press releases and publicity materials sent off campus.

The Office of Student Activities will provide resources to Faculty/Staff Sponsors including student organization information and will work with a Faculty/Staff Sponsor as needed to assist the organization.

Your signature on this form indicates that you have agreed to serve as an sponsor for _____ and that you have agreed to the responsibilities entailed.

Full Name: _____ E-mail Address: _____

Campus Address: _____ Campus Phone: _____

Signature: _____ Date: _____

(Office Use Only)

Academic Year _____

Received By & Date _____ Approved By & Date _____

Posted ___/___/___ Copy _____

Working with an Advisor Facts Sheet

What the Sponsor Should NOT Be Doing

1. Calling meetings of the club or organization.
2. Running elections.
3. Planning club events.
4. Withdrawing funds from the Business Office.
5. Voting or making decisions for the club or organization.

Sponsors serve only to advise the club and be a resource to its members.

The Responsibilities of the Student

1. Use advisors as a resource.
 - Ask for suggestions, feedback or advice.
 - Utilize areas of expertise.
 - Invite advisors to specific meetings or activities to meet other members.
2. Utilize advisor's knowledge.
 - Ask for advice on finances, new ideas, and new policies.
 - Consider advisors a member of your leadership team.
 - Utilize their knowledge of Jarvis Christian College and surrounding community

Informed Consent and Waiver and Release of Liability Policy

Purpose: To define the meaning of informed consent and waiver and release of liability, and identify the situations when such documents should be used.

Policy:

Informed Consent

The Voluntary Assumption of Risk and Informed Consent Form are used whenever a student participates in a field trip, event, or activity. This form is used to describe the participant's responsibilities in participating in the activities, identify the risks associated with the activity, and confirm that the participant voluntarily assumes the risks associated with the activity. The

form does not have the student waive his/her rights to recovery for losses caused by the negligence of the College or its employees.

Waiver and Release of Liability

This is used when a student, employee or any third party participates in a voluntary field trip, event or activity that is not part of their course work or job duties. The College does not require a student or employee to sign a Waiver and Release of Liability Form if the field trip, event or activity is required course work or part of the employee's job duties. If students voluntarily participate in an off campus event it is mandatory that the student be required to sign a waiver and release of liability form.

The Waiver includes the information in the Informed Consent Form, and adds a release from liability resulting from negligence on the part of the parties released. It also includes an Indemnity Agreement, which means that if the participant causes a loss or damage to the parties released (for example, damage to property) or others for which the parties released suffer a loss or damage (i.e., they hurt someone and the College is sued as a result), the participant will reimburse the parties released for those losses or damages. A Covenant Non-to-Sue Agreement is included in the Waiver, which means that the signer gives up his/her right to bring suit against the parties released.

The Waiver and Release of Liability Form must be specific to each trip/activity. A parent or legal guardian must sign the Waiver and Release of Liability Form if the participant is under 18 years of age.

Guidelines for Use of the Forms

How do I know when to use them?

Informed Consent Forms are used when students or others have the opportunity to voluntarily participate in activities which are not ordinary, usual, or which may present dangers or risks that they may not know about. We want to be sure that students and others participating in these activities know what the risks are and what is expected of them.

If you have a question as to the appropriateness of the form to use, feel free to contact the

Jarvis Christian College Human Resource Office.

Intramural Sports/Student Activities

Activity: _____ Fall / Spring _____

Assumption of Risk and Release of Liability Form

Name: _____ Student ID # _____

(Please print)

Phone Number: _____ Email address: _____

Off Campus Address:

Street City State Zip

Residence Hall: _____ Room Number: _____ Classification: _____

Emergency Contact _____

JARVIS CHRISTIAN COLLEGE Intramural Sports

Assumption of Risk and Release of Liability

Please Read Before Signing!

In consideration for being allowed to utilize the programs, activities, services, facilities, and equipment available in the Jarvis Christian College Intramural Sports and Student Activities program, I understand and realize that my participation in any or all programs or activities may involve dangerous risks and hazards that may result in injury to me or even death. I also understand and agree that the programs and/or activities, in which I will be involved, may result in damage or loss to my personal property either due to the environment or the acts or omissions of myself or others, and that I am solely responsible for the protection and security of any personal property of any kind or description that I bring to the program or activity. I knowingly and voluntarily assume all such risks that I may sustain in connection with any and all programs and activities, including but not limited to, injury sustained through forces of nature, falling, slipping, and any accident or illness that may occur while I am enrolled in any or all programs and/or activities and any damage or loss to my personal property.

Furthermore, in consideration of the permission granted to me to participate in any or all programs or activities, on behalf of myself, my heirs, legal representatives, and assigns, I release and discharge the State of Texas, Jarvis Christian College, their administrators, directors, coordinators, employees, or their agents from liability for any injuries or property loss or damage I may sustain while participating in the Jarvis Christian College Intramural Sports and Student

Activities program, even if arising out of the negligence on their part. This release, however, does not extend to loss or damage arising out of intentional acts by, or from gross negligence of, the administrators, directors, coordinators, employees, or agents of Jarvis Christian College.

I fully realize and accept the responsibility to carry out all program activities in a safe and prudent manner and within the structure of the policies, procedures, and guidelines of Jarvis Christian College

I also agree I shall be responsible for any expense incurred or damages suffered as a consequence of my personal injury or property loss or damage, and I shall not hold the State of Texas or Jarvis Christian College responsible for such expenses.

Participant Signature: _____ Date: _____

Witness Name (Please Print): _____

Witness Signature: _____ Date: _____

Note: We strongly encourage you to consult with a physician before participating in any physical activity to determine any potential conditions that may adversely affect your participation. We encourage those with preexisting conditions to wear a medical alert bracelet or neck tag indicating the appropriate medical information.

Jarvis Christian College
Student Activity Data Form
Fall / Spring _____

Name: _____ Student ID # _____

(Please print)

Phone Number: _____ Email address: _____

Off Campus Address:

Street City State Zip

Home Address:

Street City State Zip

Major: _____ Residence Hall: _____ Room Number: _____ Classification: _____

Birth Date: _____ Age: _____ Gender: _____

Emergency Contact #: _____

Relationship to Student: _____

Insurance carrier: _____ Policy Number: _____

Please answer the six questions truthfully. Anyone giving false information will be removed from intramural activities immediately.

1. Do you have a 2.0 or better GPA prior to Fall 2012 semester? _____

2. Are you currently on any disciplinary sanctions? _____

3. Are you current on academic probation? _____

4. Do you currently enrolled in 12 hours or more at Jarvis Christian College? _____

5. Are you currently on any medication? _____ if yes please list.

1. _____ 2. _____ 3. _____

JARVIS CHRISTIAN COLLEGE INTRAMURALS

8 ON 8 CO-ED Flag Football Rules

General Information

1. 8players, 1 Center, 1QB, 1 Running back, and 5 Wide Receivers

- a. Each team can be made up of 12 players (6 males and 6 females)
- b. A female must be substituted for a female and a male must be substituted for a male.
- c. There must be 4 females and 4 males on the playing field at all times.

2. Equipment:

- a. Teams must wear jerseys or scrimmage vests of same color and flags.
- b. Cleats may be worn as long as they are not metal.
- c. Time: One 30-minute half. Running Clock. Two time outs are given to each team.
- d. Officials will call a time out to discuss options with captains when a penalty has been called. Once the yardage has been marked off and the ball placed on the ground, the clock will be started.
- e. Playing field 50 yards
- f. 6 plays per to score

3. Tie game - No clock (Except for 25 sec. huddle)

- a. Both teams will have four downs from same 20 yard line to make a touchdown with try for points if touchdown made.
- b. One time out is allowed per team in over time.

4. A captain must be designed for each team. They alone may discuss problems with the officials. Remember, "zero" tolerance" for harassing officials. Clear up any problems prior to the start of each game particularly questions concerning eligibility of players.

5. ID checks maybe conducted at any time.

Rules:

1. Play stops:

- a. Ball hits the ground
- b. Carrier - one knee touches ground
- c. Flag removed
- d. Official whistle
- e. Turn overs

2. Huddles: 25 sec clock

3. 10 second clock on all passes. If ball is not thrown it will count as a sack and loss of down.

4. Passes: All players eligible to receive a pass except center.

5. Flag Belt Removal:

- a. No article of clothing may cover any portion of a player's flag.
- b. Each player must wear a one-piece belt at the waistline with three flags permanently attached. One flag on each side and one in the center of the back.
- c. When the flag belt is clearly taken from the ball carrier the down shall end and the ball is declared dead. A player who removes the flag should immediately hold the belt above their head to assist the official in locating the spot where the capture occurred.

6. Scoring:

- a. Touchdown: 6 points
- b. Safety: 2 points
- c. Try-For-Point After: Running or passing from 3 yards 1 point
- d. Running or passing from 10 yards 2 points

JARVIS CHRISTIAN COLLEGE
8 ON 8 CO-ED FLAG FOOTBALL
SIGN UP SHEET

Team Name: _____

Team Captain: _____

Team Captain Contact Number: _____

List of Players:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

**ALL PLAYERS MUST TURN IN A RISK ACCEPTANCE FORM BEFORE THEY ARE
ABLE TO PLAY ANY SPORTING ACTIVITY AT JARVIS CHRISTIAN COLLEGE.**

JARVIS CHRISTIAN COLLEGE INTRAMURALS

CO-ED Intramural Volleyball Rules

General Information:

- 1. No Varsity intercollegiate players are eligible to participate. If they dressed for one intercollegiate game - ineligible**
- 2. A team may only have one 5th year varsity per team. This is an intercollegiate player who has participated 4 years within the intercollegiate program and is still a student**
- 3. A floor captain must be designed for each team. They alone may discuss problems with the officials. Remember, "zero" tolerance" for harassing officials. Clear up any problems prior to the start of each game particularly questions concerning eligibility of players**
- 4. ID-Roster checks may be conducted at anytime**
- 5. Sneakers required; No black soled sneakers**
- 6. Knee pads are strongly recommended**
- 7. Rally scoring will be used. A point is awarded on each rally regardless of which team is serving. Games will be 21 points in a best 2 of 3 format. The last game is only played to 15 points. Team must have two point advantage to win**
- 8. Teams change courts at end of each game**
- 9. Choice for first serve or side will be determined by coin toss.**

Rules

- 1. The ball must be clearly hit**
 - a. Carrying: Any ball hit underhand with an open palm
 - b. Carrying: Any spikier contacting the ball behind the head and continue on for a spike
 - c. Push: Any player pushing the ball at chest level
- 2. If a ball hits the net on the serve and goes over, ball is in play**
 - a. The first receiver of a serve must bump the ball
 - b. On the serve, the server may step over the back court line

3. Fouls

- a. Touching the net.
- b. Stepping over the centerline: on the line is not a foul
- c. Spikier reaching over the net to spike
- d. Blocker is allowed to reach over the net for a block as long as there is no downward movement to the block and the net is not touched
- e. Spikier may follow through across the net as long as the ball was originally contacted on their side of the net and the net is not touched during the follow through
- f. Double hit
- g. Ball hitting on a boundary line is good

4. Player Positions: After the ball is served, players may move from their respective positions. Exception: A back line player may come to the net for a save. If they come to the net for a spike, the feet must leave the ground from behind the 10' line

5. Rotation substitution can be used, but must be maintained throughout the game once started. Co-Ed volleyball (3 men/3 women on the court) must substitute male for male; female for female

6. If a team is playing one short, a team may not exceed 3 players of the same sex on the court

7. Out of bounds

- a. Beyond the court lines or walls
- b. Any part of raised baskets, ceiling or light fixtures: Exception: if the ball comes back to same side after hitting the ceiling, raised baskets or lights, that team can continue to play ball

8. Replay: The official should direct a play over if a loose ball is on the court from another game that may cause danger or interferes with the play

JARVIS CHRISTIAN COLLEGE

6 ON 6 CO-ED VOLLEYBALL

SIGN UP SHEET

Team Name: _____

Team Captain: _____

Team Captain Contact Number: _____

List of Players:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

ALL PLAYERS MUST TURN IN A RISK ACCEPTANCE FORM BEFORE THEY ARE ABLE TO PLAY ANY SPORTING ACTIVITY AT JARVIS CHRISTIAN COLLEGE.

Jarvis Christian College

Basketball Rules 5 on 5

Men and Women

General

Provisions:

A. Eligibility

1. Participants must be listed on their respective team rosters prior to participating.
2. The participation by an ineligible player will subject the offending team to forfeiture of the contest in which the ineligible player participated, and possible removal from the league.
3. The game shall be played between two teams consisting of 5 players each.
4. A team may begin a game with a minimum of 4 players.

Inclement Weather

If games are canceled due to inclement weather, then both teams will receive a tie for that game. Games will not be made up, unless it is in playoffs.

Jerseys:

1. Players of opposing teams wear contrasting colored jerseys numbered on the front and/or rear. Jerseys must be numbered with any combination of numbers 0-7
2. No team members may share jerseys.
3. Teams may not have the same color or similar shade of jersey.

Players:

1. Athletic shoes must be worn by all players.

Scoring:

- If a goal is made from the field, that team will be credited two points or three points if released from behind the three-point arch.
- A successful free throw shall count for one point.

Timing Regulations.

- 20 minute Running clock per half. Clock only stops in the last two minutes of each half for fouls and free throws.

Fouls

- Each team is allotted seven fouls before shooting free throws regardless of act of shooting. Player will shoot 1 and 1 until the last minute in each half. At that time players will be allotted two free throws for files.

Game Rules:

- Start of Game - The game will be started with a jump ball. All games will start at their scheduled time.
- Overtime - If a game ends in a tie score, then three-minute overtime will be used. Possession of the ball will be determined by the possession arrow. Each team is allowed one time-out per overtime. If the game is tied after the overtime, each team will be given a tie. A winner in overtime will only be determined in the playoffs.
- Substitutions - A team may substitute only on dead ball situations (after a free throw is made, a whistle is blown. The substituting player must inform the score keeper that they will be entering the game and then wait for the official to motion them onto the court. Repeated failure to wait for this signal will result in a team technical foul.

JARVIS CHRISTIAN COLLEGE

5 on 5 Intramural Basketball

Men and Women

SIGN UP SHEET

Team Name: _____

Team Captain: _____

Team Captain Contact Number: _____

List of Players:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

**ALL PLAYERS MUST TURN IN A RISK ACCEPTANCE FORM BEFORE THEY ARE
ABLE TO PLAY ANY SPORTING ACTIVITY AT JARVIS CHRISTIAN COLLEGE.**

Jarvis Christian College Intramural

Co-Ed Softball Rules

General Information

1. Decision to postpone games is not made until 1/2 hour before the games start each day.
2. Activities office will supply gloves, but feel free to get your own.
3. Ten players on a field at a time. May play one short without forfeit.
4. Team should include five women and five men.
5. If female batter is missing then an out will occur automatically.
6. Batting order must be male then female throughout line up.
7. Teams can start game with 8 players.
8. 10 point mercy rule is in effect after 3 innings.
9. Team captains are responsible to hand to the opposing team a batting order at the beginning of the game if the opposing team requests a batting order. If a question arises as to batting order, it can only be settled if both teams have exchanged batting orders and notified each other of changes.
10. All players must wear sneakers or cleats.
11. A captain must be designed for each team. They alone may discuss problems with the officials. Remember, "zero" tolerance" for talking to officials. Clear up any problems prior to the start of each game particularly questions concerning eligibility of players.
12. Games will be 6 innings or one hour whichever comes first. Full innings must be played. Ties will stand.
13. ID - Roster checks may be conducted at any time.

Rules

1. Infield fly rule: Runners on first and second with less than two outs. **MUST BE CALLED BY THE UMPIRE IMMEDIATELY.**
2. Runner hit by batted ball - OUT
3. Thrown bat: automatic out for the batter
4. No phantom tags (fake tags without the ball) - Runner gets one base.

5. Obstruction is the act of a fielder not in possession of the ball and/or a fielder in the act of fielding the ball that impedes the progress of a base runner that is legally running the bases - runner given the base they are running to, plus one.

6. No bunting: Called a strike

7. No leading: No leaving the base until the ball is hit. Runner leaving the base early - OUT

8. No stealing

9. Overthrown into foul territory - one base

10. Arc of pitch is 3' - 10' from the point of release.

11. Flat pitches are to be called immediately. If the batter elects to try to hit the flat pitch and misses - called a strike. If the batter hits a flat pitch, ball in play.

12. Strike is called if the pitch has a legal arc and if any portion of ball hits the mat.

13. Batter's box (draw box in the dirt) - No running forward, stepping on or over home plate - batter out.

14. Only one foul ball is allowed to a batter with a two-strike count. Second foul ball - out.

15. A ten run rule will be in effect after four complete innings of play. Game over.

**JARVIS CHRISTIAN COLLEGE
CO-ED INTRAMURA SOFTBALL
SIGN UP SHEET**

Team Name: _____

Team Captain: _____

Team Captain Contact Number: _____

List of Players:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

**ALL PLAYERS MUST TURN IN A RISK ACCEPTANCE FORM BEFORE THEY ARE
ABLE TO PLAY ANY SPORTING ACTIVITY AT JARVIS CHRISTIAN COLLEGE.**

Jarvis Christian College

HOURS OF OPERATION

The following general policies and guidelines pertain to usage of the Student Game Room and Movie Room. While official College classes are in regular session, activity hours for the Student Game Room and Movie Room are as follows:

| | |
|------------------------------------|------------------------|
| Monday, Thursday, and Friday | 11:00 a.m. – 5:00 p.m. |
| | 6:00 p.m. – 11:00 p.m. |
| Tuesday | 12:00 noon – 5:00 p.m. |
| | 6:00 p.m. – 11:00 p.m. |
| Wednesday | 11:00 a.m. – 6:50 p.m. |
| Saturday | 2:00 p.m. – 11:00 p.m. |
| Sunday | 1:00 p.m. – 10:00 p.m. |

FACILITY CLOSURES

The Student Game Room and Movie Room follows the holiday schedule for Jarvis Christian College. All of the Game Room and Movie Room, or any portion thereof, may be closed and/or may have reservations cancelled, at the discretion of the College or building administration. Such occurrences may include, but are not limited to: emergency or scheduled maintenance, special events, repairs, dangerous conditions, et cetera.

AFTER-HOURS ACCESS

Only approved facility requests are permitted in the facility outside of standard operating hours.

PRIVILEGES

The Student Game Room and Movie Room is located in a building on Jarvis Christian College campus is dedicated to social and organizational activities of the student body.

INVITED GUEST POLICY

If the event or activity parameters allow it, invited guest may participate under the following conditions:

1. Cost of an invited guest event ticket is subject to the event specifications.

2. College community member agrees to participate in the same activity area as the invited guest and accept responsibility for his/her guest's conduct, if applicable.
3. Invited Guest must agree to adhere to all building policies, regulations, and verbal instructions given by Student Game Room and Movie Room.
4. The College cannot be responsible for lost or stolen property or injuries sustained while participating at an event held in the Student Game Room and Movie Room.

USER CONDUCT

Usage of the Student Game Room and Movie Room is a privilege. Participants are expected to be good citizens and respect the rights of others. Individuals or groups engaged in behavior deemed unsafe and/or inappropriate by Student Game Room or Movie Room staff, may have their access to facilities revoked or modified and/or be subject to College disciplinary action.

GENERAL POLICIES

1. Smoking: is prohibited within the Student Activity Center.
2. Alcoholic Beverages: The general use and/or consumption of alcoholic beverages is prohibited in the Student Game Room and Movie Room.
3. Controlled Substances (Drugs): State law relating to the possession, use, or sale of intoxicants will be strictly enforced.
4. Firearms: Possession or use of firearms is prohibited within the Student Game Room and Movie Room. Jarvis Christian College prohibits the possession or use of firearms, facsimile weapons/bombs, armor-piercing ammunition, and knives on college property, including academic, administrative, special use, recreational, and housing facilities, as well as all grounds and parking lots. Therefore, firearms and weapons are not allowed in the Student Game Room and Movie Room. This policy applies to students, faculty, staff, and campus visitors.
5. Emergencies: Response of Student Game Room and Movie Room occupants to emergency situations will be in compliance with rules and procedures established by the College.

“Imagining the Possibilities ... One Learner at a Time”