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ARTICLE I

Name

Section I: The name of the organization shall be Aggie Transition Camps or “ATC.” The Spring program shall be called Howdy Camp and the Fall program will be called Transfer Camp.

Section II: Definition of Terms in Constitution
For the purpose of this constitution, the term “member” refers to ATC Directors, Chairs, and Counselors. The term “office” refers specifically to ATC Directors and Chairs and these positions are also subject to the sections of the student rules concerning elected, selected, or appointed officers.

For the purpose of this constitution, the term “function/event” refers to all ATC Programs and Sessions, Director Staff meetings, Chair meetings, all camp meetings, individual camp meetings, all camp social events, workdays, individual camp social events, road trips, fundraisers, and revelations. This list is not exhaustive and other events planned throughout the year can be deemed as functions or events.

In ATC, the “term of office” refers to all semesters from the time members are selected into their position until the policy end date. For example, a Counselor who is selected in the spring semester would be considered in their “term of office” for that spring, the summer, and the following fall semester.

ARTICLE II

Mission and Values

Section I: Mission -
Aggie Transition Camps exists to successfully transition new students into the Aggie Family.

Section II: Values –
We achieve our mission through excellence in…

Commitment ● Inclusivity ● Integrity ● Knowledge ● Servant Leadership

1. Commitment – We are committed to our university, organization, and campers.
2. Inclusivity – We accept everyone as family.
3. Integrity – We “do the right thing even when no one is watching.”- C.S. Lewis
4. Knowledge – We understand and effectively articulate various aspects of Texas A&M University.
5. Servant Leadership – We humbly develop others to serve Texas A&M University and the greater good.
ARTICLE III
Time and Location

ATC consists of two different programs; Howdy Camp and Transfer Camp. Howdy Camp shall be held in January prior to the spring semester each year. T-Camp shall be held in August just prior to the fall semester each year. The location shall be at Trinity Pines in Trinity, TX.

ARTICLE IV
Integrity

All members of ATC will maintain the integrity of both Texas A&M University and ATC through their actions. Appropriate dress, language, and behavior should always promote the organization in a positive way. Behavior at camp (skits, activities, etc.) must also maintain the positive integrity of ATC.

Section I: Consequences
If it comes to the attention of Director Staff that any member has violated this policy, the disciplinary procedure will follow.

ARTICLE V
Membership

Section I: Director Staff
There will be one executive Director, who will determine the number of positions, Directors, and duties needed on a yearly basis. The Director Staff shall consist of a pre-determined amount of Directors and the Executive Director can appoint an associate Director if necessary. If an associate Director is chosen, the number of associate Directors plus the executive Director cannot be greater than half the total number of Directors.

A. The Executive Director
   A) Eligibility - The Executive Director shall preside for one year and must be in good standing with the University, complete the grade requirements as listed below and for undergraduate students carry at least six hours and for graduate students carry at least four hours during his/her term of office.
   B) Selection - The Executive Director shall be selected by the outgoing Executive Director and Director Staff with the assistance of the ATC Advisor after the completion of an application, interview, and any other evaluation process chosen by the outgoing Executive Director and Director Staff. The Executive Director should be selected in the spring semester.
   C) Duties - The duties of the ATC Executive Director will be:
      1) to create and outline goals for the organization
      2) to ensure that ATC remains a recognized organization
      3) to serve as the official representative for ATC
      4) to oversee all decisions made in reference to ATC
      5) to create and maintain the structure of ATC
      6) to recruit and select a Director Staff
7) to run Director Staff meetings
8) to assign and delegate specialized duties to the Directors and Associate Directors
9) to ensure the accomplishment of their duties and responsibilities
10) to complete the year in review
11) to ensure that all follow up activities for ATC are completed.

B. The Directors (and if necessary, the Associate Director)
   A) Eligibility - A Director shall preside for one year and must be in good standing with the University, complete the grade requirements as listed below, have at least one member experience and for undergraduate students carry at least six hours and for graduate students carry at least or four during his/her term of office.
   B) Selection - the new Executive Director shall select Director’s with the assistance of the ATC Advisor after completion of an application, interview, and any other evaluation process chosen by the Executive Director.
   C) Duties - The duties of an ATC Director will be to create a timeline for his/her specialized task; to complete any other task assigned by the Executive Director, and to complete all follow-up work, including but not limited to preliminary archival work, completion of the year in review, and the completion of necessary camp evaluations.
   D) If an Associate Director is chosen, their duties will be determined by the Executive Director

Section II: Chairs
Chairs shall carry out all responsibilities designated by Director Staff.
   A) Eligibility - Chairs shall have had at least one member experience, be in good standing with the University and remain an enrolled student through his/her term in office, for undergraduate students carrying at least six hours or four hours for graduate students.
   B) Selection - The Chairs shall be selected by the newly selected Director Staff after the completion of an application, interview, and any other evaluation process chosen by Director Staff.
   C) Duties - The duties of the Chairs shall be to interview and select Counselors, and to coordinate any and all activities of his/her camp/team and all of ATC as a whole.

Section III: Counselors
Counselors shall be responsible for attending all mandatory training programs, completing all duties assigned by the Directors or Chairs, and attending all activities at ATC (as required by their program).
   A) Eligibility - Counselors shall be in good standing with the University. Undergraduate students must be enrolled in at least six hours at Texas A&M and four hours for graduate students during his/her term in office. Blinn Team students will be permitted to become a Counselor of ATC if enrolled in at least 3 credit hours at A&M.
   B) Selection - Counselors shall be selected by the Chairs in the semester prior to each camp. The process shall include completing an application, interview, and any other evaluation process the current Chairs and/or Director Staff may choose.
   C) Duties - The duties of the Counselors shall be to plan any and all activities for his/her Discussion Group at camp and fulfill any assignment or task delegated to them by their Chairs or Director Staff.
Section IV: Members of Team or Crew
Team and Crew members are ATC counselors and shall be responsible for attending all mandatory training programs, completing all duties assigned by the Directors or Chairs, and attending all activities at camp (as required by their program).

A) Eligibility – Team/Crew members shall have at least one Howdy Camp or T-Camp Counselor experience, be in good standing with the University, and shall be enrolled as undergraduate students in at least six hours (Blinn Team students 3 hours) or four hours for graduate students during his/her term in office.

B) Selection – Team/Crew members shall be selected by the Chairs in the semester prior to camp. The process shall include completing an application, interview, and any other evaluation process the current Chairs and Director Staff may choose.

C) Duties - The duties of Team/ Crew shall be to facilitate the learning of traditions by the participants at ATC, assist the Director Staff at camp; to plan, decorate, and execute all mixers; assist in the set up and break down of camp facilities at camp; and fulfill any task asked of them by any member of the Director Staff (as required by their program).

Section V: Campers
Camper registration is open to all new students entering Texas A&M in the Spring & Fall semester on a first come, first serve basis. If there are still spaces available, current students that have not previously completed an extended orientation program at Texas A&M University will be allowed to attend ATC subject to the approval of Director Staff.

ARTICLE VI
Grade Requirements
(See University Student Rules) (http://student-rules.tamu.edu/)

Section I: Directors and Chairs
For Undergraduate students applying for a Director or Chair position:
A) must have at least a 2.25 cumulative and semester prior grade point ratio at the time of application and during his/her term in office.
B) must be in good standing with the University and enrolled in at least six credit hours in a regular semester during his/her term in office.
C) will be ineligible should the student fail to maintain the requirements prescribed above but can submit an appeal.

For Graduate students applying for a Director or Chair position:
A) must have at least a 3.00 cumulative and semester prior grade point ratio at the time of application and during his/her term in office.
B) must be in good standing with the University and enrolled in at least four credit hours during his/her term in office,
C) will be ineligible should the student fail to maintain the requirements prescribed above.
Section II: Counselors
For Undergraduate students applying for a Counselor:
   A) must have at least a 2.0 cumulative and semester prior grade point ratio at the time of
      application and during his/her term in office.
   B) must be in good standing with the University and enrolled in at least six credit hours
      (enrolled in 3 credit hours for Blinn Team students) during and the semester following
      his/her term in office,
   C) will be ineligible should the student fail to maintain the requirements prescribed above.

For Graduate students applying for Counselor or Team position:
   A) must have at least a 3.00 cumulative and semester prior grade point ratio at the time of
      application,
   B) must post at least a 3.00 grade point ratio for the Spring semester, unless he/she is
      enrolled through the University as a Student Teacher or Intern in Bryan/College Station,
      in which case these classes are taken pass/fail and a passing grade is acceptable,
   C) must be in good standing with the University and enrolled in at least four credit hours
      during his/her term in office,
   D) will be ineligible should the student fail to maintain the requirements prescribed above.

ARTICLE VII
University Student Rules and Education of Policies

Section I: Policy
   A) All members of ATC will follow the University Student Rules (at http://student-
      rules.tamu.edu/), Student Activities guidelines, and any policies and guidelines presented
      by Director Staff, whether written or verbal.
   B) As an ATC member, you are a representative of Texas A&M University, ATC, your
      program, and your individual camp. If you violate policies or guidelines set out by the
      university or Director Staff, you could put yourself, others, or ATC’s reputation in
      danger.
   C) For the greater good and welfare of ATC, Texas A&M University, and each member, it is
      important that you are aware of the policies, guidelines, and expectations of your
      organization.
   D) Violation of Student Rules can result in disciplinary referrals to the University.

Section II: Education of Policies
Director Staff is responsible for educating Chairs on ATC’s policies. Chairs are responsible for
the education of all ATC’s policies to their Counselors. ALL members are responsible for
reporting a break in policy to the Advisor and/or Director Staff.

Section III: Consequences
When ATC policy violations occur, action may be taken according to the discipline/removal
procedures outlined in Article XV. Policy violations are dealt with on a case-by-case basis and
may result in consequences ranging from probation to immediate removal. Policy violation
consequences can also have an impact on future camp involvement.
ARTICLE VIII
Attendance Policy

Section I: Participation
Section I: Policy
All members must participate fully and appropriately in all ATC meetings, events, including fundraisers. ATC events are created in order to promote unity within the organization. These events allow all of staff to get to know one another in order to ensure the mission of ATC is met and promoted throughout the organization.

Section II: Consequences
If a member is not participating in ATC events, Director Staff is responsible for discussing the problem with the member. If the problem persists, Director Staff and Chair(s) (if involving counselors/team members) will discuss lack of involvement/participation with the member and try to identify the problem. If the member continues to not participate fully at ATC events, disciplinary action may occur within the Disciplinary Procedure. If your participation becomes an issue at camp, dismissal from the campsite may occur. (see Article XV)

Section II: Absences for all Members
A) All members are expected to attend all mandatory ATC events. If a member is unable to attend a mandatory ATC event, they must submit an Absence Excuse Form to the Director of Administration at least 48 hours prior to the event. If the member is a counselor, the Chair must be notified in addition to the Absence Excuse Form. The Director of Administration will review the form and determine if the absence is excused or unexcused on a case-by-case basis (the Director of Administration will contact the party if the absence is not excused). Failure to submit the form will result in automatic probation. In the event that the form cannot be submitted 48 hours in advance, the member must contact their Director liaison by phone as soon as possible. If a member misses training, they must attend the make-up session in a predetermined timeframe.
B) Two unexcused absence from all camp meetings, all camp fundraisers, workdays, and any other event that Director Staff deems as required will result in probation.
C) Unexcused absences from events held within individual camps can result in probation and will be left up to the discretion of the Chair for that particular camp. Individual camp events include: individual camp meetings, camp specific fundraisers, and other events deemed mandatory by the Chair. The Chair will then report the unexcused absences obtained by their Counselors to the Director of Administration within 72 hours of the absence.
D) Probation is not given for excused absences unless more than three are obtained. The Director Staff will decide upon emergency circumstances if probation is necessary.
E) Examples of excused absences are illness, death in the family, emergency medical appointments and other extenuating circumstances. Examples of unexcused absences are homework, work, errands, sporting events, concerts, or appointments that could have been scheduled around ATC events. Please refer to an extended list of excused absences at studentrules.tamu.edu, Section 7.1. For additional questions, please contact the Director of Administration.
F) In the event if a member has to leave a mandatory meeting early, the member must fill out an absence excused form.

Section III: Tardiness
A) Tardiness consists of arriving after the start of the event.
B) Two tardies results in probation.
C) Director Staff will decide upon emergency circumstances.
D) If a member is 10 or more minutes late to a mandatory meeting, then the member will receive an unexcused absence.

Section IV: Consequences of Probation
A) Each member, once on probation, will go to review board if another offense occurs, regardless of severity of offense.
B) Based on the evidence provided, during the review board Director Staff, by majority vote, has the option to remove offender from probation, keep member on probation with no further consequences, or follow disciplinary procedures outlined in article XV.
C) If member is kept on probation after review board and another offense occurs, disciplinary procedures outlined in article XV will be followed.

Section V: Handling Probation
The Director of Administration will notify members, and copy the member’s Chair, when a member is on probation and/or review board as a result of probation related to attendance.

ARTICLE IX
Finances

Section I: Accounts
All money belonging to this organization shall be deposited and disbursed through an account established for this organization at the Student Organization Finance Center (SOFC) and/or the fiscal office. All funds must be deposited within twenty-four hours after collection. The Advisor must approve and sign all expenditures before payment. At any time there must be $1000.00 in the ATC program-specific account per car or van taken to camp (the amount of money needed to pay the insurance premium should an accident occur). The Director Staff must ensure that at least a $500.00 profit per session be budgeted for a safety measure and for program development.

Section II: Fees
Fees for camp will be determined by the Executive Director and the Director in charge of Finances, and must be approved by the Advisor. Fees will be paid by all of the participants in ATC, including Chairs, Counselors, and campers. Members must pay the fees by the due date or be approved for an alternative payment plan set up by the Director in charge of Finances. Probation will be given if a member fails to pay their dues by their specified payment plan date. If not paid within one week of specified date, begin disciplinary process (See article XV). Should a member be ineligible to attend camp for any reasons, the Director of Finances will determine the amount returned, if any. If any member is removed from this organization due to disciplinary reasons, then there will be no refund.


Section III: SOFC Individual Accounts
Each individual camp must have an account with the SOFC for all money and banking purposes. Money will not be held in personal accounts or banks other than the SOFC. All money fundraised under the name of ATC shall be used for ATC purposes only. All funds must be deposited within twenty-four hours after collection. After camp, at the discretion of the Director of Finance, all remaining money in each account will be deposited into the ATC main account. The Executive Director and the Director of Finance will be responsible for the paperwork involved with each individual camp. The ATC Advisor must approve and sign each expenditure before payment.

ARTICLE X
Alcohol and Drug Policy

Section I: Purpose
In keeping with the goals of ATC, the liability and participant safety are the most important reasons for this policy. Also, the use of illegal drugs and alcohol do not align with the mission of ATC, which is to successfully transition new students into the Aggie Family.

Section II: Policy
The use of alcohol and drugs for the purpose of promoting camp unity (bonding) or the formation of relationships between members of the Camp or Officers is not in line with the mission of ATC. The following are provisions regarding this:

1. If it is determined by any Director or the ATC Camp Advisor that this position on alcohol and drugs has not been supported by any member, i.e. Directors, Chairs, Counselors, or Crew/Team Members, then that individual shall be subject to the disciplinary/removal procedures as outlined in Article XV.
2. Members of ATC are expected to use good judgment and to protect the integrity of ATC at all times. Remember that the use of alcohol could damage the public perception and reputation of the organization.
3. Members of ATC are not allowed to use drugs or alcohol with campers while policy is in effect. See Article XIX.
4. The use of drugs is prohibited at all times.
5. As the state of Texas law affirms, people under the age of twenty-one are prohibited from consuming alcohol. Therefore minors within ATC, regardless of previous relationships, are prohibited from consuming alcohol with other members of ATC. If underage drinking is brought to the attention of the Director Staff, consequences will be at the discretion of Director Staff.
6. No member of any camp may consume alcohol with another member of that specific camp, even if other age of 21.
7. No ATC money shall be used to buy drugs or alcohol.
8. Attending an ATC function under the influence of alcohol is not permitted under any circumstances. An ATC function is defined as any event or function planned by an Advisor, Officer, or Member for the purpose of promoting camp unity (bonding) or the formation of relationships between members of the Camp or Staff (i.e. Director Staff, Chairs, Individual Camp/ meetings, any training day, and camp road trip, or Director/Advisor trip), as well as any event determined by the Director Staff to be a representation of the organization.

9. If you are using alcohol, the wearing of ATC paraphernalia (anything used in the promotion of camp, including but not limited to: T-shirts, sweats, overalls, beanies, etc.) is not permitted.

10. No inappropriate discussions, advertisements, or references to alcohol or drugs will be permitted on the list serve, Facebook™, public forum, any form of social networking site or at camp.

11. Failure to abide will result in disciplinary action that could lead to expulsion from current and future camps. The severity of the infraction is to be determined by the serving Director Staff.

12. Members of other organizations will still be subject to that organization’s alcohol policy.

Section III: Reasons
This policy is strictly enforced for the benefit of the camp and the following reasons:
A) TAMU policy and ATC policy prohibits illegal drug use. TAMU policy also prohibits alcohol use at university events.
B) If substance abuse is involved in an ATC event, the group may become divided based on legal age and/or the desire to participate or not participate in this activity.
C) The use of illegal drugs and alcohol do not live up to ATC’s standard of excellence. We value inclusivity so we can reach out to new campers and appropriately welcome them to A&M and the integrity of following university and state laws. By using illegal drugs and alcohol, ATC staff (Directors, Chairs, and Counselors) would be setting a poor example for the campers we hope to bring into the Aggie Family and peers of the organization.

Section IV: Consequences
If it comes to the attention of the Director Staff that a member(s) of ATC is drinking inappropriately or misusing drugs and therefore violating this policy, the disciplinary procedure will be followed.

ARTICLE XI
Appropriate Relationships

Section I: Policy
A) You must maintain appropriate relationships with others in camp. An inappropriate relationship is a short or long-term romantic or sexual relationship that did not exist prior to camp.
1) It is a violation of this policy for any member of camp (Director Staff, Chairs, or Counselors) and campers, or any 2 members of camp (Director Staff, Chairs, or Counselors) to have an inappropriate romantic or sexual relationship.

2) However, if you have a previously existing romantic or sexual relationship with someone before the first ATC meeting, it is fine to continue this relationship as long as it does not influence both people’s ability to fulfill his/her role within ATC. In terms of ATC membership, selections, and the application process, choosing your significant other is strongly discouraged, but open to discussion with Director Staff.

B) Having a romantic or sexual relationship with someone else in camp can create an uncomfortable atmosphere for everyone involved. It may give the appearance of favoritism in some cases. It also can be disrespectful to the group because you might be giving more of your time and attention to one individual instead of to all of your camp, your responsibilities, and, most of all, the campers. In order for you to focus on camp and get the most out of your camp experience, it is in your best interest to maintain friendships with everyone in camp, rather than a romantic or sexual relationship with just one person.

Section II: Consequences
An ATC Director, Chair, or Counselor may discuss the situation with another member of Director Staff or the Advisor as soon as an inappropriate relationship is brought to their attention and the disciplinary procedure may be followed if needed. Inappropriate relations may be noted on one’s permanent camp record. (See Article XV)

ARTICLE XII
Road Trips

Section I: Policy
Road trips are activities or events located 25-250 miles from the University and meeting at least one of the following criteria:

A) Organizational resources are used to plan, promote or fund the event, i.e. meetings, listserves, communication via ATC affiliated Facebook, or organizational monies;

B) A primary reason for the event is to promote cohesion and bonding within a specific camp, DG group or the organization as a whole;

C) A primary outcome of the event is for the betterment of ATC;

D) Sponsored by the University;

E) Funded by the University, and the travel is undertaken using a vehicle owned or leased by the University; or

F) Required by a student organization registered at the University (i.e. ATC).

Section II: ATC Road Trips
A) Camps may take no more than a maximum of TWO social road trips. Additional road trips for the sole purpose of fundraising are allowed.

B) All road trips must be submitted to the Director of Administration and ATC advisor for approval.
C) Chairs are responsible to turn in a Road Trip Planning Form to the Director of Administration at least 10 days before their planned departure time.

D) After the Road Trip Planning Form is approved by the Director of Administration, the Director is then responsible for filling out Texas A&M’s Critical Incident Response Team (CIRT) (http://cirt.tamu.edu) form. This form MUST be filled out 7 days BEFORE the road trip takes place.

E) At least three days before the road trip, the Chairs/Directors planning the road trip must meet with the Director of Administration. The road trip is not approved until this meeting has occurred. At this meeting, the Director of Administration may approve the road trip as is, require edits or changes to obtain approval, or not allow the road trip to occur.

F) Each vehicle must have a map, directions, and a cell phone in order to communicate with each other and prevent group separation.

G) There must be enough seatbelts for every passenger in each car.

H) Any person who drives at anytime on a road trip must carry a valid ID and their insurance information.

I) Road trips must all be within the state of Texas.

J) Chair(s) and/or member(s) of Director Staff must be present for all road trips.

K) It is imperative to follow these guidelines when planning a road trip in order to ensure the safety of everyone involved on the trip.

Section III: Consequences
If this policy is violated, the disciplinary procedure will be followed. (see Article XV)

ARTICLE XII
Hazing

Section I: Policy
No member of the ATC Staff (i.e. Directors, Chairs, and Counselors) shall engage in any form of hazing. In accordance with Texas A&M University Student Rules and Regulations, hazing is defined as any act directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliated with, holding office in, or maintaining membership in an organization. Any member found to be part of a hazing incident shall be immediately removed from their position on Staff and referred to the University for further action. Hazing includes, but is not limited to:

A) Misuse of authority by virtue of one’s class rank or leadership position
B) Striking another student by hand or with any instrument or any type of physical brutality
C) Any form of physical bondage of a student
D) Taking a student out to an outlying area and dropping him/her off
E) Forcing a student into violation of the law or a University regulation such as indecent exposure, trespassing, violation of visitation, etc.
F) Any form of “quadding” or “groding”
G) Having firsthand knowledge of the planning of such activities or firsthand knowledge that an incident of this type has occurred and failing to report it to appropriate University officials
H) Any activity that intimidates or threatens the student with ostracism that subjects the student to increased mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student, even with the consent of the student
I) Any type of physical activity that subjects the student to an unreasonable risk of harm

Section II: Consequence
If a member of ATC violates this policy in any way the disciplinary procedure will be followed. If a member is found to be hazing, direct removal from ATC will occur.

ARTICLE XV
Firearms

No firearms or fireworks will be allowed at any ATC function. Violators are subject to removal from their position following the Impeachment/Replacement Procedures outlined in Article XV.

ARTICLE XVI
Discipline/Removal Procedures

Section I: Purpose
Every member of ATC has accepted the responsibilities of their position within this organization, including, but not limited to, those found in this Constitution, the Behavior Agreement, the In Camp and Skit Expectations, and Travel Accountability Agreement. They have also agreed to be committed to the Mission and Values of this organization. The Disciplinary Procedures outlined here ensure that each leader and member will uphold all of his or her commitments and responsibilities, and that the mission of this organization will be maintained and upheld to the highest standards.

Section II: The Disciplinary Procedure
A. The Director and Advising Staff shall gather information as deemed necessary to the situation(s). If needed, written documentation of the situation(s) involving the party under review may be made by the person(s) closest to the situation.
B. If deemed necessary, the appropriate Director will set up a meeting time with the party in question or others with potential information related to the situation. Director Staff shall notify the party in question and 1) identify the situation(s) in question, 2) state potential policy violations, 3) schedule a suitable meeting time, and 4) state the full range of consequences that could result, such as removal from the organization. During this meeting, the identified Directors, Advising Staff and the party in question will discuss the situation and ways to resolve it. A set time limit for resolution will be established. If deemed necessary, appropriate Directors and/or Advising Staff may update this timeline. Notes will be taken and signed by the individual in order to ensure everything that was said is true. This information can be used later to make a decision.
C. At the discretion of the Executive Director and Advising Staff, the situation can go under review of the Review Board if: the problem is not resolved, the time limit for resolution expires, another situation arises prior to the resolution of the first problem, the party in question fails to cooperate with the investigative process, or the matter warrants a more formal review.
D. Minutes of any interviews shall be recorded, and a letter of findings shall be published and placed in the ATC records.

Section III: Review Board
A. The Review Board shall consist of the Director Staff and the Advisor, with each Director carrying one vote in the decision making process. Both the Advisor and the Executive Director must be present for the Review Board to take place. The Advisor, who is encouraged to participate in discussions, will not have a vote in the decision making process. The Executive Director is head of the review board and will therefore control all review board procedures, but all Directors will have equal voting privileges. At the discretion of the Executive Director and Advisor, a Director may be removed from the Review Board for a certain case if that Director feels that he or she cannot be impartial to the situation, under review by the review board him/herself, or has a conflict of interest. If the Executive Director is under review or removed from the Review Board, then the Advisor will head the Review Board, while still acting without a vote. Additional Review Board members may be added at the discretion of the Executive Director, Director Staff, and/or Advisor.

B) The party in question will be brought before the Review Board. The Review Board will state the charges against the party and/or present its case against the party in question. The party in question will then be allowed up to thirty minutes to state his or her case, and the party in question may bring in any supporting documents.

C) A representative of the Review Board is allowed to present any contrary evidence or testimony. The representative is allowed up to thirty minutes and may bring in any supporting documents.

D) The party in question shall then be given a ten minute rebuttal period.

E) The Review Boards shall meet privately to make their decision. This decision is made by a majority vote of the Review Board and the decision is the final opinion of ATC. The Executive Director must inform, by formal letter, the party in question of the Review Board’s decision. The Executive Director must also inform the party in question of the appeals process. Documentation of the findings and the decision shall be placed in the ATC records.

Section IV: Additional Procedures
A) In the event that an officer or member violates the responsibilities or commitments of his or her position, the Disciplinary Procedures outlined here will be used at the discretion of the Director Staff and/or Advising Staff.

B) A Review Board shall review all cases deemed necessary by the Executive Director and/or Advising Staff.

C) Every part of this disciplinary procedure shall follow the ATC Confidentiality article of the Constitution.

D) The ATC Executive Director and/or Advisor specifically retains the right to immediately dismiss a leader or member from ATC or place a member on temporary suspension in extreme circumstances without any requirement to pursue these disciplinary procedures. For example, in cases of sexual harassment, hazing, endangerment, etc.
E) This disciplinary procedure is for guidance purposes only, and failure to follow these procedures will not create claims based upon failure to meet standards of procedural due process.
F) For Disciplinary Procedures at Trinity Pines, the process will be completed in the same manner but during a shortened time frame.

Section V: Consequences
If the Review Board finds the party in question to have violated the policy in question, the Director Staff will vote to decide the consequences of this violation. This shall be a majority vote. The consequences of the violation can be any action that the board finds appropriate, including removal from ATC and impact on future ATC involvement. As appropriate, the Director Staff will notify the University of any activity that violates the University rules and regulations. The Director Staff’s decision on consequences is the final opinion of ATC.

Section VI: Appeal Procedures
If the party in question, has grounds for appeal, he or she can appeal that decision. Grounds for an appeal are limited to the following:
A. New information available that could significantly change the outcome of the review.
B. The disciplinary procedures did not follow procedure as established in the Constitution.
C. Consequences imposed by the disciplinary process are incongruent with the findings of the review.
This appeal must be done within ten days of the disciplinary decision. If needed, the party may meet with the Executive Director and the Advising Staff to explain why he or she is appealing the decision. This meeting is not to prevent the party from appealing, but rather to learn the grounds of his or her appeal and inform the party of the appropriate appeal procedures.
The appeal will be taken to the ATC Advisor for review and consideration. The Advisor makes the determination of whether or not the appeals meets one of the qualifying grounds for appeal and can choose to uphold the original decision, recommend to ATC Director Staff revisions to the decision or any sanctioning requirements, or send the situation back through the disciplinary process for further review. The ATC Advisor may call on additional support such as the secondary Advisor or other Student Activities Staff members, if needed, to assist with the appeals process. Once this appeal process is complete the decision is final and there is no further point of appeal.

Section VII: Grade Appeal Procedure
If a member does not meet the grade requirement, they can choose to submit an appeal to the Director of Administration stating the extenuating circumstances that contributed to them not meeting the grade requirement. Once all appeals have been submitted, the Director Staff and Advisor will call a meeting to determine which appeals will be accepted. This decision will be made by a majority vote. The Advisor does not have a vote. The Director of Administration will notify the member with a letter stating the decision. This decision is final and there is no further point of appeal.

ARTICLE XVI
The Advisor
Section I: Role
The role of the Advisor is to serve as the primary link between the organization and the University, and to advise ATC on matters of University Policy. The Advisor has no voting privileges and may intervene in decision making only when protecting the University’s interests. Attendance at organizational functions, meetings, retreats, workshops, etc. is not required, unless specified by University regulations, rules, and policies.

Section II: Expectations
A) The Advisor must be a Texas A&M University employee as defined by the Human Resources Department and must advise at a level consistent with the categorization of the organization being advised. To advise a sponsored organization, he/she must be a full-time professional staff member whose job description designates him/her to advise the organization. It is critical that he/she be familiar with the activities of the organization and have (or be willing to obtain) an appropriate level of experience, resources and knowledge related to those activities and the mission of the organization.

B) The Advisor should meet with the officers of the organization to discuss expectations of roles and responsibilities. In order to stay connected with the organization, he/she should regularly attend Director as well as Chair and camp meetings and be available outside those meetings for advice and consultation related to the operations of the organization. Additionally, he/she should assist the organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.

C) As an advisor, he/she will perform their greatest service by facilitating opportunities for students to exercise initiative and judgment within a proper measure of autonomy when coordinating events and activities. In keeping with this approach, he/she should participate in event planning and attend events when possible or when identified as necessary through the planning process.

D) Recognized student organizations at Texas A&M University are required to coordinate financial transactions with the Student Organization Finance Center (SOFC). The Advisor will regularly receive statements from the SOFC and should be aware of the organization’s financial status via review of these statements and approval of expenditures. Completion of the on-line education process for the SOFC is required of all organization advisors. This training can be accessed online at http://sofc.tamu.edu.

E) The Advisor should be aware of the University Student Rules and other institutional guidelines that establish expectations for student behavior and activities. He/she should ensure that the group and its officers know where rules and guidelines are published, what the rules are, why they exist, and the consequences for choosing to operate outside their parameters. As an employee of Texas A&M University, he/she is expected to report all rule violations or potential violations to the appropriate university official. He/she should be familiar with the organization’s constitution and all other governing documents, so that he/she may advise effectively.

ARTICLE XVII
Commitment to Diversity
ATC follows the Texas A&M policy on discrimination as listed below.

Texas A&M University, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

**ARTICLE XVIII**
**Confidentiality**

All members of ATC in leadership positions (Directors, Chairs, and Advisor) are responsible for maintaining the confidentiality of the organization. This includes, but is not limited to, procedures involving selection of Directors, Chairs, and Counselors, as well as matters regarding grades and disciplinary procedures. Director Staff reserves the right to declare any procedure, discussion, or information confidential.

**Section I: Consequences**
If it comes to the attention of the Director Staff that any member of staff has violated this policy, the disciplinary procedure will follow.

**ARTICLE XIX**
**Length of effect**

For Directors, all policies are in effect until their term ends on October 1st. For Chairs and Counselors, all policies are in effect until 5 p.m. the day after returning from camp. Policies for member and camper relations remain in effect until March 1st for Howdy Camp and October 1st for Transfer Camp.

**ARTICLE XX**
**Amendments and Revisions**

**Section I: Amendments**
This Constitution may be amended at any time by a three-fifths (3/5) vote of the active Director Staff.

**Section II: Revision**
This constitution is reviewed annually and subject to the approval of the Department of Student Activities.

**ATC Policy Comprehension Agreement Form**

I understand that failure to follow Policy may lead to my dismissal from this organization. If I am removed from this organization due to disciplinary reasons, I understand that I will receive no refunds. I also understand that I am to maintain the confidentiality of the
organization as stated in Article XVIII.

**Article XVIII**

All members of ATC in leadership positions (Directors, Chairs, and Advisor) are responsible for maintaining the confidentiality of the organization. This includes, but is not limited to, procedures involving selection of Directors, Chairs, and Counselors, as well as matters regarding grades and disciplinary procedures. Director Staff reserves the right to declare any procedure, discussion, or information confidential.

As a member in ATC, I agree to uphold the Confidentiality and Ethics outlined in Article XVIII of the Constitution throughout my term in office. I fully understand that all knowledge of internal decisions and methods related to ATC will be held in the strictest confidence. No one outside of the ATC Staff will be privy to this information. This includes information involving Partnerships and Camp information, Selection, Review, Interviews, Evaluations, and any other matters deemed necessary by the Director Staff.

I agree to hold all members accountable in accordance with the ATC Constitution and the Mission & Values of the organization. I realize as a member of this organization it is important that I remain ethical in every decision and action made. As a member I am committed to maintaining the integrity of the organization and agree to uphold the information outlined above.

I will uphold the Aggie Honor Code:

“An Aggie does not lie, cheat, or steal; or tolerate those that do.”

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**Behavior Expectation Agreement**

The mission of Aggie Transition Camps (ATC) is to orient new transfer students to Texas A&M University, teach them Aggie traditions, help them to connect with fellow students and develop a network of friends at A&M, and fully support their successful transition to Texas A&M University. It is in this spirit that we make this behavior agreement for ATC 2014.

While University employees and trained student staff may be accompanying you to camp, it is unlikely that those persons will be able to provide constant supervision. It is expected, however, that students will abide by university policies and regulations, the Student Rules (found at [http://student-rules.tamu.edu](http://student-rules.tamu.edu)) and all instructions presented by University staff members and Director Staff members, whether written or verbal.

In exchange for being granted the opportunity to participate in and attend ATC 2014, I understand that I am expected to participate, to the best of my ability, in all programs and activities as required by my position. I will also abide by the all ATC policies and Texas A&M University Student Rules (as listed at [http://ATC.tamu.edu](http://ATC.tamu.edu) and [http://student-rules.tamu.edu](http://student-rules.tamu.edu)). I will do my best to contribute to the quality of ATC and the well-being of the group.
ATC is an alcohol free and substance free program. As an ATC member, I agree to abide by the substance free policy, and understand that if I violate this policy (or any others as stated above), I may be removed immediately from ATC campgrounds.

In-Camp & Skit Expectations/Rules

Skit Expectations
- Every skit must have a defined purpose and related outcome.
- Skits should be purposeful and used to inform incoming students about Texas A&M University
- Skits must follow the skit templates provided by each camp
- The wanted outcome of each skit must be clearly evident; if not, a counselor should begin or conclude the skit by portraying what campers should have gotten out of the skit
- Skits must be well prepared and rehearsed

Skit Rules
- Skits must be appropriate.
- No offensive or inappropriate physical contact involved.
- No dancing close to or on campers or audience members.
- No “Yes Dance” or “Call on Me” Dance.
- Clothing should be appropriate. ATC is no place for nudity.
  - No speedos, diapers, or bikinis on guys or girls.
  - Swimsuits:
    - Boys: trunks
    - Girls: one-piece & shorts, no bikinis
  - No unnecessary revealing of skin – upper man-thigh, excessive cleavage, etc.
  - No stuffing or bulging of body parts.
- No stripping or taking off clothes in skits. No reference to stripping.
- Do not play-up or reinforce stereotypes.
- No inappropriate or over-the-top bashing of other schools during skits.
- Skits that require food/drink are allowed but have expectations:
  - Use and type of food must be disclosed in skit templates for approval.
  - Food/drink cannot be the main concept of or purpose behind the skit.
  - Massive consumption of food/drink is not allowed.

In-Camp Rules
- No fake proposal
- No fake camper
- No games involving unnecessary physical contact (orange/tennis ball pass, lifesaver & toothpick pass, etc.)
- No lost nametag games
- No rumor fairy
- No Rolling
NOTE: Any of these expectations not being met would result in at-camp disciplinary procedure being followed. It is your responsibility as a member of camp to know and understand all expectations placed on you. Therefore, claiming to not know or not understand these expectations does not exempt a member from being held accountable for their behavior.

Travel Accountability Agreement

I hereby agree to fully uphold all policies, expectations and measures concerning travel expressed within the constitution of the organization, hereafter referred to as the constitution, and given to me during trainings. By signing, I also agree that I have been through all trainings concerning travel within the organization and that I am fully aware of the expectations and responsibilities inherent in leading these trips.

By signing this document, I agree to be held accountable for all of these trainings, policies and expectations, and I agree to, to the best of my ability, uphold the following listed expectations:

1. I will follow road trip/day trip planners as submitted, and should changes arise I will call the Director I’ve been assigned. I will not partake in any activities that were not listed and approved on the planner.
2. I will attend High Risk Meetings for any and all activities deemed “high risk” and understand that many activities i.e. motorized watercraft, tubing, canoeing, floating the river, etc. are not allowed.
3. I will ensure that no alcohol or illegal substances are being bought, consumed, or distributed for the duration of the trip.
4. I will be honest with the budget for the road trip/day trip and will follow all cash-handling procedures that I have received training on.
5. I will follow the policies expressed within the constitution of the organization.
6. I will follow the directions given in all of the trainings I have received.

By signing, I agree that I understand that is list does not encompass all rules and regulations, and that I am accountable for any and all expressed trainings, constitutional guidelines of the organization and Texas A&M Student Rules.

I, (print name) __________________________ understand the 2014 Aggie Transition Camps Policy and will adhere to it throughout my duration as part of this organization; this includes all-camp and non-camp related functions. I am always a representative of this organization and will conduct myself as such.

I have had the chance to review and understand the following documents (please initial):

_____ ATC Constitution  
_____ In-Camp and Skit Expectations  
_____ ATC Behavior Agreement Form  
_____ Travel Accountability Agreement
By signing, I understand that should I fail to uphold expectations, policies, or procedures as outlined within trainings, the constitution, and Texas A&M Student Rules disciplinary procedures of the organization will be followed and potential University rule violations will be referred as appropriate.

Sign: ________________________________________________  Date: _____________