

# CONSTITUTION

## Aggie Transition Camps 2017-2018

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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 or T-Camp.

### **Section II: Definition of Terms in the Constitution**

For the purpose of this constitution, the term “member” refers to ATC Directors, Chairs, and Counselors. The term “officer” 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...

Inclusivity • Integrity • Knowledge • Servant Leadership

1. Inclusivity – We accept everyone as family.
2. Integrity – We “do the right thing even when no one is watching.”- C.S. Lewis.
3. Knowledge – We understand and effectively articulate various aspects of Texas A&M University
4. Servant Leadership – We humbly develop others to serve Texas A&M University and the greater good.

## **Article III: Time and Location**

### **Section I: 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**

1. 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 and professional students carry at least four hours during his/her term of office.
2. 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 by August 1st.
3. Duties - The duties of the ATC Executive Director will be:
  - a. to create and outline goals for the organization
  - b. to ensure that ATC remains a recognized organization

- c. to serve as the official representative for ATC
- d. to oversee all decisions made in reference to ATC
- e. to create and maintain the structure of ATC
- f. to recruit and select a Director Staff
- g. to run Director Staff meetings
- h. to assign and delegate specialized duties to the Directors and Associate Directors
- i. to ensure the accomplishment of their duties and responsibilities
- j. to complete the year in review
- k. to ensure that all follow up activities for ATC are completed.

#### **B. The Directors (and if necessary, the Associate Director)**

1. Eligibility - A Director's term shall exceed one year without re-applying 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 and professional students carry at least or four during his/her term of office.
2. 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.
3. 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
4. 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

#### **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 and professional 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 and professional 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 a Counselor before camp are to attend, when possible, all meetings, all trainings, and all fundraising events. The duties of a counselor during camp are to create an inclusive environment for all participants. It is also the counselor's job to actively participate in all camp activities and facilitate successful DG times. The duties of a counselor after camp are to coordinate and attend continuity events, both for their DG and camp as a whole, when available. Each Counselor should also continue to be a resource and positive influence on participants of T-Camp or Howdy Camp.

### **Section IV: Members of Team**

Team 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 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 and professional students during his/her term in office
- B. Selection – Team 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 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.

## **Section VI: Campfire Speakers**

- A. Eligibility – Campfire Speakers must have at least one membership experience within ATC. Team Campfire Speakers must have held a Team position within ATC.
- B. Selection – Chairs must submit their selection to the Director of Public Relations. Submissions should include their choice of Campfire Speaker as well as reasoning why this person will fit the role well. Submissions must be sent in by the deadline set by Director Staff in order to be considered. Directors should discuss the selection and determine approval or not.
- C. Duties – Campfire Speakers should be supportive of both chairs as well as the rest of the camp. They should make a genuine effort to get to know each member of the camp. Campfire Speakers will be expected to give a positive, appropriate, and impactful speech to the campers at T-Camp or Howdy Camp. Speech outlines must be submitted by the date pre-determined by Director Staff. Although Campfire Speakers are not official members of the organization they can lose their position if they are breaking policy or any rules Director Staff has set in place.
- D. Attendance of ATC Events – Campfire Speakers are encouraged to attend camp road trips. Campfire Speakers should arrive to Trinity Pines no earlier than 10am on the second day and leave before 7pm on the second day. Campfire Speakers must abide by ATC Policy while attending any ATC events

## **Section VII: Namesakes**

- A. Eligibility – Anyone who has made a positive impact of a nominator.
- B. Selection – Namesakes will be selected by Director Staff. Namesake nominations are open to anyone and can be found on the ATC website. Once all nominations have been received the Director of Public Relations will coordinate a selection process that keeps nominees anonymous and keeps selections as fair as possible. Once the namesakes have been selected the Director of Public Relations will inform the namesake of their invitation. If the namesake should accept communication will then be passed on to their chairs.
- C. Duties – Namesakes will be expected to give a positive, impactful, and appropriate speech to the campers within their IC on the second day of camp.
- D. Attendance of ATC Events – As an honored guest of ATC namesakes are encouraged, but not required, to attend any event put on by the individual camp or ATC as a whole, including road trips.
- E. Policy — As a namesake 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.

## Article VI: Grade Requirements

(See University Student Rules – <https://students-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 to be a member of Aggie Transition Camps should the student fail to maintain the requirements prescribed above but can submit a grade appeal before the pre-determined deadline.

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.

For Professional students applying for a Director or Chair position:

- A. must have at least a 2.50 cumulative and semester prior grade point ration 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 and Members of Team

For Undergraduate students applying for a Counselor or Team position:

- A. must have at least a 2.0 cumulative and semester prior grade point ratio at Texas A&M 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 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.

For Professional students applying for a Counselor or Team Position

- A. must have at least a 2.50 cumulative and semester prior grade point ratio at the time of application.
- 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.

## **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 XVI. 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: 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 XVI).

## Section III: Absences for All Members

- D. 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.
- E. One unexcused absence from all camp meetings, all camp fundraisers, workdays, and any other event that Director Staff deems as required will result in probation.
- F. 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.
- G. 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.
- H. 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](http://studentrules.tamu.edu), Section 7.1. For additional questions, please contact the Director of Administration.
- I. In the event if a member has to leave a mandatory meeting early, the member must fill out an absence excused form.
- J. If a member has a scheduled class during the time of a mandatory ATC event, they must submit a Class Conflict form with Director Staff. They are excused from attending the scheduled meetings (without counting as excused absences), but are responsible for make-up work deemed necessary by Director Staff. Failure to complete necessary work could result in the disciplinary/removal procedures as outlined in Article XVI.

## **Section IV: Tardiness**

- A. Tardiness consists of arriving after the start of the event.
- B. Two tardies results a 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.
- E. Members should fill out an absence excuse form if they know they will be late to an ATC event.

## **Section V: 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 XVI.
- C. If member is kept on probation after review board and another offense occurs, disciplinary procedures outlined in article XVI will be followed.

## **Section VI: 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 XVI). 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:

- A. It is a violation of this policy for any member of their Individual Camp (Director Staff, Chairs, Counselors, and Teamers) and campers to consume and/or be under the influence of alcohol/drugs in the presence of one or more members of the same Individual Camp while policy is in effect (see Article XIX).
- B. It is a violation of this policy for any member of their Individual Camp (Director Staff, Chairs, Counselors, and Teamers) to consume and/or be under the influence of alcohol/drugs in the presence of one or more members of the same Individual Camp while policy is in effect (see Article XIX).
- C. 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 Team Members, then that individual shall be subject to the disciplinary/removal procedures as outlined in Article XVI.
- D. 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.
- E. Members of ATC are not allowed to use drugs or alcohol with campers while policy is in effect. See Article XIX.
- F. The use of drugs is prohibited at all times.

- G. 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.
- H. No ATC money shall be used to buy drugs or alcohol.
- I. 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.
- J. 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, hats etc.) is not permitted.
- K. No inappropriate discussions, advertisements, or references to alcohol or drugs will be permitted on the GroupMe, list serve, Facebook™, public forum, any form of social networking site or at camp.
- L. 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.
- M. Members of other organizations will still be subject to that organization's alcohol policy.
- N. All members will be required to attend an alcohol training during their membership before each camp that they are a part of.

### **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 XVI)

## **Article XII: ATC Affiliated Social Media Usage**

### **Section I: Purpose**

ATC uses multiple social media platforms to create an inclusive and welcoming environment for all of its members. In keeping with the culture and values of ATC, expectations of behavior on social media is set in order to avoid any type of harassment between members.

### **Section II: Policy**

- A. On all ATC affiliated social media platforms (including but not limited to Facebook, Instagram, Twitter, GroupMe, list serve, public forum, and other similar platforms),

members must follow the behavioral expectations created by Director Staff and the Chairs. These expectations include:

- a. No pictures of or links to material of pornographic nature may be sent through any camp affiliated social media platform.
  - b. Members will avoid offensive behavior that is severe, persistent or pervasive enough to interfere with an individual's participation in ATC or Texas A&M University activities.
  - c. Further expectations or levels of appropriateness can be set by Director Staff or Chairs, so long as they are preventing the mentioned offensive behavior but also does not impede individual's rights to free speech.
- B. Constitutionally protected expression might not be considered harassment. Members are entitled to have any discussions about topics and share any non-pornographic materials that they desire. However, the right to free speech and principles of academic freedom are not absolute.
- C. Any protected speech that is in contradiction of ATC's commitment to diversity (see Article XVIII) or Texas A&M University's commitment to civility, diversity, academic freedom, equality of opportunity and the valuing of human dignity is in violation of this policy.

### **Section III: Consequences**

- A. If it comes to the attention of the Director Staff that a member of ATC has sent items of pornographic nature or have potentially made another member feel harassed, the disciplinary procedure will be followed. If it is found that the culture created by the chairs did not do enough to prevent this inappropriate behavior, then the chairs of that individual camp or team will go through the disciplinary procedure.

## **Article XIII: 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, list serves, GroupMe, 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. The first and last vehicle must have a first aid kit. If available every car should have one.
- H. There must be enough seatbelts for every passenger in each car.
- I. Any person who drives at any time on a road trip must carry a valid ID and their insurance information.
- J. Road trips must all be within the state of Texas.
- K. Chair(s) and/or member(s) of Director Staff must be present for all road trips.
- L. 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 XVI).

## **Article XIV: 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 “grodging”
- 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 will be reported to the University
- 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: Consequences**

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 XVI.

## **Article XVI: Discipline/Removal Procedures/Ineligibility Procedures**

### **Section I: Purpose**

Every officer and 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. If needed, this may include an interview with the party in question or others with potential information related to the situation. Minutes of any interviews shall be recorded, and a letter of findings shall be published and placed in the ATC records.
- B. The information that has been gathered related to the situation(s) is reviewed by the Executive Director and Advising Staff.
- C. If deemed necessary, the Executive Director sets up a meeting time with the party in question. In the event that the Executive Director is the member going through the disciplinary procedure then the Director of Administration and Risk Management will take



on that duty. Director Staff shall notify the party in question and 1) identify the situation(s) in question, including the specifics such as date, location, and/or event that the situation(s) in question took place, 2) state potential policy violations, 3) schedule a suitable meeting time, 4) state the full range of consequences that could result, such as a maximum fine or removal from the organization, and 5) state that the party in question needs to respond with within 72 hours of notification. If the party in question has not responded within 48 hours of receiving the Disciplinary Procedure notice, Director Staff will send a second notice. Upon receiving a response from the party in question, Director Staff will have 5 business days to set up and conduct the meeting. 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, this timeline may be updated by appropriate Directors and/or Advising Staff. 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. Minutes of this interview shall be recorded and a letter of findings shall be published and placed in the ATC records.

- D. 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, the party in question has not responded within the allotted 72 hours of receiving the initial meeting notice, or the matter warrants a more formal review, then the situation(s), at the discretion of the Executive Director and Advising Staff, will go under review of the Review Board.

### **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. If deemed necessary, the Executive Director sets up a Review Board meeting time with the party in question. In the event that the Executive Director is the member going through the Review Board then the Director of Administration and Risk Management will take on that duty. Director Staff shall notify the party in question and 1) identify the situation(s) in question, including the specifics such as date, location, and/or event that the situation(s) in question took place, 2) state potential policy violations, 3) schedule a suitable meeting time, 4) state the full range of consequences that could result, such as a maximum fine or removal from the organization, and 5) state that the party in question needs to respond with within 72 hours of notification. If the party in question has not

responded within 48 hours of receiving the Review Board notice, Director Staff will send a second notice. Upon receiving a response from the party in question, Director Staff will have 5 business days to set up and conduct the Review Board.

- C. 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. This will also serve as a time for a representative to provide any evidence supporting the case and ask any questions Director Staff may have pertaining to the case. The party in question will then be allowed up to ten minutes to ask any questions they may have in order to further clarify the reasons that they have been brought to Review Board followed by thirty minutes to state his or her case. The party in question may present any supporting evidence at this time.
- D. 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.
- E. The party in question shall then be given a ten minute rebuttal period.
- F. 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 within five business days following the Review Board. 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 (i.e. cases of sexual harassment, hazing, endangerment, etc.). The case will move directly to the review board process and the party in question will remain on suspension until the disciplinary procedure occurs.
- 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 (See section II or III), 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. Appeals must be submitted by the pre-determined date set by Director Staff. Once all appeals have been submitted, the Director Staff and Advisor will call a meeting to determine which appeals will be accepted. In order for an appeal to pass Director Staff must be able to clearly see based on the appeal as well as previous GPAs that either 1) the member had one poor academic performance that is not consistent and they have identified mitigation or 2) he member had an extenuating circumstance occur that semester. 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. If a leader of the organization (chair or director) should fail to maintain a GPA of 2.25 or above they must fill out a grade appeal for ATC. If a leader of the organization should fail to maintain a GPA of 2.0 they must fill out a grade appeal for ATC, if their appeal passes they will then need to go through the appeal process of Student Activities. Should either of the appeals not pass the leader of the organization will be moved from the organization.

## Article XVII: 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 XVIII: 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 XIX: 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 XX: Length of Policy**

For Directors, all policies are in effect until their term ends on October 1st. For Chairs and Counselors, all policies are in effect until 5pm the day after their program's return from camp. Policies for member and camper relations remain in effect until March 1st for Howdy Camp and October 1st for T-Camp.

## **Article XXI: 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 Forms**

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 XIX.

### **Article XIX**

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 XIX 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 up hold the Aggie Honor Code:

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

## 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 2017-2018.

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/>) **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 ATC 2017-2018, **I understand that I am expected to attend all meetings and participate, to the best of my ability, in all programs and activities.** I will also abide by the ATC constitution, ATC policies, ATC "At-Camp" policies, and Texas A&M University Student Rules (as listed at <http://atc.tamu.edu> and <http://student-rules.tamu.edu/>). **I will do my best to contribute to the quality of Howdy Camp and the well-being of the group.**

**ATC is an alcohol free and substance free program.** As an ATC Participant, 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.

## 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 are not allowed to have food in any way, shape, or form.

### 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 2015 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  
 \_\_\_\_\_ ATC Behavior Agreement Form  
 \_\_\_\_\_ In-Camp and Skit Expectations  
 \_\_\_\_\_ 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: \_\_\_\_\_