



Policies and Procedures

Table of Contents

Anti-Hazing Policy	3
Introduction and General Principles	3
Policy Requirements	4
Implementation and Adherence	4
Behavioral Examples of Hazing.....	5
Chapter Acknowledgement Form	6
Individual Acknowledgement Form.....	7
Chapter Roster	8
Guidelines and Grades	8
Initiation Form Guidelines	8
Initiation Form	9
Addition Form Guidelines.....	8
Addition Form.....	10
Removal Form Guidelines	8
Removal Form	11
Event Registration	12
Event Guidelines	12
Event Planning Form	14
Fundraising Form.....	16
Social Policy.....	13
Open Bidding	17
Panhellenic Continuous Open Bidding	17
Panhellenic Bid Card	18
Interfraternity Council Continuous Open Bidding	17
IFC Bid Card.....	19
Grade Release Form	20
Officer Update Form	21

Anti-Hazing Policy

1. Introduction and General Principles

- a. The Huntingdon College Student Handbook clearly establishes that hazing shall not be permitted by Huntingdon College students or any of its affiliated organizations. The specific College policy concerning the subject of hazing is as follows:

Hazing, harassment and/or intimidation by students or any member of the College community is prohibited. Hazing, harassment or intimidation is defined as the use of physical force or any activity which might be perceived as jeopardizing the physical, moral and/or scholastic well-being of any individual. Hazing, harassment and/or intimidation includes (but is not necessarily limited to) any act or activity which causes fear or intimidation, embarrassment or ridicule, humiliation, endangerment, harm, mutilation, duress, defacement and/or destruction of property.

- b. The Huntingdon College Anti-Hazing Policy has been developed and adopted by the Huntingdon College Interfraternity and Panhellenic Councils to further clarify the College's policy against hazing and to guide the actions of its members and chapters to assure that hazing does not occur. This document is based on the following principals to which all chapters, and its members, pledges/associates/new members, and alumni and advisors are expected to comply:
 - i. Hazing in any form is not allowed at Huntingdon College.
 - ii. All Huntingdon College students are expected to conform to all local, state, and federal laws and all duly constituted College regulation(s).
 - iii. All member chapters and individuals of the HC fraternity and sorority systems are expected to adhere to the constitution, by-laws and policies of their Inter/National organizations and of the Interfraternity and Panhellenic Councils, respectively.
 - iv. Persons who desire to associate with fraternity or sorority chapters through pledgeship, associate membership, or active membership should be allowed to do so without being subjected to intentional, malicious and undue mental and/or physical discomfort, humiliation, harassment, ridicule, or fatigue; without interference to their scholastic commitments; and without intentional exposure to physical or mental harm.
 - v. The privileges of membership in a fraternity or sorority at Huntingdon College are gained through the fulfillment of established, well-planned education and initiation requirements and not through abuse, menial tasks, or harassment.

2. Policy Requirements

- a. The following requirements of this policy are consistent with the principles previously stated, and are to be adhered to by all chapters and individuals affiliated with the Huntingdon College Greek System. These requirements are not intended to be inclusive, but are to be used in conjunction with College and Inter/National organization policies and established laws in judging whether actions of individuals or chapters are in accordance with the policy prohibiting all forms of hazing. Any violation of this policy will be deemed hazing, and violators shall be subject to disciplinary action.
 - i. No forced/ required road trips, kidnaps, ditches of a pledge/associate/new member or member.
 - ii. No acts of personal servitude.
 - iii. No activities involving pledges/associates/new members or members may occur between the hours of 12:01 a.m. and 6:00 a.m.
 - iv. No activities shall be sponsored, required, or otherwise encouraged, which will intentionally endanger the safety of pledges/associates/new members or members.
 - v. No malicious or offensive contact, forced calisthenics, or any other form of abusive or excessive physical, psychological, or mental action shall be permitted.
 - vi. No controlled substances (drugs, alcohol, etc.) will be provided for, suggested to, or forced upon any pledges/associates/new members or members at any time or place.
 - vii. Pre-initiation and initiation activities must conform to all of the standards included in this policy, as well as to all standards established by the respective Inter/National organization.

3. Implementation and Adherence

- a. Following the conclusion of men's and women's recruitments, in the fall semester, a Greek Life Education Orientation meeting will be held for all pledges/associates/new members and one chapter member representative, preferably the chapter president. This is a required meeting. Copies of this policy will be provided for all pledges/associates/new members at this meeting. Each provision of this policy will be explained at this time by the Office of Greek Life in conjunction with assistance from appropriate officials.
- b. Each pledge/associate/new member is required to read and sign his/her name to a certificate of acknowledgement which signifies that he/she has read and understands the contents of this policy.
- c. Each chapter member representative is required to read and sign on behalf of his/her respective organization a certificate of acknowledgement which signifies that the chapter understands the contents of this policy.

4. Behavioral Examples of Hazing

- a. Forced road trips, kidnaps, sneaks
- b. Requiring unusual dress or dress not appropriate for the occasion
- c. Any form of forced physical activities or exercise, whether extreme or not
- d. Forced consumption of any food or beverage
- e. Paddling, swats, or any other form of striking, beating, or hitting
- f. Addressing pledges/associates/new members by a phrase that implies an inferior status
- g. Requiring the memorization of irrelevant information
- h. Throwing, applying, or pouring eggs, paint, honey, water, or any other substance onto pledges/associates/new members or members
- i. Uncomfortable or inconvenient sleeping arrangements or withholding of sleep
- j. Pledge/associate/new member shows/performances
- k. The use of blindfolds unless they are a part of the initiation service as prescribed by the ritual of the chapter
- l. Assigning, suggesting, or endorsing pranks such as stealing, including from other fraternities or sororities
- m. Allowing another fraternity or sorority chapter or individual members to have control over pledges/associates/new members or members
- n. Tests of stamina, courage, bravery, stunts, etc.
- o. The use of physical force or any activity which might be perceived as jeopardizing the physical, moral and/or scholastic well-being of any individual



Greek Anti-Hazing Chapter Acknowledgement

By signing this document I, _____,
Chapter Representative Name

commit on behalf of _____
Fraternity /Sorority

That my fraternity/sorority at Huntingdon College will strictly prohibit any activity that may be defined as hazing. As a chapter we acknowledge and fully understand the Huntingdon College Hazing Policy and the consequences for violating the policy.

Signature

Date



Greek Anti-Hazing Individual Acknowledgement

By signing this document I _____,
Print Name

Publically commit to NOT participating in any activity defined as hazing. I will not be hazed, allow others in my chapter or within Huntingdon College to be hazed and I will report any such activity to the proper Huntingdon College authorities.

Signature

Date

Fraternity/Sorority

Chapter Rosters

1. Guidelines and Grades

- a. Chapter rosters will “freeze” the last Friday of October for the fall semester and the last Friday of March for the spring semester. After these dates no changes will be made to the official chapter roster. Member names that are on the chapter roster at this point in time will be utilized to compile the chapter’s grade report for the semester.
- b. In order to add, remove, or change initiation status of a member the appropriate form must be turned in and submitted before the roster freeze date.
- c. All pledges/associates/new members are required to submit a Grade Release Form that will remain in effect until the individual has graduated or is no longer associated with the organization.

2. Initiation Form Guidelines

- a. To be filled out and submitted to the Office of Greek Life in order to officially change a new member’s status from pledge to initiated member. This form is required to be submitted anytime a chapter initiates new members.

3. Addition Form Guidelines

- a. To be filled out and submitted to the Office of Greek Life in order to officially add a member to the official chapter roster. Typically used when a member has left and then come back to Huntingdon.

4. Removal Form Guidelines

- a. To be filled out and submitted to the Office of Greek Life in order to officially remove a member from the official chapter roster.



Initiation Form

In order for the Office of Greek Life to keep accurate membership records and to submit accurate Membership Reports to College officials, the following information is required from each fraternity and sorority. Please type or print legibly.

Name of Fraternity/Sorority: _____

Date of Initiation: _____ Date submitted: _____

Please **type** the names of the initiates in **alphabetical order**: *(Add additional sheets if needed)*

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Submitted by: _____
Signature of Chapter Officer Office/Position



Addition Form

In order for the Office of Greek Life to keep accurate membership records and to submit accurate Membership Reports to College officials, the following information is required from each fraternity and sorority. Please type or print legibly.

Name of Fraternity/Sorority: _____ Date submitted: _____

Please type names in alphabetical order: *(Add additional sheets if needed)*

Name	Reason for Addition
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Submitted by: _____
Signature of Chapter Officer
Office/Position



Removal Form

In order for the Office of Greek Life to keep accurate membership records and to submit accurate Membership Reports to College officials, the following information is required from each fraternity and sorority. Please type or print legibly.

Name of Fraternity/Sorority: _____ Date submitted: _____

Please type names in alphabetical order: *(Add additional sheets if needed)*

Name	Reason for Removal
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Submitted by: _____
Signature of Chapter Officer
Office/Position

Event Registration

1. Event Guidelines

- a. All chapter events must be registered through the Office of Greek Life. In order to register an event, fill out the Huntingdon College Event Planning Request for Facility and Services form (EPF).
 - i. All EPF must be submitted no fewer than 14 days prior to the event.
 - ii. Submit completed EPFs to the Office of Greek Life.
 - iii. The Office of Greek Life reserves the right to deny or request alterations to any form/event submitted.
 - iv. Incomplete forms will not be accepted.
 - v. Fundraising events must complete a Fundraising Form.
 - vi. Events bringing in outside entities require proof of liability insurance.
 - vii. Events which include a risk of any kind require participant waivers.
 - viii. Aramark has to have the first right of refusal for any refreshments being provided. If Aramark declines participation then the food must be provided and prepared by a licensed caterer.
- b. Events may not be scheduled over IFC, Panhellenic, or other College/Campus Wide sponsored events including, but not limited to, Orientation, Welcome Back Week, Homecoming, Clover Jam, Family Weekend, Countess of Huntingdon Ball, Varsity Football Games, Lessons and Carols, etc. Events may not be scheduled over other chapter philanthropy and/or formal events.
- c. All events are subject for approval from the Huntingdon College Executive Council (Senior Administration). Notification of an event's approval will come from either the Director of College Relations or Office of Greek Life.

2. Social Policy

- a. In conjunction with adhering to the aforementioned guidelines, all social policies must meet the following expectations:
 - i. All on campus outside events are subject to Huntingdon Colleges and City of Montgomery ordinances including, but not limited to, noise levels, closing times, parking regulations, maximum occupancy, etc.
 - ii. Alcohol is not permitted at any fraternity/sorority function/event.
 - iii. All social functions must have a College-approved chaperone present.
 1. Alumni must be a minimum of 5 years removed.
 - iv. All social events 1 hour or more away from campus must provide transportation for members and guests to and from the event.
 - v. All social events must end no later than 1:00 a.m.
 - vi. Over-night events are prohibited.
 - vii. Themes and t-shirt designs must be approved by the Office of Greek Life.
 1. Event themes or marketing may not have any suggestion of discrimination based on sex, race, color, sexual orientation, gender identity and expression, religion, age, marital status, national origin, disability, or veteran status. Insensitivity to groups is not acceptable and will not be approved.
 - viii. Please note, any gathering of 2 or members, whether registered as an official event or not, could be considered a fraternity/sorority function by a court of law.

Huntingdon College
Office of College Relations
Request for Facility and Services

Revised August 22, 2015

One form is need for each event.

Today's Date: _____
Name of group, academic department or organization: _____
Name of contact person: _____
Contact number: _____ Cell phone: _____
Contact email: _____
Who is responsible for payment: _____
On campus group/Account # for billing: _____
Off campus group/ Address for billing: _____

Name of Event: _____
Purpose of Event: _____

Date(s) of Event: _____
Alternate Date(s) of Event: _____
Event Location: _____
Please include the building(s) and room number(s) requested
Alternate Location: _____
Deliver/Set Up Time: _____
Event Start Time: _____ Event End Time: _____
Clean Up Time: _____
Each group is responsible for leaving the facility as they found it
Expected Attendance: _____

Set Up Information: Please attach a set up diagram.

Please check appropriate set up.

Board Classroom Theatre Other
 Banquet Square U-shape

Transportation Means: (must be completed for all off-campus events):

Personal Vehicle(s) College Van(s); number requested _____
 College Mini-Bus Other College Vehicle: *Please specify* _____
 Other Transportation: *Please specify* _____
Driver(s): *Must include the First and Last Name of Driver(s) if planning to utilize College Owned Vehicles*

Pick-up Date and Time: _____
Return Date and Time: _____

Room/Space Set up specifications: Must include diagram for placement.

Number of extra tables for: _____ Head table _____ Registration _____ Display _____ Food _____
Number of extra chairs for: _____ Head table _____ Registration _____ Display _____ Food _____
Number of extra trash cans: _____
Other: _____

- Other Needs: Podium Podium mic* Table cloths (add'l cost)
 Table lectern Mic on stand Table skirting (add'l cost)
 U.S. Flag* Alabama Flag* UMC Flag*
 Stanchions Other _____

***These items are specific to Ligon Chapel only.**

Floor Sign(s) Stands _____

Wall Sign(s) _____

Please indicate number of signs needed & verbiage for sign(s). Signage will be ordered from the print services; cost of same will be billed as appropriate. You will be notified when the sign(s) are ready for pick up in the print shop located behind the bookstore in Roland Student Center. Please use an additional sheet of paper for multiple signage and attach to this form.

Media (A/V) Services:

- Sound Technician (Drum Theater) Portable Projector
 Sound Technician (Ligon Chapel) 12' x 12' Screen
 Laptop Computer 60"Screen
 Speakers for Laptop
 Other: _____

Please designate locations for items listed above on set up diagram.

Waivers/Hold Harmless Agreements Required? Yes No

Insurance: Does this event require Proof of Insurance? Yes No

Please note, for groups, organizations and/or entities that are not a part of Huntingdon College, we require a current Certificate of Liability naming Huntingdon College as additional insured from your liability insurance provider. This document must be faxed (334-833-4307) to the Office of Event Planning and Travel as soon as you are notified the event has been approved. Your event may be cancelled if this document is not received at least one week prior to the event.

Event Refreshments/Meals: Does this event require refreshments/meals? Yes No

Please be aware if food is served at events held at any Huntingdon College owned property, whether for an outside group or a college group, you are required to give Aramark first right of refusal to provide that food. If you are granted permission from Aramark to bring food in from an outside source, you must order that food from a reputable, licensed caterer or restaurant. It is not permissible to serve food at a Huntingdon College event, prepared in a home kitchen, including homes on College Court owned by Huntingdon College, and occupied by Huntingdon students. If you use Aramark at Huntingdon College to prepare and serve the food and drinks for your event, you are asked to contact Mr. Kedric Barnette (kbarnette@hawks.huntingdon.edu) or Ms. Valerie Prewitt (vprewitt@hawks.huntingdon.edu) directly for pricing and to coordinate your menu selections. Thank you for your compliance with this policy.

Will you be contacting Aramark for permission to use an off campus caterer? Yes No

Please be aware alcohol is not permitted on any property owned by Huntingdon College including campus grounds, buildings or in vehicles parked on Huntingdon College property. Further, and pursuant to Huntingdon College policy, the possession, use, or discharge of firearms, fireworks or other explosive devices, or weapons of any kind, are prohibited on the property of Huntingdon College. No pets are allowed in campus buildings, on or around athletic fields. Huntingdon College is a smoke free campus.

By signing this document, you are agreeing to uphold all Huntingdon College policies and you understand that violation of same is just cause for the cancellation of this reservation at any time before or during the event, and may further void your future use of Huntingdon College facilities.

Completed forms must be submitted to the Office of College and Alumni Relations, Flowers 217A, at least two (2) weeks prior to the date of the event or two weeks prior to the start date for recurring events.

_____	_____
Event Coordinator	Date
_____	_____
Organization Representative/Immediate Supervisor	Date
_____	_____
Director of College Relations	Date

Huntingdon College Fundraising Guidelines and Approval Form

Thank you for your cooperation in working with the Office of College and Alumni Relations to help advance Huntingdon College. Please be aware of the following fundraising guidelines approved by the Huntingdon College President's Council on March 31, 2010:

- Any student organization, academic department, athletic team, or other entity of Huntingdon College must have pre-approval from the administration prior to beginning any fundraising effort.
- All donations or contributions should be turned in to the Business Office within 24 hours of receipt. When submitting contributions, be certain to provide the following legible information for every donor – name, address, city, state, zip code, amount contributed, and items received in exchange for the gift. Any additional information such as phone number, email address, or relationship to the College is useful if you have it.
- The Office of College and Alumni Relations will generate for every donor an acknowledgment letter which includes the required information needed for the donor to use the donation as a tax deduction. You are certainly encouraged to generate thank you notes, as well, and engage students in your organization to write thank you notes.
- Please provide the following information prior to the beginning of your fundraising effort:

Your Name, Phone Number, and E-mail:

Organization:

Purpose of the Fundraising Effort:

Account in which the funds will be deposited:

Start and Completion Date of Fundraising Effort:

Who, in general, will be solicited? Please provide an itemized list of the individuals or businesses off-campus who will be solicited during your fundraising effort (you may provide this as an attachment):

Provide a list of any goods, materials, or services that are being given in exchange for donations, and the face value cost of these items:

Your signature, indicating you have read and understand the Huntingdon College Fundraising Guidelines, and your commitment to uphold them:

Signature of the Huntingdon College Vice President overseeing your organization:

Signature of the Huntingdon College Vice President for College and Alumni Relations:

Open Bidding

1. Panhellenic Continuous Open Bidding

- a. Continuous Open Bidding may take place at any time following formal fall recruitment for those chapters who have not reached campus total.
- b. Continuous Open Bidding is subject suspension, with approval from Panhellenic Council, in order to best accommodate the needs of the community, typically done during the expansion process.
- c. Any Open Bid accepted, signed, and submitted to the Office of Greek Life is subject to the Membership Recruitment Acceptance Binding Agreement.
- d. Open Bids and Grade Release Forms must be submitted on or before the last Friday of October and the last Friday of March by 4:00 p.m., for the fall and spring semester respectively, for the individual to be added to the chapter's semester grade report.
- e. Any Open Bid given must be accepted, signed, and submitted to the Office of Greek Life by the last day of school at 4:00 p.m. for the semester in which it is extended.

2. Interfraternity Council Continuous Open Bidding

- a. Continuous Open Bidding may take place at any time following fall recruitment.
- b. Open Bids and Grade Release Forms must be submitted on or before the last Friday of October and the last Friday of March by 4:00 p.m., for the fall and spring semester respectively, for the individual to be added to the chapter's semester grade report.
- c. Any Open Bid given must be accepted, signed, and submitted to the Office of Greek Life by the last day of school at 4:00 p.m. for the semester in which it is extended.



Panhellenic Bid Card

Name: _____ Phone Number: _____

Campus Address: _____

By signing this Bid Card, I understand and agree to the following terms:

1. I accept the invitation of _____ sorority
2. To pledge its chapter at Huntingdon College
3. Once I sign this acceptance agreement, I am ineligible to be pledged to another NPC sorority at Huntingdon College for one calendar year.
4. I understand that my invitation to membership is pending and contingent upon verification of grade point average, enrollment status, and confirmation of invitation eligibility. I also understand that my invitation to membership may be revoked if I do not meet the requirements set forth by the Panhellenic Council and Huntingdon College.

Signature

Date

Chapter President

Date

Office of Greek Life

Date

Office Use Only

Anti-Hazing _____

Grade Release _____



IFC Bid Card

Name: _____ Phone Number: _____

Campus Address: _____

By signing this Bid Card, I understand and agree to the following terms:

I accept the invitation of _____ fraternity to pledge its chapter at Huntingdon College. I understand that I will now be associated with this fraternity and am expected to uphold the Huntingdon College, IFC, and individual chapter's expectation for membership.

Signature

Date

Chapter President

Date

Office of Greek Life

Date

Office Use Only

Anti-Hazing _____

Grade Release _____



Grade Release

I _____, give my consent to the Office of Student Life, and the Office of the Registrar of Huntingdon College to release my education records (grades and transcript information) to the Chapter President, National Representative/Officers, Scholarship Officer & Advisor, Chapter Advisor, Recruitment Advisor, & Greek Advisor.

These records will be used to determine eligibility for membership in Greek Organizations, the Order of Omega, Gamma Sigma Alpha, and for my Greek Awards. My academic records will also be used by the above mentioned representatives to monitor academic progress and to compute the All Greek/ All Fraternity/ All Sorority/ All Men's & All Women's grade point averages.

This form will be considered active until I graduate, transfer to another institution, or until I am no longer affiliated with a Huntingdon College Greek Organization.

Signature

Date

Fraternity/Sorority

Date of Birth

Anticipated Graduation Date:

Date: ___/___/___



Officer Update Form

Chapter Name: _____

President _____

Phone _____ Email Address: _____@hawks.huntingdon.edu

Vice President _____

Phone _____ Email Address: _____@hawks.huntingdon.edu

Secretary _____

Phone _____ Email Address: _____@hawks.huntingdon.edu

Treasurer _____

Phone _____ Email Address: _____@hawks.huntingdon.edu

Recruitment Chairman _____

Phone _____ Email Address: _____@hawks.huntingdon.edu

Social Chairman _____

Phone _____ Email Address: _____@hawks.huntingdon.edu

Risk Management Chairman _____

Phone _____ Email Address: _____@hawks.huntingdon.edu

Philanthropy Chairman _____

Phone _____ Email Address: _____@hawks.huntingdon.edu

Scholarship Chairman _____

Phone _____ Email Address: _____@hawks.huntingdon.edu

New Member Educator _____

Phone _____ Email Address: _____@hawks.huntingdon.edu

Panhellenic/IFC Delegate _____

Phone _____ Email Address: _____@hawks.huntingdon.edu

Chapter Advisor _____

Phone _____ Email Address: _____

Faculty Advisor _____

Phone _____ Email Address: _____@hawks.huntingdon.edu