OKLAHOMA CHRISTIAN UNIVERSITY

Social Service Club Handbook

2011-2012
A STUDENT AND SPONSOR GUIDE FOR

Social Service Clubs

© Oklahoma Christian University
Office of Student Life
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FOREWORD
This document provides a general guide for those seeking to understand the social club system at Oklahoma Christian University. In this way, this document serves as an orientation document for new members and others unfamiliar with the club system at OC. However, this guide is also meant to provide current club members with a clear, consistent, and authoritative reminder of the purpose, philosophy, and functioning of the club system at OC. Despite its being intended for instruction, the writers of this OC Social Service Club Handbook have intentionally tried to avoid being overly legalistic. This allows both the administration the leeway it will need in overseeing the club system, and clubs the flexibility they will need to mold themselves into cohesive groups that meet the needs of those who comprise them—while operating within the larger aims and guidelines of the University to which they belong.

The highest standard for personal behavior that the administration hopes all club members will strive to meet is obedience to the question: “Is this behavior Christ-like?” Thus a key purpose of this document is to help individual club members increase personal Christ-likeness. Beyond every regulation, prescribed code of conduct, and procedural guideline, this standard—being Christ-like—is the University’s aim for its students and for its clubs.

PURPOSE OF CLUBS
Social service clubs have long played an important part in the lives of students attending Oklahoma Christian. Many students’ needs both for close interpersonal contact and for larger social interaction find their fulfillment in social service clubs. Social service clubs at Oklahoma Christian are not meant to be exclusive. The university stresses Christian principles to all of its organizations and expects those groups, including clubs, to rise to the challenge of Christ-likeness. As social hierarchies and systems based on elite-ism fail to meet the standard of Christ-likeness, Oklahoma Christian seeks to discourage all of its groups from participating in or aiding any such system of subtle discrimination. Every qualified student is given the opportunity to
apply for membership in multiple clubs each semester. No limit is placed on the number of times students may attempt to join a club.

Social service clubs at OC are involved in many different activities, including intramural sports, Spring Sing, banquets, campus-wide gatherings, Homecoming, outings, and service projects.

Not all students who attend Oklahoma Christian join a club. Many contribute to OC greatly through involvement in major-related groups, Outreach, school-sponsored sports, the student government association, and other groups on campus. These people have found ways other than clubs to meet their needs and to contribute to the university.

Clubs are intended to create closer bonds among members and to enhance each student’s loyalty to Oklahoma Christian. This dual function of club should spur, rather than hinder, each member to attain a deeper faith in God and to achieve greater Christ-likeness.

**STANDARDS OF CONDUCT**

Like any student who attends Oklahoma Christian, each club member is expected to abide by the standards of conduct given in the OC Student Handbook. Club members are expected both to avoid the negative behaviors outlined in the Student Handbook and to pursue actively those positive traits that mark the lives of people striving for Christ-likeness. However, the university understands that personal faith must be developed rather than demanded and that living a Christ-like life cannot be legislated, though guidelines and principles may aid students in that direction. Therefore, being Christ-like, which is a fundamental goal of the OC administration for its students and an ideal often expressed in this document, is not a standard the university tries to bind on its students primarily through codes of conduct. Rather, it is a goal toward which the university seeks to lead its students through faculty example, encouragement, structure, and Christian education.

Despite the University’s focus on developing and guiding students through means other than strict rules and regulations, OC must still set forth and enforce guidelines for behavior. Unfamiliarity with the handbook will not excuse any student for failing to abide by its standards, nor will such ignorance serve to mitigate discipline for actions contrary to the prescribed code of conduct.

**ADMINISTRATIVE COORDINATION**

Social service clubs at Oklahoma Christian are ultimately under the coordination of the Dean of Students, Neil Arter. As pertaining to the club system, the intermediate
levels of authority between the Dean of Students and each club member are shown below:

```
Dean of Students
  ↓
Student Activities Coordinator
  ↓
ICC President
  ↓
Club President
  ↓
Club Member
```

**ADMINISTRATIVE GUIDELINES**

1. Social Service clubs shall not discriminate with respect to race, color, religion, age, disability, national origin, or any other characteristic protected by law in the determination of their respective memberships.

2. Each club may choose its own sponsors (subject to approval by the Office of Student Life) unless the administration has designated a specific advisor.

3. Every member of the social service clubs is held to the standards of behavior and ethics outlined in the student handbook. Club membership is a privilege with special responsibilities. Members are ambassadors of their respective clubs and ambassadors of OC. The group, sponsors, and the university may be held responsible/liable for the actions of individual members.

4. All club activities, excluding regular weekly club meetings, must be pre-approved by the Student Activities Coordinator. Request forms may be accessed on-line and sent to your sponsor(s), who will forward the electronic form to the Director of Student Life for approval seven calendar days in advance of the activity. THEREFORE, the clubs are responsible for communicating with their sponsor(s) about prospective events and e-mailing the form to their sponsor(s), allowing ample time for the sponsor to forward it to the Student Life office seven calendar days in advance of the activity. Club requests will generally be processed within three working days with approval, denial, or modification request sent through e-mail to the sponsors and the club representative who fills out the form.
5. All printed material and apparel bearing a club name or any wording or images that could infer association with the club must be pre-approved by the Student Life office. The design must be submitted for approval seven calendar days in advance of ordering.

6. For a club to remain in good standing with the university, certain criteria must be met each semester. Clubs not meeting deadlines will be temporarily suspended from operations until the criterion is met. These include the following: Constitution updated annually and turned in by December 1; Fiscal Review completed once per semester, by Dec. 7 and April 5. Clubs are encouraged to participate in and plan community service for their members. This service can be done in one big project or many small ones.

7. All meetings, projects and activities of the social service clubs should be consistent with OC's mission and general purpose. The administration reserves the right to suspend the operation of any social service club at any time if it decides a group's ideals or activities are inconsistent with the Christian ideals of the university.

SOCIAL CLUBS’ RESPONSIBILITIES TO THE UNIVERSITY

SPONSORS
Clubs at Oklahoma Christian cannot exist without sponsors. Sponsors serve several vital roles: as liaisons between the university and its clubs, as mentors providing spiritual guidance and leadership when needed, and as experienced coordinators helping clubs to achieve their organizational goals. Every club is required to have a minimum of two sponsors. All sponsors must be approved either by the Dean of Students or by the Vice President of Student Services and must sign a sponsor commitment form.

T-SHIRTS
Each club is responsible for obtaining approval from the Office of Student Life for the designs, logos, and concepts of any piece of apparel seven days prior to the printing of that article. Designs, concepts, or logos that are in any way indecent or inappropriate, that are contrary to the principles of the university, or that fail to meet the standard of Christ-likeness will not be tolerated.

Every article of clothing or apparel bearing the name or insignia of any social club or of the University itself must meet these standards, as must any items that are acquired through or dispersed among any social club at Oklahoma Christian.
CLUB MEETINGS
As noted in the section discussing the clubs’ responsibilities to their sponsors, clubs are expected to notify their sponsors of the specifics of their regularly appointed meetings, including time and location, and to keep their sponsors updated on any pertinent changes regarding meetings. More instruction of clubs’ duties to their sponsors as pertains to meetings can be found in the section of this document discussing Social Clubs’ Responsibilities to Sponsors.

All club meetings must conform to the standards set forth in each club’s university-approved constitution. At least one sponsor must be present at each meeting in which the club votes for new members or officers.

CONSTITUTIONS
As noted in the Administrative Guidelines section, each club must submit a current constitution to the Student Life Office each fall and anytime an update is made to the current constitution. Constitutions must be approved by the Student Life director, as must any changes made to current constitutions. Moreover, each constitution should include a statement noting that all amendments must be approved by the Director of Student Life.

Clubs are encouraged to set up a committee to review each respective constitution periodically, especially those areas of the constitution that prove to be particularly troublesome. Each club is responsible for making sure its constitution conflicts neither with the guidelines of ICC nor with the regulations of the university.

In addition, all constitutions must include and anti-hazing policy, and interdisciplinary committee, and minimum requirements for club officers.

EXPECTATIONS OF SERVICE
Every club is expected to benefit both those who are members of that club and those who are not. Organized service projects give clubs a significant opportunity for benefiting both groups. Oklahoma Christian expects its clubs to spend time serving their community—whether the campus community itself or the larger communities surrounding the university. However, excepting certain types of disciplinary action, OC does not require its clubs to perform mandatory service projects.

FULL DISCLOSURE
Each club is responsible for providing Oklahoma Christian with full disclosure of the following information:

➢ Size of club membership
➢ Financial information (including total annual cost)
➢ Number of new member openings
➢ Traditional service projects and activities
Probation status
Cumulative GPA of active members
Brother or sister club, if applicable
Honors and awards

Full disclosure of this information must be presented to the Student Activities Coordinator before the end of the second week of classes. Failure to submit accurate information would be a major violation of a club’s responsibilities to the university.

ACTIVE MEMBERS ROSTER
Clubs are required to provide the university with a list of all active members. All active club member lists are generated online via old-member sign ups and should not be altered, except to add new members following induction. Current active club rosters will be due each semester no later than the Monday of the fourth week of classes. If, after being named on the active list, a member fails to pay his/her dues by the date specified by his/her club, the treasurer of that club must notify both the Office of Student Life and the intramural director to remove that person’s name from the active list.

No inactive member may participate in his/her club’s functions without special permission from the Dean of Students, given only when extenuating circumstances warrant such exception.

SOCIAL CLUBS’ RESPONSIBILITIES TO SPONSORS
In response to the hours of service and the great efforts sponsors devote to their clubs, Oklahoma Christian views each club as having these obligations to its respective sponsor(s):

1. **At the beginning of each semester, sponsors should be notified of the time and place of a club’s regular meetings.** As a courtesy to them, sponsors should be sent reminders before each meeting. Additionally, sponsors must be consulted regarding any meetings called beyond the regularly scheduled meetings, and they must be consulted regarding the changing in time or place of regular meetings. Because sponsors have many obligations to attend to besides club, it is very important for each club to give its sponsors as much advance notice as possible before changing a meeting or scheduling a new one. If all of a club’s sponsors are unable to attend a meeting, that club must cancel its meeting.

2. **Officers should consult with sponsors as they develop plans for activities.** They should not delay until a plan has been fully formed. Waiting until a club-wide meeting to present a plan puts the sponsor in a difficult position if s/he has objections to the plan. Because no off-campus activity can be held without the attendance of a sponsor, all dates for plans should be checked with the club’s sponsor(s) prior to its being presented before the entire club.
3. **Communicate, Communicate, Communicate.** Sponsors should be kept well informed of their club’s activities and of current issues going on within the club. Sponsors can be very valuable at helping in the decision making process.

4. **Clubs should cooperate with their sponsors and treat them with respect and appreciation.** Sponsors earn this by sacrificing their time—sometimes away from family—to provide guidance, direction, support, and encouragement. Every club should strive to cultivate a positive relationship with their sponsors and to respect and cooperate with sponsors if they deem an activity, event, or location to be unsafe or contrary to Oklahoma Christian University’s guidelines or the guidelines of the Club Handbook. It is common courtesy that each club assists their sponsors in financing travel, food, fees, or other materials each time the situation warrants.

**SPONSORS**

http://studentactivities.tamu.edu/advisorinfo/AdvisorExpectationsChecklist.htm

Sponsors are essential to the existence of the club system at Oklahoma Christian University. Sponsors volunteer their time and give direction and oversight to the clubs. Sponsors also may serve as liaisons between the administration and the club. Sponsors must be pre-approved by the Dean of Students or Vice President of Student Services.

**EXPECTATIONS OF SPONSORS INCLUDE THE FOLLOWING:**

1. Generally, at least one sponsor must be present at all off-campus activities. The Student Life Director or Vice President of Student Services will decide exceptions. Although sponsors are not required to attend weekly club meetings, they should be made aware of meeting locations and are welcome to attend unannounced at any time.

2. At least one sponsor must be present throughout all voting procedures for new members and officers.

3. At events where men and women clubs are both present, at least one sponsor from each club must be present from beginning to the end of the activity.

4. At least two sponsors must be present throughout all Induction Activities.

5. Every club must be represented by one sponsor at any Social Service Club Disciplinary Committee meeting, who will be responsible for hearing the case and making disciplinary recommendations to the Director of Student Life and the Vice President of Student Services.

6. Sponsors are expected to uphold guidelines outlined in the Club Handbook and to direct students in ways that are consistent with the mission and pur-
pose of Oklahoma Christian University. The standard by which the administration judges the appropriateness of a club’s activities—“Is it Christ-like?”—should be used as the guiding principle for sponsors in dealing with their clubs. Sponsors who fail in this objective may be removed.

INTER-CLUB COUNCIL (ICC)
The Inter-Club Council (ICC) is composed of the presidents of each club. ICC makes decisions pertaining to clubs and recommendations for policy and procedures set by the Office of Student Services. Club presidents must attend weekly ICC meetings. ICC meetings are usually on Thursdays but may be called as needed by the ICC president, the Dean of Students, or the Student Activities Coordinator. If a club president cannot attend an ICC meeting, he or she should designate a proxy to attend. A proxy is usually another club officer but, though allowed to join in the discussion of issues during ICC, may not vote. Disciplinary action and/or fines will be implemented if a club president does not meet attendance standards set for in the ICC constitution.

ICC President is elected at the end of the Spring Semester.

THE DUTIES OF THE ICC PRESIDENT INCLUDE:
1. Conducting all ICC meetings
2. Leading ICC members in conjunction with the Student Activities Coordinator to complete club system tasks such as Club Night, All Sign Ups (old, new, transfers), Voting/Bids, etc.
3. Serving as a voting member of the Student Government Association representing the club system (SGA meets each Wednesday evening)

CHARTERING A CLUB
Every current and past club at Oklahoma Christian began and took form due to the initiative of students. The chartering of new clubs, though an occasional event, is a vital part in the ever-unfolding history of clubs at OC. Without new clubs, the present club system at Oklahoma Christian would cease to exist.

For these reasons, Oklahoma Christian encourages the chartering of new clubs. However, the standards by which students must charter new clubs are necessarily strict, in order to maintain the integrity of the club system.

Students seeking to charter a new club must:
1. Must present a constitution, including a mission statement, to the Student Life Office.

2. Must have a list of charter members that are in good standing with the University.

3. Must have signature of two sponsors.

4. Must have an approved meeting place.

5. Must have approved day and time for meeting.

6. Your organization must get a final approval letter from Neil Arter, Dean of Students. Only then will the organization be officially recognized and allowed to schedule activities, use campus facilities, and open a Student Organization Account in the business office.

SWITCHING CLUBS
Members wishing to transfer may attempt to leave one club for another during Old Member Sign-Up only. Transfers who are not voted into their new club at that time may still attempt to rush that or any other club as new members. Once a member has signed up to transfer, the transfer is no longer a member of his/her old club and is thus not guaranteed membership into the club system.

MEMBERSHIP

ELIGIBILITY
In order to be eligible for participation in the social club system at Oklahoma Christian, students must:

1) Be in good academic standing with the University;
2) Must have at least a 2.0 GPA
3) Be enrolled in at least six hours at OC;
4) Have completed two long semesters of college (12+ hours), including at least one full-time semester as a student at Oklahoma Christian.

Persons enrolled in less than six hours of classes who wish to be a member of a social service club must petition in writing to Student Life Director the reasons for taking less than six hours and the reasons why they want to be in club.

Club presidents must be full-time students (12+ hours).

OFFICERS
The Student Life Office of Oklahoma Christian University must approve all officer nominations for social service clubs.

Prior to elections, each club shall present their list of proposed nominations to the Dean of Students and/or a student life delegate for approval. Approval of these
officer nominations is in the sole discretion of the Student Life Office. This approval process shall include, but is not limited, to the following criteria:

- Student must be a full-time student and have successfully completed at least 24 hours at OC in the last 2 semesters.
- Student must have at least a 2.0 cumulative grade point average (unless a higher average is required by their own club constitution) and the GPA for the most recent term must also be at least a 2.0.
- The student must be in good disciplinary standing with the University*,
- The student must be in good chapel standing**,
- Being an officer in a social service club is a privilege and not a right. In addition to the professional opinion of the Dean of Students, and the criteria enumerated above, in extreme situations, when a student’s actions from their past might prevent them from being an officer candidate even if such action did not occur during the past two semesters, in such cases, the Dean of Students may involve other campus constituents in the decision concerning a student’s eligibility for nomination. In this case the Student Life Office may present the recommendation to the Student Life appeals committee *** for their input and approval.

Individuals not approved by the Student Life Office may not be officially nominated or elected for club officers.

*Good disciplinary standing is based on a student being clear of disciplinary probation, infractions of legal actions for the past two semesters and free of any academic integrity infractions in those same semesters.

**Good chapel standing is based on a student not have excessive chapel absences in the past two semesters and the student not being a disruption to the daily chapel.

***The Student Life appeals committee is compromised of two faculty members, two staff members and one student appointed by the Student Government Association

**ACADEMICS**

Each member is required to maintain the semester grade point average (GPA) requirements of a student in good standing with the university, which is a 2.0. If a student's semester average falls below this requirement, s/he will be placed on academic warning. If, after being placed on academic warning, s/he fails to meet this standard by the end of the next semester, that student will be removed from the club roster and will be ineligible to participate in the club system. When the student attains a sufficient semester GPA, that student may rejoin his or her club as an old member during "Old member Sign Ups" or may attempt to transfer to another club.
Any student who has been removed from his or her club roster due to a failure to meet the academic standard has the right to appeal for an exception to the Dean of Students.

**CLASSIFICATION OF MEMBERSHIP**

A full member is eligible to participate in all activities and to hold office as dictated by the guidelines set forth in this handbook and in their club's constitution.

Honorary members can participate on a social level but cannot represent their clubs in voting for new members, intramurals, Spring Sing, or as an officer.Honorary members are not counted against the club's membership cap and do not appear on the official roster. A club may choose to charge its honorary members with partial fees only if that fee is expressly set forth in that club’s university-approved constitution.

**CLUB ACTIVITIES AND FUNCTIONS**

This section is intended to be a reference for club members, helping them to determine what Oklahoma Christian considers club activities to be, what activities require the presence of a sponsor, and what are OC’s regulations for club functions.

Excluding official university events, any activity that meets one of the following criteria is a club activity:

1. Ten or more club members are involved,
2. Information about the event is posted on Facebook, twitter, text, or on printed materials.
3. Information is sent to the club via e-mail
4. Information is posted on a club web-site
5. It is discussed at a club meeting, or
6. Everyone in the club is invited.

At least one sponsor must attend all club activities, except the following:

1. Informal get-togethers that club members happen to attend,
2. Spring Sing rehearsals (unless otherwise mandated by the administration or the person in charge of the room being used),
3. On-campus devotionals,
4. Intramural games, or
5. Meetings held on-campus at which sponsors feel their attendance to be unnecessary (excluding club meetings, induction activities, and actual parties).

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

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

**CLUB ADVERTISING**

Clubs may post banners, posters, signs, and fliers on or in any facility on campus only after obtaining proper approval from the respective building manager. After obtaining approval, clubs must post their signs in accordance with the following regulations:

1. No sign may block seating, ATM machines, doorways, or television viewing.

2. Signs may not be placed on any of the glass windows in the student center without special approval from the Student Life office.

3. Signs should not interfere in any way with the flow of traffic in any of the buildings on campus.

4. Limits for the number of signs a club can post at any one time may be set, especially during particular times of the year, such as homecoming.

The posting of signs bearing inappropriate images, words, or concepts will result in disciplinary action taken against the liable club. As a matter of prudence, therefore, signs containing questionable content should be presented to the Office of Student Life for approval prior to posting or, even more fitting, should be dismissed from the outset by the club itself.

**INTRAMURAL SPORTS**

**Eligibility**

All current students, faculty, and staff at Oklahoma Christian University shall be eligible for intramural competition, with the following exceptions:

1. Any student who has lettered two years in a varsity sport at any college or university must sit out one academic year before competing in that same intramural sport. Junior varsity athletes have no such restriction on intramural play.

2. Any student placed on disciplinary probation may not participate while the probation is in effect.
3. The Intramural Director reserves the right to review each case on an individual basis.

**Team Requirements**

1. Any authorized organization at Oklahoma Christian University may enter intramural competition. Independent teams, which are not recognized as clubs, do not compete for All-Sports points and thus do not play in post-season tournaments.

2. No additional names for a team can be submitted for league play after two contests have been played.

3. Teams or individuals not ready to participate within approximately ten minutes after the scheduled time to begin shall lose the contest by forfeit.

4. A team will lose by default any game in which an ineligible player is used.

5. The Intramural Director has the authority to make exceptions to any of the above rules as deemed necessary.

**All Sports Championship**

The team or organization that has accumulated the greatest number of points (including both team and individual sports) throughout the fall and spring semesters will be declared All-Sports Champions. At the end of the spring semester, one male and female will be selected as the Outstanding Intramural Athlete of the Year. These awards will be based on attitude, sportsmanship, and ability in each activity. First and second place awards will be also given for individual tournaments.

**Sports Point Systems**

1. **Major Sports** include Softball, Flag Football, Volleyball, Soccer, and Basketball

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2. **Minor Sports** include Cross-country, Track, Free Throws (team), and Swimming.

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3. **Individual Sports** include Singles and Doubles Tennis, Pool, Table Tennis, Bowling, and Golf

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**RISK MANAGEMENT**

Each club is expected to understand and maintain sound risk management procedures when choosing and organizing activities. From the Univ. of North Carolina website:

"Risk management is the reduction of risky events and behavior that can cause someone harm. On one level, risk management means avoiding lawsuits. On a much higher level, risk management means making sure that no one gets hurt at an organization's event. All of a student's group activities—receptions, athletic contests, and other events—carry some risk. For this reason, organizations must learn to identify and reduce risky behavior."

"In any given year, more than 200 lawsuits are filed against student organizations."

"There will always be risks in life. The trick is to reduce your risks to acceptable levels. Finding ways to reduce your risk is a smart thing for any student leader to do. It is also very prudent for you personally."

Risk management can be seen as an organization intentionally evaluating activities that are selected, determining the amount of risk involved, deciding whether the amount of risk is low enough to warrant undertaking the activity, then as a final step making sure safety precautions are put into place to lessen the likelihood that anyone will get hurt physically or emotionally. Proper risk management is the ethical and moral duty of any organization, especially those whose standard for behavior is Christlikeness.

Example: Having a banquet is likely not a risky event. However, if the banquet requires mass transportation of people (for instance, being located in Dallas), then the risk goes up. The group should have organized a means of deciding if the risk is worth taking (probably so, in this case) and should then outline a checklist of things to be done so that everyone is as safe as possible (e.g. require a cell phone in each car, have a list of reminders for the driver about safe driving rules including speed limit and safety belts, don’t allow people to drive after very little sleep or to leave in the middle of the night).
Clubs will be asked to distribute, collect, and return to the Student Life Office release forms for all participants of events which present high risks. Examples include activities such as canoe trips, sailing, and rock climbing. If in doubt as to whether an activity constitutes a high risk, clubs should ask.

**INDUCTION ACTIVITIES**

Our goal at Oklahoma Christian University, as it pertains to the club system, is to be a model and a leader to other universities nationally, including other universities with the Church of Christ heritage. The goal of Induction is to welcome and honor new members, bonding new and established members together and uniting the club as a whole, while maintaining Christ-like standards, ethics, and values and fulfilling the mission and purpose of the university. Activities for the week should reflect and honor this goal. To help make students educated and accountable regarding these goals, all persons involved in the rush process, including all new and current members of any social clubs accepting pledges must follow the guidelines and expectation set forth by the Student Life Office.

_The laws of the State of Oklahoma specifically forbid the use of hazing in any initiation or club activities. Webster defines "hazing" as "an initiation process involving harassment." The administration at Oklahoma Christian University has adopted a zero tolerance policy regarding any club activity involving hazing. Clubs as a whole, as well as individual members, may be held responsible for such activities, regardless of whether they are conceived and carried out by individual members._

**STANDARDS OF INDUCTION BEHAVIOR**

Some club systems in America have a long-standing tradition of requiring new members to "pass the test" set up by established members who have had to endure a similar test or ordeal. Under this system a hierarchical structure is set up in which one person or group is over another person or group. This system of social dominance promotes abuse by the group in power.

Oklahoma Christian has experienced this exact problem in its history. The goal of Induction at OC are to welcome new members, honoring, encouraging, and building relationships with them, and to do activities that promote bonding and that are, yes, fun. This is directly opposed to the "us and them" mentality that is an inherent byproduct of the hierarchical system. Achieving this goal of togetherness, fellowship, and equality therefore requires a paradigm shift—not just an adjustment—from the traditional clubs approach to new members. This new system stressing equality and service to others is clearly more Christ-like than the old system, which stresses being served, having power over another, and forcing other people to demean themselves in order to obtain acceptance into the established group. Obviously this latter kind of behavior does not pass the test of being Christ-like.
Regardless of any arguments that may be put forward for upholding the old system (e.g. enjoying having someone to be in charge of, enjoying the benefits of having a “slave” or “personal servant,” exacting displaced revenge for what happened in the past, maintaining a tradition, being “cool” with older brothers so stories can be swapped more, “bonding” new groups together, conforming due to social pressure, believing that this is normal behavior and just adolescent mischief that should be laughed it because it isn’t that serious), because it doesn’t pass the “Christ-likeness” test, it doesn’t meet our standards. Oklahoma Christian absolutely will not tolerate hazing in any form.

Upon being voted into a club, new members are full-fledged members with full rights and privileges, regardless of whether or not they participate in any Club Spirit activity or Induction ceremony, and should be treated as such. Therefore, new members (and the new member class as a whole) shall not be instructed or encouraged to dress/act in ways that identify them as separate from the rest of the rush class. Such activities will be considered hazing, which will result in disciplinary action for the new member, established member, and entire club.

Failure to abide by established policies and procedures during Induction Activities will result in a meeting with the Dean of Students to determine the appropriate course of action to be taken, including disciplinary action. Included in this could be club members’ meeting with the Social Service Club Disciplinary Committee to make recommendations to the Vice President of Student Services and the Dean of Students concerning disciplinary action.

**INDUCTION ACTIVITIES SHOULD FALL UNDER THESE GUIDELINES:**

1. The activities should be positive in both purpose and substance.

2. Activities should be of a nature that all sponsors, university employees, and/or independent monitors would be welcome to observe.

3. Established members are encouraged to produce an atmosphere of welcoming and honoring new members during Club Spirit Week and Induction Activities. New members should not be asked, told, or in any way encouraged to do anything that is not included in the activities that have been pre-approved by ICC and the Dean of Students for Induction Activities. Violations in this area may result in disciplinary action taken against everyone involved—including new members, established members, and the club as a whole. New members should never be asked to break the guidelines set forth by Oklahoma Christian University or the Oklahoma Hazing Law even if the new member is willing to participate. Violations of the Oklahoma Hazing Law will be investigated by the university with appropriate disciplinary action taken (including suspen-
Some Examples of Hazing include:

- Club-related branding or permanent marking of oneself or another
- Requesting/suggesting/encouraging that new member perform some favor for you (e.g. cleaning, cooking, running an errand, getting a date for you, etc.).
- Creating concern/fear/anxiety by any event or deceiving new members into thinking they will face some made-up event
- Threatening new members in any fashion
- Singling out new members, including calling them demeaning names
- Planning and making activities mandatory that take up an excessive amount of time
- Requiring physical exertion of new members such as calisthenics, runs, sit-ups, push-ups, or standing/sitting in any position.
- Preventing/restricting new member from class attendance, chapel attendance, or sleep
- Requiring silly or embarrassing public demonstrations or the wearing of uncomfortable, conspicuous, or ridiculous clothing
- Any activity that promotes unhealthy club competition or interferes negatively with the activities of another club
- Prohibiting from or requiring new member to be alone
- Pressuring new member to place any foreign object, food, or drink in his or her mouth
- Requesting/suggesting/encouraging new member to break the OC Code of Conduct, Club Handbook rules, or any Federal, State, or City law, e.g. alcohol consumption, theft (including unauthorized "borrowing"), breaking curfew, vandalism, defacing property, misuse of fire safety equipment, etc.
- Informal, impromptu, or individually conceived induction behaviors
- Blindfolding
- Participation in treasure/scavenger hunts
- Participation by new members in any club-related event after curfew
- Facilitating the unsafe transport of members, including traveling in a motor vehicle without an available seat belt (e.g. in the cab of a pick-up)

Alternatives to Hazing:
• Working on projects that promote unity, such as service projects
• Trying to foster leadership and other Christian qualities
• Identifying and improving problems within the club, promoting communication and openness
• Aiding career goals
• Promoting personal and spiritual growth in members

STATE OF OKLAHOMA HAZING LAW
§21-1190.

A. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.

B. Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.

C. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.

D. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in
this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars ($1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.

E. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars ($500.00), or by both such imprisonment and fine.

F. For purposes of this section:

1. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;

2. "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of
the individual; and

3. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

NEW MEMBER SIGN-UPS
Students wishing to sign-up for a new club must meet the new member requirements stated in the Social Service Club Handbook and the individual club constitution. The sign-ups will be conducted on MyOC. Each person can list up to three clubs that they would like to be considered for.

VOTING
Club Presidents will oversee the voting process for their respective club. One club sponsor must be present during all voting. Other voting guidelines should follow the individual club’s constitution.

CLUB INVITATIONS
After new-members are selected and the Director of Student Life approves the roster of new members, invitations will be sent out to the new members. Club officers should take special consideration for the treatment and feelings of everyone who attempted to join their club. Each person involved in the rush process should be treated with dignity and respect. Any action by individuals or club groups that is inappropriate in this regard may, upon review, result in disciplinary action being taken against the individual(s) or club involved.

INDUCTION
Induction shall be overseen and approved by the Office of Student Life. All activities and guidelines and plans for induction activities will come directly through the student life office and will take place on campus unless otherwise approved by the Dean of Students.
CLUB DISCIPLINE (SELF REGULATION)

One of the goals of the administration of Oklahoma Christian is to work together with clubs to meet the mission, values, and goals of both the university and the club system. Therefore, the administration values and respects clubs whose sponsors and leaders take seriously the values and mission of the university and the club system, make diligent efforts to educate members about expectations, provide consistent examples of these expectations, and encourage their clubs to maintain the highest standards, taking swift and judicious corrective action when members violate the expectations of the group or University.

Each club is required to have its own disciplinary committee. At least one sponsor must be in attendance at all disciplinary meetings. The purpose of this committee is to ensure that the club is upholding the standards set forth both by the club and by the university. The disciplinary committee should meet whenever a member violates a university regulation which has not already come to the attention of the Dean of Students.

NOTE: The disciplinary committee is not to be used when there are internal controversies (e.g. when a member is unhappy with another member or when a member fails to pay dues). Clubs are encouraged to have fair and unbiased mechanisms set in place to handle such internal matters.

If the infraction has not already come to the attention of the Dean of Students, then the club's disciplinary committee should handle the matter and report to the Dean of Students the nature of the infraction and disciplinary consequences issued by the club, while keeping the name of the club member(s) involved anonymous. Failure to report such infractions within a week after appropriate “in-house” handling will result in disciplinary action taken against that club. Only in cases where the law is broken or endangerment issues are present will a university investigation follow.

CLUB DISCIPLINE (UNIVERSITY REGULATION)

If an infraction has already come to the attention of the Dean of Students, then he will conduct an investigation. The individual(s) involved in the infraction will be held accountable to university regulations as outlined in the Student Handbook. If the violation is also determined to be a club violation, then the Social Service Club Disciplinary Committee may be asked to investigate and make recommendations to the Vice President of Student Services and to the Director of Student Life for disciplinary action against the club. The university will use good judgment in determining if a violation will be considered a club violation or a violation by individuals. One determining factor will be whether the actions/activities in question were endorsed by the club. “Endorsed” may refer to positive support, silent approval, or failure to provide an appropriate level of disapproval and discouragement regarding the actions/activities in question. Another determining factor will be the number of club members involved. A club
found negligent in its education of members about regulations may be held accountable for actions of its members. Due process will be respected. The Social Service Club Disciplinary Committee is made up of one sponsor from each club. The club's own disciplinary committee may also choose to meet and make a recommendation to the Vice President of Student Services and the Director of Student Life concerning the internal disciplinary action that they are willing to take in order to be self regulating. This recommendation may or may not be considered in the final decision.

A CLUB MAY BE DISCIPLINED FOR REASONS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- A violation of university rules or Club Handbook policies/procedures
- Hosting an event despite failure to obtain required approval
- Distribution of a shirt or other clothing article for which the design was not approved
- Failure to have required number of sponsors at an activity or having sponsors only at part of the activity
- A violation of the club's constitution
- Failure to meet attendance standards for ICC meetings
- Hazing and/or breaking OC policies during Induction

POSSIBLE SANCTIONS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Verbal Coaching for Improvement (for minor violations)
- Written Coaching for Improvement (for repeated minor violation or more severe violations that would not result in harsher consequences)
- Monetary fines
- Community service hours or projects
- Probation
- Supervisory Status
- Restriction of specific club privileges
- Suspension for definite time period (day, week, semester, year, etc.)
- Disbandment (club cannot be reorganized under same name for 4 years, members of disbanded club cannot join another club for rest of the semester and the following one, the number of disbanded members that can join another specific club will be determined by the Dean of Students and/or the Vice President of Student Services).
SOCIAL CLUB PLEDGE CONTRACT

Prior to the start of rush each year, all club members, including new members, must sign this contract, signifying that they understand:

1) That, since hazing illegal under Oklahoma law, it must be actively avoided by every person involved in the rush process;

2) That violations of hazing regulations must be reported to the Dean of Students immediately;

3) The rules and expectations for clubs set forth in the OC Social Club Handbook;

4) The code of student conduct given in the OC Student Handbook;

5) That all club activities, including rushing, must conform to the standards of Oklahoma Christian, as outlined in its mission statement and Student Handbook.

I realize that any violation of this contract, whether by myself or someone else involved in the club rush process, can have serious consequences, including the negation of rush for this year and stern disciplinary action being taken against persons guilty of hazing. Having read and understood the standards noted in the above contract, I agree to abide by such guidelines, working to make rush a positive and edifying experience for all involved. Furthermore, I take it as my duty to report any violations of this contract or of the OC code of conduct.

___________________________________________________________________
Your Name (signed)     Your Club’s Name     Date