



**Aggie Transition Camps  
CONSTITUTION  
2023 - 2024**

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# Article I: Name

## Section I: Aggie Transition Camps

The name of the organization shall be Aggie Transition Camps or “ATC.” The spring program will be called “Howdy Camp” while the fall program will be named “Transition Camp” or “T-Camp.”

## Section II: Definition of Terms

For the purpose of this constitution, the term “Member” refers to ATC Directors, Chairs, Campfire Speakers, Teamers, and Counselors. The term “Officer” refers specifically to ATC Directors and Chairs; these positions are also subject to the sections of the student rules concerning elected, selected, or appointed Officers.

The term “function” or “event” refers to all ATC programs and sessions, Director Staff meetings, Chair Meetings, All-Camp (AC) meetings, Individual Camp (IC) 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.

“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 into the following fall semester.

# Article II: Standards

## 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

- Definitions:
  - Inclusivity - We welcome and accept everyone into our Aggie Family
  - Integrity - We do the right thing even when no one is watching
  - Knowledge - We understand and effectively articulate various aspects of Texas A&M University
  - Servant Leadership - We humbly develop others to serve Texas A&M University and the greater good

## **Section III: Integrity**

All Members of ATC will maintain the integrity of both Texas A&M University and Aggie Transition Camps through their actions; appropriate dress, language, and behavior should always promote the organization in a positive manner. Behavior at camp (skits, activities, etc.) must also maintain the positive integrity of ATC (Refer to Article XX).

If it comes to the attention of Director Staff that any Member has violated this policy, the Disciplinary Process will follow (Refer to Article XVI).

## **Section IV: Time and Location**

ATC consists of two different programs - Howdy Camp and T-Camp (Transition Camp). Howdy Camp shall be held in January prior to the spring semester each year. T-Camp shall be held in August prior to the fall semester each year.

The location of camp is at Lakeview Methodist Conference Center in Palestine, TX, but may be modified as needed at the discretion of Director Staff.

# **Article III: Membership**

## **Section I: Director Staff**

### **Executive Director**

There will be one Executive Director (ED) who will determine the number of positions, Assistant Directors, and duties needed on a yearly basis.

- a. Eligibility - The ED shall preside for one year and must be in good standing with the University, have at least one counselor experience, and complete the grade requirements (Refer to Article IV).
  - i. Undergraduate students must carry at least six hours in the fall and spring semesters during their term of office.
  - ii. Graduate and professional students must carry at least four hours in the fall and spring semesters during their term of office.
  - iii. Blinn Team students must carry at least three hours in the fall and spring semesters during their term of office.
- b. Selection - The ED shall be selected by the outgoing ED with the assistance of the ATC Advisor(s) after the completion of an application, interview, and any other evaluation process chosen by the outgoing ED.
  - i. The ED should be selected by August 1st each year, unless extenuating circumstances require an extension of this deadline. Extension of the deadline to select the ED must be voted on by the outgoing Director Staff.

- c. Duties - The ED will serve as the Chief Student Leader and representative for ATC. ED will establish and maintain goals for the organization the year they serve. They will recruit, select, and oversee the Assistant Directors to put on Howdy and T-Camp. The ED will directly oversee Team along with the Director of Logistics and Operations and ATC Advisor(s). More duties of ED include:
  - i. Oversee Co-Chairs, Campfire Speakers, and Counselor/Teamers
  - ii. Ensure that ATC remains a recognized organization
  - iii. Oversee all decisions made in reference to ATC
  - iv. Create and maintain the structure of ATC
  - v. Run Director Staff meetings
  - vi. Assign and delegate specialized duties to the Assistant Directors
  - vii. Ensure the accomplishment of Assistant Director duties and responsibilities
  - viii. Complete the year in review
  - ix. Ensure that all follow-up activities for ATC are completed

### Assistant Directors

The Assistant Directors will consist of a Director of Logistics and Operations, Director of Finance, Director of Advancement, Director of Risk Management and Administration, and Director of Marketing.

- a. Eligibility - An Assistant Director shall fulfill their term of office without reapplying between camp cycles and must be in good standing with the University, and complete the grade requirements (Refer to Article IV).
  - i. Undergraduate students must carry at least six hours in the fall and spring semesters during their term of office.
  - ii. Graduate and professional students must carry at least four hours in the fall and spring semesters during their term of office.
  - iii. Blinn Team students must carry at least three hours in the fall and spring semesters during their term of office.
- b. Selection - The new ED shall select Assistant Directors with the assistance of the ATC Advisor(s) after completion of an application, interview, and any other evaluation process chosen by the outgoing ED.
- c. Duties - The duties of an ATC Assistant Director will be to create a timeline for their specialized tasks; serve as a liaison for a IC or Team, to complete any other task assigned by the ED, 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**

- a. Eligibility - Chairs shall have had at least one-Member experience, must be in good standing with the University, remain an enrolled student through their term of office (i.e. must be enrolled in the semester following camp), and complete the grade requirements (Refer to Article IV).
  - i. Undergraduate students must carry at least six hours in the fall and spring semesters during their term of office.
  - ii. Graduate and professional students must carry at least four hours in the fall and spring semesters during their term of office.
  - iii. Blinn Team students must carry at least three hours in the fall and spring semesters during their term of office.
- b. Selection - The Chairs shall be selected by the 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, to carry out Chair Procedures (Refer to Article XV, Section II) as they see fit, and to coordinate all activities of their IC/Team. Chairs are expected to follow and enforce the ATC Constitution and work in tandem with Director Staff to communicate ATC expectations to Counselors, Teamers, and Campfire Speakers. Chairs shall carry out any other responsibilities designated by Director Staff.

## **Section III: Campfire Speakers**

Campfire Speakers are selected by each Chair. Chairs are limited to one Campfire Speaker. 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.

- a. Eligibility - Campfire Speakers must have at least one membership experience within ATC.
- b. Selection - Chairs must submit their selection to Director Staff. Submissions should include their top three choices of Campfire Speakers, 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 will be expected to give a positive, appropriate, and impactful speech to the campers and Members of the appropriate Individual Camp/Team at T-Camp or Howdy Camp. Speech outlines must be submitted by the date pre-determined by Director Staff.
- d. Attendance of ATC Events - Campfire Speakers are encouraged to attend camp road trips. Campfire Speakers attendance at camp or meetings is at the discretion of the



Director Staff. Campfire Speakers must abide by ATC Policy while attending any ATC events.

## **Section IV: Counselors**

Counselors shall be responsible for attending all mandatory training programs, completing all duties assigned by the Directors or Chairs, and attending all activities of ATC (as required by their program).

- a. Eligibility - Counselors must be in good standing with the University, remain an enrolled student through their term of office (i.e. must be enrolled in the semester following camp), and complete the grade requirements (Refer to Article IV).
  - i. Undergraduate students must carry at least six hours in the fall and spring semesters during their term of office.
  - ii. Graduate and professional students must carry at least four hours in the fall and spring semesters during their term of office.
  - iii. Blinn Team students must carry at least three hours in the fall and spring semesters during their term of office.
- 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 Director Staff may choose.
- c. Duties - The duties of a Counselor before camp are to attend all meetings, trainings, and fundraising events. During camp, Counselors are expected to create an inclusive environment for all participants, actively participate in all-camp activities and facilitate successful Discussion Group (DG) times.
  - i. After camp, Counselors are to coordinate and attend continuity events, both for their DGs and camp as a whole, when available. Each Counselor should also continue to be a resource and positive influence on participants of T-Camp and Howdy Camp.

## **Section V: Teamers**

Teamers are ATC Counselors specialized in teaching traditions and yells to campers. Teamers are responsible for attending all mandatory training programs and at-camp activities, as well as, completing all duties assigned by the Directors or Chairs.

- a. Eligibility - Teamers shall have at least one counselor experience, must be in good standing with the University, remain an enrolled student through their term of office (i.e. must be enrolled in the semester following camp), and complete the grade requirements (Refer to Article IV).
  - ii. Undergraduate students must carry at least six hours in the fall and spring semesters during their term of office.

- iii. Graduate and professional students must carry at least four hours in the fall and spring semesters during their term of office.
- iv. Blinn Team students must carry at least three hours in the fall and spring semesters during their term of office.
- b. Selection - Teamers shall be selected by the Chairs in the semester prior to camp. The process will 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 tradition programs and educate campers, assist the Director Staff at camp, be a resource to their individual camp before, during, and after camp; assist in the setup 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).
  - i. The duties of a Teamer after camp are to coordinate and attend continuity events, when available. Each Teamer should also continue to be a resource and positive influence on participants of T-Camp or Howdy Camp.

## **Section VI: Campers**

Camper registration is open to all new students entering Texas A&M University in the spring and 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.

- a. Prior to their first semester at Texas A&M University, incoming students may attend as many Extended Orientation programs as they deem necessary to successfully transition into Texas A&M University, although they may only attend one session of an ATC sponsored camp (T-Camp or Howdy Camp).

## **Section VII: Namesakes**

- a. Eligibility - Anyone who has made a positive impact on 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 Advancement 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 Advancement will inform the Namesake of their invitation.
  - i. If the Namesake should accept, communication will then be passed on to their Chairs.
  - ii. If the Namesake should decline, Director Staff will look back at the nominations and make a new selection.

- c. Duties - Namesakes will be expected to give a positive, impactful, and appropriate speech to the campers and Members of the appropriate camp. Team Namesake shall be a keynote speaker and will speak to all of the Campers and Members attending the respective ATC sponsored camp (T-Camp or Howdy 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, Team, or ATC as a whole, including road trips.
- e. Policy - Namesakes are a representative of Texas A&M University, ATC, the program, and Individual Camp or Team. Violation of policies or guidelines set out by the University or Director Staff, may risk the Namesake, others, or ATC's reputation.
  - i. Although Namesakes are not official Members of the organization, they can lose their position if they are breaking any rules Director Staff has set in place.

## **Article IV: The Advisor**

### **Section I: Role**

The role of the Advisor(s) is to serve as the primary link between the organization and the University, and to advise ATC on matters of University Policy. The Advisor(s) 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 Resource Department and must advise at a level consistent with the categorization, they must be a full-time professional staff member whose job description designates them to advise the organization.
  - i. It is critical that they 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, they should regularly attend Director Staff, Chair and All-Camp meetings and be available outside those meetings for advice and consultation related to the operations of the organization. Additionally, they 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, they 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, they 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(s) 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 online education process for the SOFC is required of all organization Advisors.
- e. The Advisor(s) should be aware of the University Student Rules and other institutional guidelines that establish expectations for student behavior and activities. They 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, they are expected to report all rule violations or potential violations to the appropriate University official. They should be familiar with the organization's Constitution and all other governing documents, so that they may advise effectively.

## **Article V: Grade Requirements**

(See University Student Rules - <https://students-rules.tamu.edu>)

### **Section I: Director Staff and Chairs**

For Undergraduate students applying for a Director Staff or Chair position:

- a. Must have a 2.25 cumulative and semester grade point ratio at the time of application and during their term in office.
- b. Must be in good standing with the University and enrolled in at least six credit hours in the fall/spring semester during their term in office. Blinn Team Members must be enrolled in at least three credit hours at Texas A&M.
- c. Should the student fail to maintain the requirements prescribed above, they will be ineligible to be a Member of ATC. They can submit an eligibility appeal before the predetermined deadline. This eligibility appeal must be approved anonymously through Director Staff.

For Graduate students applying for a Director Staff or Chair position:

- a. Must have at least a 3.00 cumulative grade point ratio at the time of application and during their term in office.

- b. Must be in good standing with the University and enrolled in at least four credit hours during their term in office, excluding the summer semesters.
- c. Should the student fail to maintain the requirements prescribed above, they will be ineligible to be a Member of ATC. They can submit an eligibility appeal before the predetermined deadline. This eligibility appeal must be approved anonymously through Director Staff.

For Professional students applying for a Director Staff or Chair position:

- a. Must have at least a 2.50 cumulative grade point ratio at the time of application and during their term in office.
- b. Must be in good standing with the University and enrolled in at least four credit hours during their term in office, excluding the summer semesters.
- c. Should the student fail to maintain the requirements prescribed above, they will be ineligible to be a Member of ATC. They can submit an eligibility appeal before the predetermined deadline. This eligibility appeal must be approved anonymously through Director Staff.

## **Section II: Counselors and Teamers**

For Undergraduate students applying for a Counselor or Teamer position:

- a. Must have a 2.00 cumulative and semester grade point ratio at the time of application and during their term in office.
- b. Must be in good standing with the University and enrolled in at least six credit hours in the fall/spring semester during their term in office. Blinn Team Members must be enrolled in at least three credit hours at Texas A&M.
- c. Should the student fail to maintain the requirements prescribed above, they will be ineligible to be a Member of ATC. They can submit an eligibility appeal before the predetermined deadline. This eligibility appeal must be approved anonymously through Director Staff.

For Graduate students applying for a Counselor or Teamer position:

- a. Must have at least a 3.00 cumulative grade point ratio at the time of application and during their term in office.
- b. Must be in good standing with the University and enrolled in at least four credit hours during their term in office, excluding the summer semesters.
- c. Should the student fail to maintain the requirements prescribed above, they will be ineligible to be a Member of ATC. They can submit an eligibility appeal before the predetermined deadline. This eligibility appeal must be approved anonymously through Director Staff.

For Professional students applying for a Counselor or Teamer position:

- a. Must have at least a 2.50 cumulative grade point ratio at the time of application and during their term in office.
- b. Must be in good standing with the University and enrolled in at least four credit hours during their term in office, excluding the summer semesters.
- c. Should the student fail to maintain the requirements prescribed above, they will be ineligible to be a Member of ATC. They can submit an eligibility appeal before the predetermined deadline. This eligibility appeal must be approved anonymously through Director Staff.

### **Section III: Eligibility Appeal Procedure**

If a Member does not meet the grade or eligibility requirements, they can choose to submit an appeal to MaroonLink explaining the extenuating circumstances that contributed to them not meeting the requirements.

- a. Appeals must be submitted by the pre-determined deadline set by Director Staff.
- b. Once all appeals have been submitted, the Director Staff and Advisor(s) will call a meeting to determine which appeals will be accepted.
- c. 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:
  - i. The Member had one poor academic performance that is not consistent, and they have identified mitigation, or;
  - ii. The Member had extenuating circumstances occur that semester affecting their eligibility.
  - iii. The decision will be made by a majority vote, where the Advisor(s) does not have a vote.
- d. The Member will be notified via email by a Director with a letter stating the decision. This decision is final and there is no further point of appeal.
- e. If an Officer of the organization should fail to maintain GPA requirements, they must fill out a grade appeal for ATC. If a Member of the Director Staff should fail to maintain a GPA of 2.0 they must fill out a grade appeal for ATC. If their appeal passes, they will need to go through the appeal process of Student Activities. Should either of the appeals not pass the member of Director Staff will be removed from the organization.

## **Article VI: University Student Rules and Policies**

(See University Student Rules - <https://students-rules.tamu.edu>)

## **Section I: Policy**

All Members of ATC will follow the University Student Rules, Student Activities guidelines, and any policies and guidelines presented by Director Staff, whether written or verbal.

- a. As an ATC Member, you are a representative of Texas A&M University, ATC, your program, your Namesake and your Individual Camp/Team. 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.
- b. 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.
- c. 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 policies to their respective Counselors, Teamers, and Campfire Speakers. All Members are responsible for reporting a break in policy to the Director Staff and/or Advisor(s).

## **Section III: Consequences**

When ATC policy violations occur, action may be taken according to the disciplinary process (Refer to Article XVI). Policy violations are dealt 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 VII: Attendance Policy**

## **Section I: Participation**

All Members must participate fully and appropriately in all ATC meetings and events. ATC events are created in order to promote unity within the organization. These events allow all Members to get to know one another in order to ensure the mission of ATC is met and promoted throughout the organization.

## **Section II: Absences**

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 Request Form on MaroonLink at least 48 hours prior to the event. If the Member is a Counselor or Teamer, the Member's Chair must be notified in addition to the Absence Excuse Request Form. The Director

of Risk Management and Administration will review the form and determine if the absence is excused or unexcused on a case-by-case basis (the Director of Risk Management and Administration will contact the party if the absence is not excused). Failure to submit the form will result in an unexcused absence. 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.

- a. Two unexcused absences from all camp meetings, workdays, and any other event that Director Staff deems as required will result in a Chair Procedure (CP). Three unexcused absences will result in a Director Procedure (DP).
- b. Unexcused absences from events held within Individual Camps/Team can result in probation and will be left up to the discretion of the Chairs for that particular Camp/Team.
  - i. Individual Camp events include:
    1. Individual Camp meetings, camp specific fundraisers, and other events deemed mandatory by the Chairs.
  - ii. In addition to IC events, Team specific events include:
    1. Yell practices, Team specific fundraisers, and other events deemed mandatory by the IC Chairs and/or Executive Director and Director of Logistics and Operations.
  - iii. The Chairs will then report the unexcused absences obtained by their Counselors/Teamers to the Director of Risk Management and Administration within 48 hours of the absence.
- c. Examples of excused absences are:
  - i. Illness, death in the family, emergency medical appointments, University supplemental instruction sessions, and other extenuating circumstances.
  - ii. Any absence considered a University Excused Absence (Refer to TAMU Student Rule 7.1).
- d. Examples of unexcused absences are:
  - i. Homework, errands, sporting events, concerts, or appointments that could have been scheduled around ATC events.
- e. In the event a Member has to leave a mandatory meeting early, the Member must fill out an Absence Excuse Request Form on MaroonLink.
- f. If a Member has a scheduled class during the time of a mandatory ATC event, they must submit an Absence Excuse Request Form on MaroonLink. 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 initiation of the Disciplinary Process (Refer to Article XVI).



## **Section III: Tardiness**

Tardiness consists of arriving up to ten minutes after the start of the event. Two tardies result in an unexcused absence. Director Staff will decide upon emergency circumstances. If a Member is ten or more minutes late to a mandatory meeting, then the Member will receive an unexcused absence. Members should fill out an Absence Excuse Form if they know they will be late to an ATC event.

## **Section IV: Consequences**

If a Member is not participating in ATC events, Chairs are responsible for discussing the problem with the Member. If a problem persists, the Chair(s) (if involving Counselors/Teamers) and Director Staff will discuss lack of involvement and 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 Process (Refer to Article XVI). If the Member's participation becomes an issue at camp, dismissal from the campsite may occur.

- a. The Director of Risk Management and Administration will notify Members, and copy the Member's Chairs, when a Member reaches two unexcused absences. When a Member reaches three unexcused absences the Director of Risk Management and Administration will notify the chairs to initiate a Chair Procedure (Refer to Article XVI, Section II).

## **Article VIII: 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 1 business day after collection. The Advisor(s) 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 the insurance premium should an accident occur). The Director Staff must ensure that at least a \$500.00 profit per session is 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 of Finance, and must be approved by the Advisor(s). 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 of Finance.

- a. 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 the specified date, begin Disciplinary Process (Refer to Article XV).
- b. Should a Member be ineligible to attend camp for any reasons, the Director of Finance will determine the amount returned, if any.
- c. If any Member is removed from the organization due to disciplinary reasons, then there will be no refund.

### **Section III: SOFC Individual Accounts**

Each Individual Camp can 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 1 business day 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(s) must approve and sign each expenditure before payment.

## **Article IX: Alcohol and Drug Policy**

### **Section I: Purpose**

In keeping with the goals of ATC, liability and participant safety are the most important reasons for this policy. The use of alcohol and illegal drugs as a means to create bonds 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. All policies regarding the use of alcohol outlined in this document are put into place by Director Staff. Chairs are permitted to create their own policies regarding alcohol that can be stricter but not more lenient than the policies outlined in this document. Chairs are expected to inform their camps of their restrictions/version of Alcohol Policy in the first IC meeting. The following are provisions regarding this:

- a. As the State of Texas law affirms, people under the age of 21 are prohibited from consuming alcohol. If underage drinking is brought to the attention of the Director Staff, consequences will be at the discretion of Director Staff. Alcohol policy is for Members 21

and over, in coordination with state law. Those under 21 are not permitted to drink in any form.

- i. All Members of the organization are prohibited from purchasing for, distributing to, or consuming alcohol, illegal drugs, or controlled substances with campers or underage individuals from their Individual Camps during the term of membership.
- b. Alcohol must not be consumed the day of any mandatory ATC events or any other official ATC function.
  - i. Attending an ATC function with alcohol/illegal drugs in your system is not permitted under any circumstances.
  - ii. 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.
    1. Official ATC functions also include any event planned or otherwise discussed in any ATC-related or Camp-specific means of communication.
- c. Mandatory events include:
  - i. Individual Camp/All Camp meetings, any training day, camp road trip, or Director/Advisor trip, as well as any event determined by the Chairs or Director Staff to be a representation of the organization.
- d. Being under the influence and/or exhibiting signs of prior alcohol, illegal drug, or controlled substance use (which can be, but is not limited to: nausea, thirst, fatigue, headache, irritability, and dizziness) in such a way that negatively impacts your ability to be fully engaged and participative in activities at any mandatory Aggie Transition Camps Event or Aggie Transition Camps Road Trip as defined by the Aggie Transition Camps Constitution is strictly prohibited. The misuse of prescription or over-the-counter drugs is prohibited at all times.
- e. 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 and/or illegal drugs could damage the public perception and reputation of the organization.
- f. No Aggie Transition Camps money (i.e. camp accounts or camp funds) shall be used to buy alcohol, drugs, or paraphernalia associated with either substance. This also includes money collected by the Chairs or Counselors of the camp designated as a discretionary fund.
- g. No inappropriate discussions, advertisements, or references to alcohol or drugs will be permitted on camp associated Slack, GroupMe, Snapchat, Facebook, public forum, any form of social media or at camp.
- h. No Aggie Transition Camps apparel, including hats and clothing, or paraphernalia shall be worn or displayed while consuming or purchasing alcohol. If you are in an

environment where alcohol or illegal drugs are present, the wearing or displaying of ATC paraphernalia is not permitted.

- i. This rule applies to all Aggie Transition Camps events, and all non-Aggie Transition Camps events.
- i. Use of tobacco products, electronic cigarettes, and vapes are prohibited during ATC functions, with the exception of road trips and prep week in which case, use will be at the discretion of the facilities operator and Chairs. Use of tobacco products, electronic cigarettes, and vapes are not permitted at camp.
- j. As a student at Texas A&M university, you are required to adhere to Texas A&M University Student Rules and Texas state law. Each Member of Aggie Transition Camps must uphold University policies regarding alcohol and drugs for organizations and students.
  - i. Any Member of Aggie Transition Camps with direct knowledge of a violation of Texas A&M University Student Rules and/or Texas state law is encouraged to follow the appropriate reporting mechanisms.
- k. If it is determined by any Director or Advisor that this position on alcohol and drugs has not been supported by any Member (i.e. Directors, Chairs, Counselors, or Teamers), then that individual shall be subjected to the Disciplinary Process (Refer to Article XVI).
  - i. 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.
- l. This policy will remain in effect from the moment membership is accepted until 5PM 2 days after Members arrive back to College Station from camp.
- m. As this policy is put in place to protect Members' rights outside of the organization, if any issues or threats to the integrity of ATC arise, Director Staff reserves the right to change this policy at any time.

### **Section III: Reasons**

This policy is designed to protect Members' rights as individuals, not to encourage the use of alcohol with other Members of the organization. This policy is strictly enforced for the benefit of camp and the following reasons:

- a. The government, 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 desire to participate or not participate in this activity.
- c. The use of alcohol and illegal drugs as a means to form bonds or relationships does 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 Texas A&M University. By using alcohol in

this way or illegal drugs, ATC Members 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 a Member violates the policy set forth by their respective Chairs, that Member is subject to disciplinary actions. If it comes to the attention of Director Staff that a Member(s) of ATC is drinking inappropriately or misusing drugs and therefore violating this policy, the Disciplinary Process will be followed (Refer to Article XV).

- a. In the event of a situation in which a Member of Aggie Transition Camps performs negatively under the influence of alcohol, risking the reputation of ATC, disciplinary action will be taken under the discretion of Director Staff.

## **Article X: Appropriate Relationships**

### **Section I: Policy**

You must maintain appropriate relationships with others in your Individual Camp or Team. An inappropriate relationship is a short- or long-term romantic or sexual relationship that did not exist prior to camp Membership acceptance.

- a. It is a violation of this policy for any Member of camp (Director Staff, Chairs, Teamers, or Counselors) and Campers, or any 2 Members of camp (Director Staff, Chairs, Teamers, or Counselors) to have an inappropriate romantic or sexual relationship.
- b. If you have a previously existing romantic relationship with someone before membership begins, it is permitted to continue this relationship as long as it does not influence both people's ability to fulfill their role within ATC and fill out the relationship disclosure form signed by both parties and a Director.
  - i. In terms of ATC Membership, selections, and the application process, choosing your significant other is strongly discouraged, but open to discussion with Director Staff.

### **Section II: Reasons**

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. Also, if individuals in a relationship experience a break up before or during camp, it can cause the camp to be split if they decide to choose sides. Finally, it can also 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 importantly 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 III: Consequences**

An ATC Director, Chair, Teamer, or Counselor may discuss the situation with another Member of Director Staff or the Advisor(s) as soon as an inappropriate relationship is brought to their attention and the disciplinary process may be followed if needed. Inappropriate relationships may be noted on one's permanent camp record.

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

### **Section I: Purpose**

Aggie Transition Camps 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 are set in order to avoid any type of harassment between Members.

### **Section II: Policy**

On all ATC affiliated social media platforms (including but not limited to Slack, GroupMe, Facebook, Instagram, Twitter, Snapchat, Zoom, public forum, and other similar platforms), Members must follow the behavioral expectations created by Director Staff and Chairs. These expectations include:

- a. No pictures 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. No posts or behavior that reflect any violation of ATC policies.
- d. 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.
- e. Constitutionally protected expression may 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.
- f. Any protected speech that is in contradiction of ATC's Commitment to Diversity (Refer to Article XII) 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**

If it comes to the attention of Director Staff that a Member of ATC has sent items of pornographic nature or have potentially made another Member feel harassed, the Disciplinary Process will be followed (Refer to Article XVI).

- a. If it is found that 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 Process.

## **Article XII: Road Trips**

### **Section I: Policy**

ATC road trips are activities or events located 25 to approximately 250 miles from Texas A&M University and meeting at least one of the following criteria:

- a. A primary reason for the event is to promote cohesion and bonding within a specific Individual Camp, Team, DG group, or the organization as a whole;
- b. A primary outcome of the event is for the betterment of ATC;
- c. Sponsored by the University.

Individual Camps or Team in Howdy Camp may take no more than one social road trip. Individual Camps or Team in T-Camp may take no more than a maximum of two social road trips. All road trips must be submitted 14 days prior to their planned departure on MaroonLink through the Road Trip Planning Form and approved by the Advisor(s) and Director of Risk Management and Administration. Additional road trip requests can be made with the Advisor(s) and Director of Risk Management and Administration.

- a. After the Road Trip Planning Form is approved, the Chairs are then responsible for filling out Texas A&M's Travel Information Form, located on StuAct Online. This form must be filled out 48 hours before the road trip takes place.
- b. At least 3 days before the road trip, the Chairs and Directors planning the road trip must meet with the Director of Risk Management and Administration. The road trip is not approved until this meeting has occurred. At this meeting, the Director of Risk Management and Administration may approve the road trip as is, require edits or changes to obtain approval, or not allow the road trip to occur.

Additional requirement for road trips include:

- a. Each vehicle must have a map, directions, and a cell phone in order to communicate with each other and prevent group separation.
- b. The first and last vehicle must have a first aid kit. If available, every car should have one.
- c. There must be enough seatbelts for every passenger in each vehicle.
- d. Any person who drives at any time on a road trip must carry a valid ID and their insurance information. They must also submit a Driver's Agreement Form.

- e. Road trips must all be within the State of Texas.
- f. At least one Chair and/or Member of Director Staff must be present for all road trips.
- g. 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 II: Consequences**

If this policy is violated, the Disciplinary Process will be followed (Refer to Article XVI).

## **Article XIII: Commitment to Diversity**

### **Section I: Texas A&M Policy**

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.”*

### **Section II: ATC Policy**

Aggie Transition Camps is committed to creating a community of students who are all well-versed in inclusive language and practices, cultivating diversity within membership and leadership, and mindfully working to ensure the equity of our programs for the fair and equal treatment of all students. ATC as a whole must actively work to create meaningful change in spite of the history of injustice that has marginalized underrepresented groups within the workplace and other organizations. The purpose is to remember that all people can thrive personally and professionally. Aggie Transition Camps defines diversity, equity, and inclusion as the following:

- a. Diversity - the presence of differences within a given setting
- b. Equity - the process of ensuring that processes and programs are impartial, fair and provide equal possible outcomes for every individual
- c. Inclusion - the practice of ensuring that people feel a sense of belonging

### **Section III: Consequences**

If a Member of ATC is found to have violated these policies in any way, the Disciplinary Process will be followed (Refer to Article XVI).

## **Article XIV: Hazing**



## **Section I: Policy**

No Member of Aggie Transition Camps 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 a part of a hazing incident shall be immediately removed from their position as an Officer and/or Member 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 an 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 them 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.

As an ATC Member, it is your duty to report any form of hazing. Please report it immediately to an ATC Advisor or if you feel more comfortable, talk to a member of Director Staff and they will bring it to the attention of the Advisor(s).

## **Section II: Consequences**

If a Member of ATC violates this policy in any way the Disciplinary Process will be followed (Refer to Article XVI). If a Member is found to be hazing, direct removal from ATC will occur.

## **Article XV: Weapons**

### **Section I: Policy**

Weapons do not help to promote the positive, comfortable, safe, inclusive atmosphere that Aggie Transition Camps strive to provide in order to help ATC participants in connecting with each other and forming positive, supporting friendships. Additionally, Texas A&M and

camp policies state that firearms and fireworks are strictly prohibited with the exception of concealed handguns with the proper licensing.

## **Section II: Protocol**

If an Aggie Transition Camps Member discovers, or has reason to believe, that weapons (firearms, knives, etc.) are present in a cabin, they should:

1. Notify a Co-Chair to get a Director or Advisor. No Member should touch the illegal item(s) under any circumstances.
2. Once the Director or Advisor arrives on the scene, they should be briefed on the situation.
3. At the direction of the Director or Advisor, a Counselor or Co-Chair should go get the owner of the weapon.
4. The Director or Advisor will talk with the suspected owner of the items.
5. The Director or Advisor will contact camp officials and/or local authorities as appropriate.
6. Incident reports will be completed by the appropriate individuals. They will be located in headquarters.

## **Article XVI: Disciplinary Processes**

### **Section I: Purpose**

Every Member of ATC has accepted the responsibilities of their position within this organization, including, but not limited to, those found in this Constitution, the Behavior Agreement, the At-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 Process outlined here ensures that each Officer and Member will uphold all of their commitments and responsibilities, and that the mission of this organization will be maintained and upheld to the highest standards.

### **Section II: Chair Procedure (CP)**

Chairs recognizing a situation needing to be addressed by an official Disciplinary Process will first conduct a Chair Procedure (CP) before officially bringing the issue to Director Staff. CPs are at the discretion of the chairs.

- a. The Chairs shall gather information as deemed necessary to the situation.
- b. A Director Staff Member should be available per request of the Chairs at the CP meeting.
- c. The Chair Procedure:
  - i. Before the Chair Procedure

1. The Chairs shall notify the party in question, the Executive Director and the Director of Risk Management and Administration through a professional email, which includes the following:
    - a. The situation in question (date, location and event)
    - b. State potential Constitution violations
    - c. Chair availability to schedule a meeting
    - d. State that the party must respond within 72 hours of notification
  2. If the party in question has not responded within 48 hours of receiving the Chair Procedure notice, the Chairs will send a second notice.
  3. Upon receiving a response from the party in question, the Chairs will have 5 business days to set up and conduct the meeting.
- ii. During the Chair Procedure
1. The identified Chairs, the party in question and Liaison (if applicable) will discuss the situation and ways to resolve it.
  2. A set time limit for resolution will be established. If deemed necessary, this timeline may be updated by the Chairs.
  3. 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.
- iii. After the Chair Procedure
1. Minutes of this interview shall be recorded and a letter of findings shall be published and placed in the ATC records by sending all related documents and notes to the Executive Director and Director of Risk Management and Administration.
- iv. The following constitute a Chair Procedure:
1. Excessive tardiness, failure to communicate, having a negative attitude, 3 unexcused absences from mandatory activities, failure to participate, and any other minor infractions the Chairs or Director Staff deem appropriate for the Chair Procedure.

### **Section III: Director Procedure (DP)**

The Executive 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. This may include an interview with the party in question or others with potential information related to the situation.

- a. The information that has been gathered related to the situation(s) is reviewed by the Executive Director and Advising Staff.

b. The Director Procedure:

i. Before the Director Procedure

1. The Executive Director shall notify the party in question, the Chairs and the Director of Risk Management and Administration through a professional email, which includes the following:
  - a. The situation in question (date, location and event)
  - b. State potential Constitution violations
  - c. Executive Director and Director of Risk Management and Administration availability to schedule a meeting
  - d. State that the party must respond within 72 hours of notification
2. If the party in question has not responded within 48 hours of receiving the Director Procedure notice, the Executive Director will send a second notice.
3. Upon receiving a response from the party in question, the Executive Director will have 5 business days to set up and conduct the meeting.

ii. During the Director Procedure

1. The Executive Director, Director of Risk Management and Administration, the party in question and Advisor (as necessary) will discuss the situation and ways to resolve it. The Chairs and Liaison may also attend the Director Procedure, if determined necessary by the Executive Director and Director of Risk Management and Administration.
  - a. A set time limit for resolution will be established. If deemed necessary, this timeline may be updated by the Executive Director.
  - b. 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.

iii. After the Director Procedure

1. Minutes of this interview shall be recorded and a letter of findings shall be published and placed in the ATC records by filing the notes/minutes of the meeting in the folder for that particular school year.
2. Members may be placed under probation wherein they may be required to meet with Directors or Chairs on a regular basis.
3. If the problem is not resolved, the time limit for resolution expires, another situation arises prior to the resolution to the first problem, the party in question fails to cooperate with the investigative process, the party in question has not responded in the allotted 72 hours of receiving the initial meeting notice, or the matter warrants a more formal review,

then the situation(s), at the direction of the Executive Director and Advising Staff, will go under review of the Review Board.

## **Section IV: Review Board**

The Review Board shall consist of Director Staff and Advisor(s), with each Director carrying one vote in the decision-making process. Both the Advisor(s) and the Executive Director must be present for the Review Board to take place. The Advisor(s), who is encouraged to participate in discussions, will not have a vote in the decision-making process. The Executive Director is the head of the review board and will therefore control all Review Board procedures, but all Directors will have equal voting privileges.

- a. At the discretion of the Executive Director and Advisor(s), 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 themselves, or has a conflict of interest.
- b. If the Executive Director is under review or removed from the Review Board, then the Advisor(s) will head the Review Board, while still acting without a vote.
- c. Additional Review Board Members may be added at the discretion of the Executive Director, Director Staff, and/or Advisor(s).

If deemed necessary, the Executive Director sets up the Review Board meeting time with the party in question. In the event that 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 Risk Management and Administration will take on that duty.

- a. The Executive Director shall notify the party in question and the Chairs with:
  - i. The situation in question (date, location and event)
  - ii. State potential Constitution violations
  - iii. Schedule a suitable meeting time
  - iv. State the full range of consequences that could result, such as a maximum fine or removal from the organization
  - v. State that the party in question needs to respond within 72 hours of notification
- b. If the party in question has not responded within 48 hours of receiving the Review Board notice, the Executive Director 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. The Review Board should not exceed one hour with the party in question.
- c. Prior to Review Board
  - i. Director Staff will conduct a meeting to discuss the evidence given.
- d. Order of Events during Review Board

- i. The party in question will be brought before the Review Board.
- ii. 5 minutes:
  - 1. The Executive Director 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, typically the Director of Risk Management and Administration, to protect all evidence supporting the case, and stating everything that has occurred. Director Staff may ask questions that they have pertaining to the case.
- iii. 10 minutes:
  - 1. The party in question will then be allowed to ask any questions they may have in order to further clarify the reasons that they have been brought to the Review Board.
- iv. 20 minutes:
  - 1. The party in question will then be able to state their case. The party in question may present any supporting evidence at this time.
- v. 15 minutes:
  - 1. A representative of the Review Board, typically the Director of Risk Management and Administration. All Members of the Review Board are then allowed to ask questions developed during the previous phase of the Review Board.
- vi. 10 minutes:
  - 1. The party in question will then have a rebuttal period in which they have the opportunity to respond to any previous comments and conclude their stance on the subject.
- vii. The Review Board will conclude, and Director Staff will deliberate.
- e. The Review Board shall meet privately to make their decision. This decision is made by a majority vote of the Review Board; 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 V: Additional Procedures**

- a. In the event that an Officer or Member violates the responsibilities or commitments of their position, the Disciplinary Process 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 Process shall follow the ATC Confidentiality article of the Constitution (Refer to Article XVII).
- d. The Executive Director and/or Advisor(s) specifically retains the right to immediately dismiss a Officer or Member from ATC or place a Member on temporary suspension in extreme circumstances (i.e. cases of sexual harassment, hazing, endangerment, etc.).
  - i. The case will move directly to the Review Board process and the party in question will remain on suspension until the Disciplinary Process occurs.
- e. This Disciplinary Process is for guidance purposes only, and failure to follow these procedures does not guarantee grounds for appeal.
- f. For the Disciplinary Process at camp, the process will be completed in the same manner but during a shortened time frame.
- g. The length of time given prior to Chair Procedure, Director Procedure, and Review Boards will be left up to the discretion of the Director Staff and Advisor(s) under the given circumstances.

## **Section VI: 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. If the Director Staff has decided that removal from the organization is the proper sanction, the Member in question should be removed from all camp forms of communication including, but not limited to, GroupMe, Slack, SnapChat, and Google drives.

- a. If the Member decides to appeal the decision, they must remain inactive until the appeal decision is made.

## **Section VII: Consequences of Probation**

Each Member, once on probation, will go to a Review Board if another offense occurs, regardless of the severity of offense. Based on the evidence provided during the Review Board, Director Staff has the option to remove an offender from probation, keep Members on probation with no further consequences, or subsequent Review Boards will follow by majority vote. If a Member is kept on probation after a Review Board and another offense occurs, the Disciplinary Process will be followed.

## **Section VIII: Disciplinary Appeal Procedures**

If the party in question has grounds for appeal, they can appeal that decision. Grounds for appeal are limited to the following:

- a. New information available that could significantly change the outcome of the review.
- b. The Disciplinary Process 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 5 business days of the disciplinary decision. If needed, the party may meet with the Executive Director and the Advising Staff to explain why they are appealing the decision. This meeting is not to prevent the party from appealing, but rather to learn the grounds of their appeal and to inform the party of the appropriate appeal procedures. The appeal will be taken to the ATC Advisor(s) for review and consideration. The Advisor(s) makes the determination of whether or not the appeal meets one of the qualifying grounds for appeal and can choose to uphold the original decision, recommend to the Director Staff revisions to the decision or any sanctioning requirements, or send the situation back through the Disciplinary Process for further review. The Advisor(s) 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.

## **Article XVII: Confidentiality and Ethics**

### **Section I: Policy**

All Officers of ATC are responsible for maintaining the confidentiality of the organization. This includes, but is not limited to, procedures involving selection of Directors, Chairs, Teamers, 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 II: Consequences**

If it comes to the attention of the Director Staff that any Officer has violated this policy, the Disciplinary Process will follow.

## **Article XVIII: Length of Policy**

For Directors, all policies are in effect until their term ends based on the Staff Behavior Agreement signed at the beginning of their Staff term. For Chairs, Teamers, and Counselors, all policies are in effect until 5PM 2 days 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 XIX: Amendments and Revisions**

### **Section I: Amendments**

This Constitution may be amended at any time by majority vote of the active Director Staff.

### **Section II: Revisions**

This Constitution is reviewed bi-annually and subject to the approval of the Department of Student Activities.

## **Article XX: Policy Comprehension**

### **Section I: ATC Leadership Behavior Expectation Agreement**

I understand that failure to follow policy may lead to my dismissal from this organization. If I am removed from ATC 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 XVII.

*“All members of ATC in leadership positions (Directors, Chairs, and Advisor(s)) 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 an Officer in ATC, I agree to uphold the Confidentiality and Ethics outlined in Article XVII 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 Director Staff and Chairs 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 and Values of the organization. I realize as an Officer of this organization it is important that I remain ethical in every decision and action made. As an Officer, I am committed to maintaining integrity of the organization and agree to uphold the information outlined above.

I will uphold the Aggie Honor Code:

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

## **Section II: ATC Member Behavior Expectation Agreement**

The mission of Aggie Transition Camps (ATC) is to orient new students to Texas A&M University, teach them Aggie traditions, help them to connect with fellow students and develop a network of friends at Texas A&M, and fully support their successful transition to the University. It is in this spirit that we make this Behavior Agreement for ATC 2022-2023.

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 and Director Staff members, whether written or verbal.

In exchange for being granted the opportunity to participate in ATC 2022-2023, 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 ATC affiliated camps 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.

## **Section III: At-Camp and Skit Expectations**

Any of the expectations listed below not being met would result in the At-Camp Disciplinary Process 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 understand these expectations does not exempt a Member from being held accountable for their behavior.

### **a. Skit Rules**

- i. Skits must be appropriate.
- ii. No offensive or inappropriate physical contact involved.
- iii. No dancing close to or on campers or audience members.
- iv. No “Yes Dance” or “Call On Me” dance.
- v. Clothing should be appropriate and worn at all times.
  1. No speedos, diapers, or bikinis on guys or girls.
  2. Swimsuits:
    - a. Trunks, one-piece and shorts, no bikinis
    - b. No unnecessary revealing of skin - upper thigh, excessive cleavage, etc.

- c. No stuffing or bulging of body parts
  - vi. Do not play-up or reinforce stereotypes.
- b. Skit Expectations
  - i. Every skit should have a defined purpose and related outcome.
  - ii. Skits should be purposeful and used to inform incoming students about Texas A&M University.
  - iii. Skits should follow the skit templates provided by each camp.
    - 1. The wanted outcome of each skit should be clearly evident; if not, a counselor should begin or conclude the skit portraying what campers should have gotten out of the skit.
  - iv. Skits should be well prepared and rehearsed.
    - 1. Director Staff, Chairs, Advisors, and Support Staff reserve the right to stop a skit at any moment if these expectations and rules are violated.
- c. At-Camp Regulations
  - i. No fake proposal
  - ii. No fake camper
  - iii. No games involving unnecessary physical contact (orange/tennis ball pass, lifesaver and toothpick pass, etc.).
  - iv. No rolling
  - v. No "Chair Roast"

## Amendments

### I. Membership Experience Requirement Amendment (Fall 2023)

- A. If an applicant does not meet the experience requirements for a specific role higher than Counselor, (i.e. Teamer, Chair, Director, etc.), but has transferable skills and experience outside of the organization, the applicant may:
  - 1. Be selected in the interim for 1 semester
  - 2. Attend the organization program in their selected role, the semester following selection (Howdy Camp or T-Camp)
    - a) If selected in a Director position, the selected individual can remain in their position upon evaluation of their skills, work, and contributions to the organization
    - b) If the selected individual is determined to not fulfill the requirements needed for their selected role during the evaluation period, they may be dismissed from their

position without the need of a formal accountability  
process for dismissal