

Student Clubs and Organizations Manual

Ouachita Baptist University

OVERVIEW

Student clubs and organizations are a vital part of the community at Ouachita Baptist University. Through membership in student groups, students find opportunities for fellowship, citizenship, scholarship, leadership, and discipleship. Students experience growth in identity development and individuality through their involvement. Each organization plays a unique role within student life contributing to the overall atmosphere at OBU.

Ouachita's clubs and organizations seek to facilitate student development and foster community within their memberships and within the student body. Student clubs and organizations exist for the benefit of both the individual and the institution and should honor the Christian mission of the University at all times.

ADMINISTRATIVE SUPPORT AND OVERSIGHT

Student organizations are supported primarily by the Office of Student Life, which provides oversight through policy, programming assistance, and leadership development to assist all organizations.

UNIVERSITY STUDENT ORGANIZATIONS

PRIVILEGES & RESPONSIBILITIES OF UNIVERSITY STUDENT ORGANIZATIONS

PRIVILEGES – Clubs and organizations in good standing with the University may:

1. Request use of university facilities and equipment.
2. Publicize university-approved events on campus.
3. Be included in lists of student organizations, such as those found in Student Life materials and *Tiger Handbook*.
4. Participate in events open to all recognized organizations.
5. Apply for funding from Student Senate and host approved fundraisers on campus.
6. Promote the organization and recruit new members in accordance with university policy.

RESPONSIBILITIES – In order to maintain active status, clubs and organizations must:

1. Respect the mission and values of the University, abide by the policies and regulations of the University, and conform to administrative direction of the appropriate university authority.
2. Submit current member and officer lists each semester to the Office of Student Life and the Office of Student Development.
3. Recruit new members in accordance with university policy. Updated member lists should be submitted to Student Life if new members are added.
4. Provide a hazing-free environment. Hazing is prohibited by university policy and state law. Training and resources related to hazing awareness, prevention, and education are available through the Office of Student Life. Hazing can be reported at any time through INFO or at obu.edu/studentlife.
5. Actively maintain relationships with their faculty/staff sponsors.
6. Work with the Office of Communications to establish and maintain an active online presence.
7. Provide a current constitution and/or bylaws at the beginning of each academic year for the Office of Student Life.

RECOGNITION OF STUDENT ORGANIZATIONS

STARTING A NEW ORGANIZATION

New organizations for students may be given a charter and granted recognition by the university administration upon recommendation of (1) the Student Life Committee, (2) the Student Senate, and (3) the university faculty through the University Committee. A petition setting forth the need for the organization, the purpose of the proposed organization, a list of qualified charter members, the faculty sponsors, and a proposed constitution for

the organization, must have been submitted to each governing body prior to approval. A signed copy of the approved charter must be on file with the Vice President for Student Development and the Director of Student Life.

MAINTENANCE OF/RECOGNITION OF ORGANIZATIONS

In order to maintain recognition after approval, the organization must respect the mission and values of the University, abide by the policies and regulations of the University and conform to administrative direction of the Student Senate and appropriate university officials. A current copy of the constitution and bylaws of the organization and a current membership list must be kept on file with the Vice President for Student Development, the Office of Student Life, and the Student Senate Office. All changes in officers should be reported to the above officials. University policies and guidelines supersede club or organization constitutions and bylaws when at variance with one another.

REACTIVATION OF A CHARTERED ORGANIZATION

If an organization does not meet for a period of one year, it is placed on an “inactive” status and is removed from all current listings. Should there be a need to activate an “inactive” organization, interested students may petition the VP for Student Development with the same information as required for organizing a club. If the same constitution is used, the club may be activated with the approval of the VP for Student Development and the Director of Student Life. If constitutional changes are made, the organization must follow the guidelines for recognition of a new organization.

FACULTY/STAFF SPONSORS

In order to be recognized, each campus organization must have a sponsor who has signed the appropriate form agreeing to sponsorship. The sponsor serves the following functions:

1. The sponsor shall strive to help students achieve the maximum educational opportunities and benefits that are inherent in the leadership of such an organization.
2. The sponsor shall encourage student/faculty rapport.
3. The sponsor shall be expected to attend meetings as frequently as deemed necessary but should have some periodic meetings to assist in establishing, planning, implementing, and evaluating goals.
4. The sponsor must be a full-time faculty or administrative staff member at Ouachita, must have been employed as such for at least one academic year, and be at least 25 years of age.
5. All established organizations are expected to comply with policies and Christian principles of Ouachita Baptist University. The sponsor should assist in the interpretation and understanding of these policies and principles.
6. The sponsor should be available to advise and supervise the expenditures of the organization's funds.

CLASSIFICATION OF STUDENT ORGANIZATIONS

UNIVERSITY-SPONSORED ORGANIZATIONS

1. These are organizations that are sponsored by a university office or department, and university personnel maintain a direct and active role as a part of their job responsibilities (i.e., Ouachita Student Foundation, Student Senate, Tiger Marching Band, Ouachita Singers, Pruett Sisterhood, Tiger Cheer & Dance).
2. These organizations may but are not necessarily guaranteed to receive funding from the University.
3. Membership in some of these organizations is selective, and requirements for attendance, commitment, and responsibilities may be more stringent.
4. Member and officer lists should be submitted to the Student Life and Student Development Offices each semester as requested.
5. Though many of the policies affecting student organizations pertain to university-sponsored groups, these organizations may not be subject to the same requirements as other types of organizations.

UNIVERSITY-RECOGNIZED ORGANIZATIONS

1. These organizations are generally initiated, organized, and run by students.
2. Organizations provide their own funding for their activities.
3. Advisors are typically involved with the organizations outside the scope of their job responsibilities.
4. Membership in these organizations is typically open to all interested and qualified students.
5. These organizations must meet all requirements for continued recognition by the University.

Types of University-Recognized Organizations

1. Social Clubs
 - a. Nine local social clubs, not affiliated with any national organizations, select new members early in the spring semester of each year. University policy regarding rush and induction activities are in compliance with state law.
 - b. Students may only be members of one social club and may not change membership from one club to another at any point. (If students who agree to serve as auxiliary members such as Beaus, Sweethearts, Little Sisses choose to go inactive from their auxiliary role, they must wait one complete semester before considering an invitation to join another group in a similar role.)
 - c. Students may hold membership in a social club and in other student organizations simultaneously.
 - d. Member and officer lists should be submitted each semester to the Student Development and Student Life Offices by the first Friday of class.
 - e. There are additional guidelines and policies that govern these organizations and their activities.
2. Student Organizations
 - a. These organizations are often focused on a special area or interest.
 - b. Students are not generally restricted from membership in more than one of these organizations.
 - c. Member and officer lists should be submitted each semester to the Student Development and Student Life Offices by the third Friday of class.

MEMBERSHIP IN UNIVERSITY STUDENT ORGANIZATIONS

REQUIREMENTS FOR MEMBERSHIP

1. To join and maintain membership in any club or organization, a student must have a cumulative grade point average (GPA) of at least 2.0 through the preceding semester and must not be on academic or disciplinary probation.
2. For organizations which allow freshmen to join, the high school GPA may be used and the student must not have been admitted to the University on academic probation.
3. If an organization's charter requires a higher GPA than the university requirement, the higher GPA will be the one used in determining member eligibility.
4. Membership and participation in any club or organization is restricted to current Ouachita students. Persons who are not eligible for active membership in an organization are prohibited from the following:
 - attending meetings
 - voting
 - participating as a member in clubs events or activities
 - participating in new member recruitment or induction activities
 - any other activities or privileges reserved for current members (such as wearing official letters or participating in Tiger Tunes)

Organizations that extend such privileges to non-members will be subject to university sanction, including the possibility of loss of recognition.

5. To be eligible to participate in spring Rush, the student must have completed at least 12 nonconcurrent college credit hours and must be enrolled full-time.

EVENTS AND ACTIVITIES

UNIVERSITY-RELATED ACTIVITIES DEFINED

The offices of Student Development and Student Life recognize university-related activities as

- Events or activities paid for by university funding
- Events or activities bearing the name or trademark of the University in any way
- Events or activities involving member recruitment
- Events or activities hosted by a university student organization.

SCHEDULING AN EVENT

BLACKOUT TIMES

Selecting the time is one of the most important (and often most challenging) aspects of planning your organization's event. The University does not allow events or activities to be scheduled at certain times of the week or the semester whether on or off campus. These times generally include but may not be limited to:

- Sunday (church activities)
 - Before 1 p.m.
 - From 6-8 p.m.
- Wednesdays from 6-8 p.m. (church activities)
- Dead days – Events are generally not permitted any time after 5 p.m. the Friday before Final Exam Week.
- Christian Focus Week – All events this week must be approved by the Campus Ministries Office.
- Tiger Serve Day (held once each semester—proposed events for the same date must start at 3pm or later)
- Tiger Tunes Show times (Fall semester) & Tiger Traks (Spring semester)
- Commencement ceremonies

SELECTING A DATE AND TIME

Always consult the university master calendar (available at <https://obu.edu/calendar.php>) when scheduling your event. Though this may not be an exhaustive list of all the events on campus, it is a good starting place. Checking athletics calendars is also a good idea. Below are a few regularly scheduled events and times to note:

- Monday at 6 p.m. – This time has been set for social club meetings, and most clubs hold their meetings within this timeslot.
- Thursday at 9 p.m. – Campus Ministries hosts Refuge most weeks at this time. Occasionally the time may change due to sporting events or other campus-wide events.
- If classes are canceled due to weather or other extenuating circumstances, events scheduled for that day will also be canceled unless special permission is obtained from the Office of Student Life.

FACILITIES AND EQUIPMENT

RESERVING A ROOM OR SPACE

1. Most facility reservations are administered by the Office of Student Life.
2. General room requests must be made at least one business day in advance. Requests made after 4pm on Friday will not be considered until 9am on Monday.
3. Reservations for Walker Conference Center or the Alumni Room should be made at least five business days in advance. Approval to use these spaces must go through more than one university department.
4. Reservation requests involving athletic facilities or outdoor spaces must also be approved by any impacted coaches, the athletic director and facilities management. Due to various working schedules of these groups, such events need at least 5 business days for approval.
5. Reservation of space is generally on a first-come, first-served basis. However, certain university-sponsored events may take precedence over other activities.
6. Rooms must be reserved by completing this online form: <https://obu.edu/studentlife/event-proposal-form.php>.
7. Due to the number of requests, each club is limited to 7 days per semester to request tables to promote events/clubs or fundraise on campus. Tables in the Student Center are limited and no more than two groups may table at the same time in that space.
8. There is generally not a fee for on-campus groups to use university facilities, though there are some exceptions. Contact the Office of Student Life for additional details.
9. Cancellations should be made at least 24 hours in advance. Failure to provide appropriate notice may result in cancellation fees or restrictions on future facilities use.

RESERVING EQUIPMENT

1. Sound equipment
 - a. Portable sound equipment is available for student groups to check out through the Office of Student Life.
 - b. Some equipment may require a deposit and/or a rental fee for use.
 - c. Student groups will be charged for any replacement or repair costs incurred due to damage to equipment.

2. Audio/visual equipment
 - a. Some portable equipment, such as projectors, screens, and media carts, may be available through Media Services in the library.
 - b. Arrangements must be made at least *one week in advance* for most A/V reservations.
 - c. Media Services can be contacted at 870.245.5125.
3. Miscellaneous
 - a. The Office of Student Life has additional equipment that may be available for checkout including:
 - Ladders
 - Extension cords
 - Tables and chairs
 - Dollies and carts
 - Popcorn machine
 - Cotton candy machine
 - Snow cone machine
 - Ice Chests
 - Cold drink dispensers
 - Fog machine
 - Bubble machine
 - Photo backdrops
 - Various portable lights
 - Other equipment is available through other offices on campus (contact them directly)
 1. Rec Life: Solo Stoves/Fire Pits, Rec equipment
 2. Res Life: Hot beverage dispensers, griddles
 - b. There may be rental fees associated with some of this equipment. Students or groups will be charged for any damage. There may also be a fee for equipment returned after the designated return date.
 - c. An off campus rental fee of \$50 per type of equipment will be assessed for items used for off campus events.

FOOD SERVICE

1. Any catering needs for events held in Walker Conference Center and Ouachita Commons should be arranged through Sodexo's Catering Services. Alternative food arrangements should also be approved by Sodexo.
2. Contact Food Services at 870.245.5534 with any questions about food for your event. You can also email catering@obu.edu.

GETTING YOUR EVENT APPROVED

1. All events should be positive and uplifting in nature so as not to offend nor degrade any member or group of the greater Ouachita community.
 - a. All events should reflect the ideals of the University and those outlined in this manual.
 - b. Club- and organization-sponsored dances with approval from Student Life may be hosted on campus.
 - c. Clubs must have a Ouachita sponsor present as well as security clearance for all large-scale events open to the entire Ouachita community. Security must be contacted at least 72 hours prior to the event to assess safety involvement, determine if additional personnel is needed, and avoid event cancellation. You can reach safety via email at safety@obu.edu or by calling 870-245-4000.
2. All events or fundraisers must be approved by the club sponsor and the Office of Student Life. This is required for all events - on or off campus.
3. Proposals for events must be submitted to the club sponsor before being submitted to the Office of Student Life. Student Life should receive the proposal by noon at least one week prior to the event. Event proposals should be submitted online at <https://obu.edu/studentlife/event-proposal-form.php>
4. Art used for promoting events should be submitted and approved before any promotion is done or posters hung. Failure to do so will result in fines and loss of privileges for future events. Proposals for posters, t-shirts, buttons, etc. need to be submitted here: <https://obu.edu/studentlife/advertising-shirt-form.php>
5. Failure to follow these guidelines will not be tolerated. All fines will be deposited into the student activities fund.

- a. If the event or publicity takes place without approval, and it would have been approved, the responsible club will be fined \$50.
- b. If the event/publicity takes place without approval, and it would not have been approved, the responsible club will be fined \$100 and not be allowed to host events for the following eight weeks of class.
- c. If the event has not yet taken place and would have been approved, the event may take place, but the club will be fined \$50.
- d. If the event has not yet taken place and would not have been approved, the event may not take place, and the club will be fined \$50 and not be allowed to host events for the following eight weeks of class.

GAMBLING

1. University policy prohibits any type of gambling on or off campus. This includes raffles.
2. In general, organizations are not permitted to sell a chance at winning any type of prize.

MOVIES

1. Federal copyright laws require special licenses for public viewing of films. Neither organizations nor individuals may host public viewings of films that are licensed for home use only.
2. Student groups are not permitted to show movies as part of an event unless they have a license for public viewing.
3. Movies that are rented, purchased, or checked out are generally only licensed for home use. For a college campus, this essentially restricts viewing of such films to residence halls.
4. Hosting a public viewing of a film that is not licensed for such use can result in significant fines, regardless of the size of the group or whether admission is charged. Violation of copyright laws can potentially result in penalties for the student organization and the University.
5. For information on public viewing licenses, contact the Office of Student Life or visit <http://www.swank.com/college/copyright.html>.
6. For planning purposes, please note that recent licensing fees have ranged from \$600-\$1050.

COSTUMES

When considering events with costumes, remember the following from the Tiger Handbook: Ouachita is called to be an intentional community of belonging based on the Gospel. Costumes with lewd, indecent, or obscene intent along with those which disrespect racial, ethnic, cultural, socio-economic, or disabled communities should be avoided.

Basically, if there was a costume contest and Dean Harrell was a judge, would the costume be allowed?

Wording for advertising purposes: **“Please keep in mind that costumes should show respect for Ouachita’s Christian mission and be tasteful and respectful of other communities.”**

ADVERTISING AND PUBLICITY

GENERAL ADVERTISING POLICIES

1. Only events and activities that have been approved by the Office of Student Life or university-sponsored events should be advertised on campus. Events and activities that are not sanctioned by the University should not be publicized on campus.
2. Sidewalk and window chalk should not be used anywhere on campus.
3. Advertisements that are inappropriate or publicize events that do not align with the mission and values of the University will be discarded.

FLYERS AND POSTERS

1. There are designated locations in each building for flyers and other postings. Contact the respective building supervisor for approval and locations.
2. Due to safety concerns, no posters or flyers should be placed on exterior glass doors.

3. No advertisements of any kind should be found on outdoor items such as light posts, benches, trees, sidewalks, exterior building walls, etc.

BANNERS

Any banners that are to be hung on campus must be approved by the Office of Student Life. Bring your design by the office for approval before making the banner. This form of advertisement should be reserved for only those activities that serve the entire campus.

CAMPUS PUBLICATIONS

The Signal

1. Student groups may advertise in the weekly campus newspaper, *The Signal*. Information on rates for submissions can be obtained from *The Signal* staff.
2. Newspaper staff can be reached at 870.245.5120 or at signal@obu.edu.

“This Week @ Ouachita”

1. All Student emails from university-sponsored and recognized organizations should be approved by the Office of Student Life and are generally restricted to important announcements with implications for the entire student body.
2. Announcements of events, activities, and deadlines may be submitted for inclusion in “This Week @ Ouachita,” a weekly newsletter sent to all students via email.
3. Requests for entry can be found on the event proposal guide. To be considered, requests must be received by noon Wednesday prior to publishing.
4. “This Week @ Ouachita” is published by the Office of Student Life.

Campus Calendar

1. Events and activities may be included on the university master calendar.
2. The calendar is administered by the Office of Student Life.
3. Approved events are generally included on the university calendar. Special requests for inclusion may be submitted to the Office of Student Life.

Campus-Wide Digital Advertising

Events and activities may be advertised on the screens across campus. To request an ad on digital signage across campus, email comm-mark@obu.edu with the art (specs: aspect ratio is 16x9 (horizontal) or 1920 x 1080 px) and the dates you would like it to be shown.

EMAILS

The Office of Student Life is not able to send out emails advertising events for clubs and organizations. Please work with your organization’s advisor or sponsor to use the university email system.

INSTAGRAM

Student Life is happy to promote your events through Instagram stories. To have your event included send a ready to use graphic to studentlife@obu.edu.

T-SHIRTS

1. All t-shirts should be positive and uplifting in nature so as not to offend nor degrade any member or group of the greater Ouachita community. All t-shirts should reflect the ideals of the University and those outlined in this manual. No t-shirt should ever be submitted that is vulgar, inappropriate, or distasteful in any way.
2. All t-shirts must be approved by the Office of Student Life as well as the club sponsor.
3. Proposals for t-shirts must be submitted to the club sponsor before being submitted to the Office of Student Life by noon at least one week before the t-shirt is printed. T-shirt proposals (design and explanation) should be submitted online at <https://obu.edu/studentlife/advertising-shirt-form.php>
4. Failure to follow these guidelines will be penalized. All fines will be deposited into the student activities fund.

- a. If the t-shirt is printed without approval, and it would have been approved, the responsible club will be fined \$50.
- b. If the t-shirt is printed without approval, and it would not have been approved, the responsible club will be fined \$100 and not be allowed to print t-shirts for the following eight weeks of class, and the t-shirts may be discarded.
- c. If the t-shirt has not been printed and would have been approved, the t-shirt may be printed, but the club will be fined \$50.
- d. If the t-shirt has not been printed and would not have been approved, the t-shirt may not be printed, and the club will be fined \$50 and not be allowed to print t-shirts for the following eight weeks of class.

EVANS STUDENT CENTER POSTING POLICIES

GENERAL ESC ADVERTISING POLICIES

1. All signs, flyers, posters, banners, table tents, etc. placed in the Student Center must be approved by the Office of Student Life.
2. Any materials posted that have not been approved by Student Life staff will be taken down and discarded.
3. Materials may only be posted on brick walls or cork bulletin boards. Advertisements may not be placed on doors, benches, railings, trash receptacles, floors, etc.
4. Items may not be placed on any painted surfaces.
5. No postings of any kind are permitted on glass surfaces without specific approval from the Office of Student Life.
6. Each posted item may be left up for no more than *two weeks*.
7. All items must be removed *within 24 hours* after the advertised event takes place. It is your responsibility to clean up after yourself.
8. Only clear tape may be used to post materials. Adhesives including but not limited to duct tape, masking tape, and sticky tack may not be used on any surfaces.
9. The Office of Student Life reserves the right to remove any materials posted in Evans Student Center that do not abide by the stated guidelines.
10. Window painting is generally reserved for university-sponsored organizations and must be approved by the Office of Student Life.
11. Materials posted in other buildings on campus must be approved by the appropriate building supervisor.

SOCIAL CLUBS

AIMS

1. Ouachita has a local social club system. It is not affiliated with national Greek organizations. These clubs are designed to assist and affirm student life at OBU through campus and community involvement and service.
2. As with all social clubs, tradition is a very pronounced aspect of the organization. Ouachita believes that tradition is important to maintain and uphold within a Christian framework. No tradition should compromise nor contradict the values of the University or the Bible.
3. The social club system should always promote inter-club respect through social interaction and healthy competition.

TERMS

There are some key terms that define the workings of the social club system. This list is not exhaustive.

1. **Rush** – a university designated time in which those interested in joining a social club are selected for membership by the active social clubs.
2. **Pledging/Induction** – a university designated time for the newly selected members for each club to learn the history, traditions, and ideals of the club through activities that seek to foster close relationships within the pledge class and the club at-large. No induction activities may happen between Saturday of Bid Day and the following Monday. That time is for newly selected members to bond with one another and prepare for the upcoming week.

3. **De-pledging** – the process of a student forfeiting his/her bid to be a part of a particular club prior to the end of induction week.
4. **Member** – the status of any student within the club that has completed the activities set forth in the pledging period. First year members are in fact full members at the end of induction week. They may not be treated in any way lesser than older members or be denied full membership in any way. The work of the club may fall to them but never in a demeaning or degrading manner.
5. **Inactive**– the status of any student who has completed the pledging period but wishes to not participate in club activities for a given (or indefinite) amount of time.
6. **Inductee** – the status of any newly selected member during the pledging period.
7. **Bid** – a formal offer extended to a student from a club to be a part of their membership beginning with the pledging period.
8. **Pre-rushing** – any favoritism shown toward possible rushees with the intent of persuading them to join a particular club. Members are encouraged to maintain normal friendships but should never offer gifts in order to persuade a possible rushee. This also includes the promise of membership or any implication of such.

COLLABORATION

There are collaborative bodies within Ouachita's social club system:

1. ISCC (Inter-Social Club Council) – each social club on campus sends its president and one other leader to serve on this body. The ISCC seeks to foster inter-social club development and handle any disputes that may arise. This is not a neutral body – each representative represents his/her specific club.
2. Panhellenic – the women's neutral body that facilitates the rush process each year. Each women's club sends two representatives to serve on Panhellenic. Those two women are not allowed to be leaders in the club in another capacity simultaneously unless pre-approved by the Panhellenic Council. The women on Panhellenic attend their club meetings and report the business of Panhellenic to their club, but in public they are not associated with a club. They are neutral for the purpose of assisting the rushees and the rush process for the sake of fairness.
3. IFC (Inter-Fraternal Council) – the men's neutral body which is established in the same way and for the same purpose as Panhellenic. However, the men of IFC remain fully associated with their respective clubs throughout the rush process.

RECRUITMENT AND INDUCTION

1. No club is allowed to recruit new members except during the times set forth by the University. This includes any "pre-rushing" that may take place.
2. Every club member should only speak positively of Ouachita social clubs and should never degrade any club or organization.
3. All rush activities should take place on the OBU campus unless otherwise approved by the office of Campus Activities.
4. Women's rush procedures occur in this way:
 - a. Ouachita women wishing to participate in the rush process will register during Rush Round-up in the preceding Fall semester. A second Rush Round-up will be held for transfer students and other students who were unable to register at the first Rush Round-up at the very beginning of the Spring semester.
 - b. A rush administration fee of \$20 is required of each rushee in order to participate in rush.
 - c. Each rushee will be assigned a group number and must attend the rush parties in their designated time slot.
 - d. Each rushee must attend all the women's club parties the first and second nights. The third and fourth nights are by invitation only. Each rushee must sign-in at each party attended. Failure to sign-in will result in being removed from that club's rush process.
 - e. Invitations will be placed under the rushee's door or emailed during the night. Invitation RSVPs must be turned in by 1 p.m. the following day.
 - f. After the last rush party on the fourth night, all remaining rushees will meet to choose the top two clubs from whom they wish to receive a bid. This is rated in preference order; however, only one bid will be offered to each rushee.
 - g. Once a girl has received a bid, she is a part of that club. Switching clubs is not allowed. If a student wishes to forfeit her bid, she may attend rush the following year if the decision is made by Sunday at 6 p.m. of induction week and by the approval of Panhellenic. If a student continues in induction week

past Sunday at 6 p.m and then decides to withdraw, she will not be permitted into the social club system as a candidate for membership again.

5. Men's rush procedures occur in this way:
 - a. Those interested are encouraged to attend the interest meeting held during the fall semester.
 - b. Each man wishing to rush must complete and turn-in the rush application to the Campus Activities Office by 5 p.m. on the Thursday preceding men's rush. A \$10 rush administration fee is due at that time.
 - c. Eligible participants will receive an official rush nametag that must be worn in order to be admitted to any of the parties. Participants must sign-in at each party attended. Sign-in sheets are due in the Campus Activities office by 9 a.m. the following day.
 - d. The first and second nights of rush consist of open invitation parties for all clubs.
 - e. The third and fourth nights' parties are by invitation only. Club members will deliver invitations and additional party information to individual rush participants in their residence hall rooms or via email.
 - f. When a bid is offered for membership in a particular club, the prospective member must follow the directions given and turn-in the bid by the designated time.
 - g. Once a man has received a bid, he is a part of that club. Switching clubs is not allowed. If a student wishes to forfeit his bid, he may attend rush the following year if the decision is made by Sunday at 6 p.m. of induction week and by the approval of IFC. If a student continues in induction week past Sunday at 6 p.m and then decides to withdraw, he will not be permitted into the social club system as a candidate for membership again.
6. All induction activities should be positive in nature with a beneficial purpose and goal. During the fall semester, the Office of Student Life will meet with club leaders to review induction week guidelines and expectations related to activities and creating a hazing free experience.
7. All new members and club induction leaders are required to attend a Student Life Hazing Awareness and Reporting Meeting at the start of induction week.
8. Each club is required to turn in a COMPLETE schedule of all induction activities for the induction period. Each activity should support and affirm the ideals of the University, namely vision, integrity, and service. The burden of proof is on the club to show how each activity is beneficial to both the organization and all its members.
 - a. Students should not be required to spend more than \$20 of their own money to accomplish the induction tasks for the entire week. The club should bear the financial burden of induction week for the incoming class.
 - b. All students participating in induction week should be afforded at least eight hours of uninterrupted sleep each night of the induction period. Inductees must be in their own residence hall room each night from 10:30 p.m. – 6:30 a.m. Members may not go to an inductee's room after 10 p.m.
 - c. There should be no inter-club competition during induction week. Stealing and destruction of other's property is never acceptable – this includes induction materials of any kind.
 - d. Listed below are some beneficial guidelines when determining induction activities. Always remember that the induction process is designed to teach the new members the traditions, practices, and ideals of the clubs. Ouachita Baptist University seeks to foster the ideal of Christian discipleship throughout the rush and induction processes for both new and returning members.
 - i. Does the event or activity add to the worth and growth of the individual?
 - ii. Would you be willing to invite your sponsor to the activity?
 - iii. Would you be willing to invite Dr. Sells to the activity?
 - iv. Would you be willing to invite your parents and the new member's parents to the activity?
 - v. Do returning members and new members participate equally?

If the answer is "no" to any of these questions, do not do it. If the answer is "I don't know," choose to err on the side of caution.

RESOURCE GUIDE

AVAILABLE FACILITIES AND CAPACITIES

For reservations, contact Brook Hanna in the Office of Student Life at 870.245.5539

Berry Chapel – 250 (including balcony)
 ESC Bridge – 70
 Hickingbotham 200 – 45

Jones Performing Arts Center – 1475
Lile 330 – 45
McBeth Recital Hall – 267
McClellan 100 – 90
Ouachita Commons Alumni Room – 75
Tiger Den – 400
Verser Theater – 175
Walker Conference Center – 600 (150 per section A/B/C with walls closed)
Young Auditorium – 150
**There may be other meeting rooms available upon request for specific occasions.

BUILDING SUPERVISORS

Berry Bible Building – Dr. Jeremy Greer (870.245.5599)
Cone-Bottoms Hall – Bill Phelps (870.245.5567)
Evans Student Center – Allison Kizzia (870.245.5539)
Hickingbotham Hall – Jim Rothwell (870.245.5205)
Lile Hall – Dr. Jeff Root (870.245.4186)
Jones Performing Arts Center – Olivia Hibbard (870.245.5262)
Jones Science Center – Dr. Tim Knight (870.245.5238)
Mabee Fine Arts – Dr. Caroline Taylor (870.245.5129)
McClellan Hall – Dr. Casey Motl (870.245.5168)
Moses-Provine – Dr. Nancy Hardman (870.245.5540)
Ouachita Commons – Julia Thompson (870.245.5308)
Sturgis Physical Education Center – David Sharp (870.245.5181)
Tiger Den – Allison Kizzia (870.245.5539)
Verser Theater – Eric Phillips (870.245.5562)