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Alumni Adviser Overview

The alumni adviser is a person who is selected by alumni and undergraduate members of the organization to serve as a sounding board for current active members, as well as a liaison between Trinity University and organization members. Ideally, this person should be a member of the organization they are advising; however, organizations may ask a non-member to advise them. The adviser serves as a facilitator and helps to promote the consistency and continuity of the organization by acting as a resource and mentor to undergraduate members. Each organization will have two lead advisers who will be the main points of contact with the University. One of these lead advisers must have graduated five or more years ago unless the organization is less than five years old. Although not required, it is strongly recommended that one of the two advisers live in or near San Antonio to be available in-person when needed. It is expected that alumni advisers be available via e-mail, telephone, or video chat as needed.

Selection process

Alumni and actives collaboratively select the alumni adviser(s) via a process that best fits each organization (e.g. nomination, election, etc.). If the organization needs assistance in finding someone to serve in this role, Student Involvement will help to identify individuals who might be a good fit. An organization may choose to have two alumni advisers or a team of advisers fulfill the responsibilities listed earlier. Two advisers act as the primary points of contact for the organization; however, multiple advisers may be utilized to fulfill this role.

Training

Alumni advisers will be supported with electronic resources regarding campus policies and procedures, anti-hazing training, and sexual assault training/resources. Alumni advisers are required to utilize these resources, be familiar with them during their tenure, and assist students when problems arise based on this information. Furthermore, Student Involvement will offer supplemental webinars throughout the year and an annual in-person training on Bid Day.

Non-Trinity Employees

All alumni who are NOT Trinity University employees are required to complete the following steps prior to serving in an official capacity as a fraternity/sorority alumni adviser.

2. Annually: Complete Clery Act compliance steps (view video, complete relevant paperwork). Instructions are sent via email by TUPD each spring.
3. **Annually**: Complete Trinity University Risk Management “Title IX and Campus SaVE for Employees” virtual training (approximately 60 minutes in length; videos include brief quizzes that require completion). Instructions and access are provided via email by the Title IX Coordinator.

4. **Once every two years**: In compliance with Texas Education Code 51.9361 and House Bill 2639/Senate Bill 1138, complete virtual Student Organization Risk Management Training consisting of several short videos and a quiz. Instructions are shared via email by Student Involvement.

**Alumni Adviser Duties and Responsibilities**

The adviser will:

- Attend a fraternity/sorority organization meeting once per semester (in person or video conference).
- Meet with a Student Involvement staff member, as desired or necessary (in person or video conference).
- Approve of and sign off on the Orientation calendar before it is submitted to Student Involvement.
- If local/able, attend one recruitment and one orientation event.
- Communicate regularly with the alumni network within the organization.
- Be knowledgeable about the constitution, mission, and values of the organization.
- Be aware of internal and external judicial sessions and conduct issues occurring within the organization or through Greek Council and attend judicial hearings, if necessary.
- Correspond with student leaders each semester, specifically: president and alumni chair.
- Provide advice and support for the executive board and general organization, as needed.
- Serve as a Campus Security Authority by reporting criminal offenses (please visit the Clery Center website for additional information and see “Clery Reporting Requirements & Campus Security Authority” on page six).
- Understand Title IX requirements, including requirements for reporting sexual assault at Trinity University (please see “Title IX Reporting Requirements” on page seven for further details).
- Be knowledgeable of and comply with the policies and procedures pertinent to student organizations by reading and following the Student Organization Handbook.
- Be familiar and comply with applicable federal, state, and local laws and ordinances, as well as Trinity policies and procedures. Review pertinent policies with the organization on a regular basis.
- Sign an acknowledgement form, via the “Fraternity & Sorority Alumni Adviser List for University Liability Coverage,” to be submitted once per academic year acknowledging receipt of the aforementioned policies and procedures.
The adviser **should**:

- Attend multiple orientation and recruitment events as your schedule allows.
- Offer to host a dinner for active members at your home *(in compliance with Trinity University alcohol policies)*.
- Make an effort to meet the new members during orientation or in their first semester.
- Attend Bid Day, if possible.
- Ensure history, objectives, and philosophy are continued and be responsible for ensuring the integrity of the events.
- Provide/facilitate leadership training with assistance from Student Involvement or from other alumni members.

**University Responsibilities to the Adviser**

The University **will**:

- Provide liability insurance coverage to alumni advisers as volunteers of Trinity University (details below).
- Provide an adviser manual, trainings, and other resources.
- Provide staff support.
- Provide resources from Alumni Relations.

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**Clery Reporting Requirements & Campus Security Authority**

According to federal law, specifically the Clery Act, the Trinity University Police Department is required to report "statistics concerning the occurrence of certain criminal offenses reported to
the local police agency or any official of the institution who has significant responsibility for student and campus activities." As alumni and faculty advisers, you have significant contact with students and, therefore, are subject to Clery reporting requirements.

The criminal offenses that Trinity is required to report are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations and/or illegal weapons possession.

Trinity is also required to report statistics for hate (bias) related crimes for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, vandalism, intimidation, simple assault, liquor law violations, drug violations and/or illegal weapons possession. Offenses that occur on campus, in residence facilities, in off-campus property and on public property are required to be reported.

Once annually, Trinity University will reach out to all advisers on record to complete the federally-mandated reporting form.

In addition, on an ongoing and immediate basis you must report any crimes listed above of which you are aware that occurred during the current calendar year. If you are reporting, please call 210-999-7070 and ask to speak with the University Policy Administrative Assistant. Please be prepared to provide the date or timeframe the information was reported to you, as well as the location, individuals involved and any other information you have about the crime.

If a serious crime that may cause an ongoing threat to the Trinity University community is reported to anyone who is defined as a Campus Security Authority, this information must be immediately reported. The institution has a responsibility to notify the campus community about any crimes that pose an ongoing threat to the community, and as such, Campus Security Authorities are obligated by law to report crimes immediately to the Trinity University Police Department. If there is any question about whether an ongoing threat exists, immediately contact TUPD at 210-999-7070.
Title IX Reporting Requirements

Title IX promotes equal opportunity by providing that no person may be subjected to discrimination on the basis of sex under any educational program or activity receiving federal financial assistance. A school must respond promptly and effectively to discrimination based upon sex, including sexual harassment and sexual violence.

It is important for students to feel comfortable reaching out to campus personnel for support, guidance, and advice. Under Title IX, when “responsible employees” know or should know about possible sexual harassment or sexual violence they must report it to the Title IX coordinator or other school designee. Even though Alumni Advisers who are not employed by the university are not “responsible employees”, they still possess certain reporting requirements. Reporting need only include general information of the incident, and the adviser need not share personally identifiable information about the report unless: 1) The reporting person gives permission, or 2) In the rare event that the incident reveals a need to protect the student or other members of the community.

If an Alumni Adviser has any concern that he or she may be aware of a Title IX violation, the Alumni Adviser should immediately report that information to Trinity University’s Title IX Coordinator (see web page for current contact information). For a comprehensive review of Title IX, sexual misconduct, and reporting requirements, please consult Trinity University’s brochure of official policies and procedures.

Off-Campus Party Guidelines

Trinity University acknowledges that students will drink alcohol, cares deeply about student health and safety, and enforces policies as proscribed by law.

Because students in privately owned or rented off-campus residences sometimes host formal or informal private or public gatherings, Trinity University offers guidance for students to act as responsible hosts, peers, and neighbors.

In the spring of 2016, a student panel comprised of Greek Council representatives, fraternity and sorority presidents, and Student Athlete Advisory Council representatives met to reimagine the off-campus party policies. The panel identified nine recommendations that, when followed by organizations, will likely lead to a significant reduction in student over-consumption of alcohol, drinking and driving, unwelcome and violent behavior, and disturbance affecting neighbors and the community. The recommendations below represent suggested practices that help foster student safety, well-being and responsibility at off-campus events involving
alcohol. The full text of Trinity’s Safer Parties Initiative (SPIn), including suggestions for how to implement the student recommendations, can be found by visiting the Safer Parties webpage.

University Expectations of Students

1. Students are responsible for their own consumption of alcohol. Policies on public intoxication will be enforced on campus even if the alcohol was consumed off campus.
2. Individuals are expected and encouraged to seek assistance for students in danger of over-consumption. All students who seek such assistance will receive amnesty through the Trinity University responsible friend policy and will not face campus judicial action.
3. Trinity University maintains the right to consider action, in accordance with published student conduct procedures and policies, against individual students in the following circumstances, when those students, in the judgment of the Dean of Students:

   - Have created unsafe situations for others and/or not sought assistance for others from helping professionals.
   - Have shown a pattern of creating unsafe situations and have not taken steps to remedy their behavior.
   - Have created disturbances in the community.
   - Fail to cooperate with the reasonable request of law enforcement officials off-campus.

4. When deemed appropriate, Trinity University will send notice to all students identifying any off-campus location that, in Trinity’s judgment, fails to meet expectations related to student safety.

Recruitment Processes & Guidelines

What is Recruitment?

Recruitment events take place throughout the fall semester, between the middle of September through the middle of November. Sororities and fraternities typically host three formal events in the fall. Many times, these official events take the form of dinners, alumni meet & greets, attendance at campus events, and other group outings. In addition to the formal recruitment events, there are a number of informal events that take place throughout the fall semester.

Trinity follows a deferred recruitment and orientation period. This deferred recruitment and orientation timeline allows students to acclimate themselves to Trinity’s rigorous academic environment before taking on the responsibilities of membership.

More information about recruitment, as well as the most updated recruitment calendar, can be found here. Information regarding the most updated recruitment rules can be found here.
Recruitment Process & Timeline

**FALL**

1. Attend Greek 101 & Recruitment Kick-Off

2. Sign up for the Master Recruitment List

3. Attend formal & informal org. events

4. RSVP for 3rd round events

5. Attend 3rd round events

**SPRING**

6. Pref. + rank final choices

7. Attend Greek 201

8. BID DAY!!
**Orientation Policies**

Orientation is the period of time between accepting a bid to join a fraternity or sorority and being initiated into the organization. Members are officially recognized by Student Involvement on Bid Day as being part of the organization.

There is an approximate three-week maximum on all orientation programs and a nine-hour hands-off period each Sunday-Thursday. A successful Orientation program should include education about the history and values of the organization, foster academic achievement, include educational and developmental workshops, provide opportunities to socialize with other students in the group, and promote positive experiences that are free from hazing.

Trinity University does not tolerate hazing or violation of any University or Greek Council policies (See “Texas Hazing Laws” above). Any chapter suspected of hazing will be investigated and may face judicial action by the Student Conduct Panel.

**Requirements for Accepting a Bid**

- Must have completed one semester as a full-time student at Trinity University (having successfully completed at least 12 hours) or be a transfer student with at least a sophomore standing
- Must be a full-time undergraduate student
- Must be enrolled in at least 12 hours at Trinity University
- Must have at least a 2.3 cumulative grade point average (per the Athletics Department, student-athletes must have a 2.6 cumulative grade point average)

**Nine Hours Hands-Off Policy**

Trinity University recognizes a mandatory “Nine Hours Hands-Off” policy for organizations during Orientation. The specifics of this policy are as follows:

- New members will have nine hours each Sunday, Monday, Tuesday, Wednesday, and Thursday night during Orientation when they cannot be involved in Orientation activities, even if they volunteer for the activities.
  - Orientation activities are defined as activities listed on the Orientation calendar and include, but is not limited to, meetings, activities, sleep-overs or lock-ins, and meals.
- “Hands-Off” begins at midnight and ends at 9:00 a.m. the following morning. These hours are not flexible; in other words, you cannot end at 11:00 p.m. in order to start at 8:00 a.m. the following morning.
Texas Hazing Laws

Trinity University is concerned about the emotional, psychological, and physical health and well-being of its students. Any form of hazing is unacceptable and is in direct conflict with institutional values related to the rights and dignity of students, all of whom have the right to belong to groups without risk of danger or humiliation. Consent to hazing is never a defense to a violation of this policy.

Learn more about the TU’s Policy on Hazing, as well as Texas hazing laws here.

A report that identifies findings of responsibility of hazing allegations in the past three years is accessible here.

Part of the Alumni Adviser’s role is to help enforce Trinity’s prohibition against hazing. Any Alumni Adviser who is concerned hazing may have occurred should immediately report this concern to the Dean of Students Office (210-999-8843) or Student Involvement (210-999-7500).

Trinity Insurance Liability Coverage

Trinity University maintains commercial general liability insurance that includes coverage for bodily injury liability including athletic coverage, property damage liability, personal and advertising liability, product liability, operations, contractual liability (for oral or written contracts), host liquor liability, corporal punishment liability, fire legal liability, employee benefit administration liability, incidental medical malpractice, and watercraft liability.

The University also purchases Educator’s Legal Liability insurance that includes volunteers acting within the course and scope of their duties. Thus, this insurance provides coverage for Alumni Advisers as insureds under this policy if the Alumni Adviser: 1) is properly identified as an Alumni Adviser in the University’s records and 2) is acting within the course and scope of the alumni adviser duties and role.

Only Alumni Advisers who complete the appropriate online form immediately upon assuming any duties of an adviser will be considered as having satisfied Part 1) of these requirements.

Alumni advisers must comply with all applicable laws and Trinity policies and procedures.
Frequently Asked Questions

1. As a volunteer (alumni adviser) how am I covered under the policy?

Volunteer alumni advisers are insured in the same manner as an employee, that is, the general liability insurance policy will defend and protect the volunteer for any bodily injury claims against the volunteer while acting within the scope of the volunteer position’s duties for Trinity. Actions outside of the volunteer position are not insured by the Trinity policy.

2. What happens if an undergraduate member of the organization is injured while participating in an approved event at which alumni advisers are present and the parents file a civil lawsuit?

This scenario appears to describe a situation where the volunteer is acting within the scope of the volunteer position’s duties for Trinity. Therefore, this would be an insured claim and defense would be provided against the civil suit; if the volunteer is found to be negligent, settlement payments would be made on the volunteer’s behalf.

3. What happens if an undergraduate member of the organization is injured in event at which alumni advisers are not present and that has not been approved or sanctioned by the University and may violate University policy (and possibly state law) and the parents file a civil lawsuit?

This scenario appears to describe a situation where the volunteer is being brought into the civil action due to the volunteer’s position. As long as the allegations against the volunteer are related to the volunteer’s duties for Trinity this would be an insured claim and would provide defense against the civil suit; if the volunteer is found to be negligent, settlement payments would be made on the volunteer’s behalf.

4. If I act within the scope of the volunteer role and one of the two above scenarios occur, will I be required to hire my own counsel or will the University and/or its insurer indemnify and defend me in the lawsuit?

The Trinity University general liability policy will provide a defense/counsel for all of its insureds. This is a common defense with Trinity University as the primary defendant. If an individual insured feels that it is in his/her best interest not to participate in the common defense, that individual is welcome to seek their own representation. The cost of that defense and any settlements due from that individual are not insured under the Trinity University insurance program.
Judicial Committee & Procedures

Internal Judicial Boards:
Student Involvement recommends that each fraternity and sorority have an internal judicial board. The purpose of the internal judicial board is to hold members accountable through a review and hearing process for each organization. The judicial board will have purview over situations including, but not limited to: when members do not meet minimum membership standards (as defined by the organization), do not complete officer responsibilities for which they were elected, fail to represent the organization in an appropriate manner, or violate a Greek Council, student organization, or campus policy. Determinations and decisions made by internal judicial boards do not prevent or preclude a Greek Council, Student Involvement, or University judicial process.

Greek Council Judicial Committee:
In the event that a complaint is received by Greek Council and/or Student Involvement, the Greek Council Judicial and Risk Management Chair, in conjunction with Student Involvement, will decide if the complaint warrants a formal hearing, or can be dealt with informally. If a formal hearing is decided upon, an information-gathering process will begin. If the information-gathering stage yields evidence of a potential violation, the hearing process will be invoked.

Potential Sanctions:
In the event of a finding of “responsibility” for a policy violation, sanctions may be rendered. Sanctioning is within the discretion of the Judicial Committee or Student Involvement representatives and/or Student Conduct Panel members as appropriate. Sanctions should primarily serve an educational, rather than punitive, purpose whenever possible.
**FSL Standards of Excellence Program**

Every recognized fraternity and sorority endeavors to create meaningful value for the Trinity community as a whole, and the “Standards” initiative reflects the specific activities that help contribute to this ultimate objective.

The Trinity University fraternity and sorority community live out these purposeful values through the adoption of “The Four Pillars.” The Four Pillars represent our community’s contributions through four crucial aspects of student life on campus: 1.) Scholarship, 2.) Service, 3.) Leadership, and 4.) Camaraderie.

The Standards Framework provides a roadmap for fraternities and sororities to objectively measure their standing in relation to each of the Greek community’s four pillars. The standards scoresheet should be used by organizational leadership to identify both areas of strength and areas of difficulty for that organization. Standards are structured primarily to reward organizations for what they do well, not punish them for areas that need improvement. Points are earned, not subtracted. This is an opportunity for organizations to prove that their letters truly stand for something great. Top groups are rewarded for their efforts. Standards are not meant to be punitive, but rather standards represent activities that are inherently enjoyable, engaging, and value-driven.

**Significance of Points Earned**

The maximum number of points that can be earned each semester is 500. At the end of each semester, the one fraternity and one sorority that have earned the most points overall are deemed the champions of that semester and both organizations will be presented with Greek Council’s “Champion’s Award.” Semester recipients receive a prize package as recognition for their hard work and dedication to the Trinity community.

Each organization and the FSL community as a whole expect a certain level excellence and commitment from University-recognized fraternities and sororities. While groups should without exception strive to earn the maximum 500 points available, organizations have the responsibility to reach 250 points at a minimum each semester in order to demonstrate their commitment to the Greek community. Any score under 250 indicates that a respective organization is not providing value to the extent it is capable. Student Involvement will work closely with organization leadership throughout the semester in an attempt to ensure the 250-point threshold is achieved. If an organization is not on track to meet this threshold, all parties will develop an action plan to take steps towards identifying and meeting goals by the end of the semester. In the case an organization fails to meet the 250-point threshold, steps will be taken to help the organization make improvements in subsequent semesters.

You can find the most updated Standards Framework [here](#).