



Alabama Agricultural and Mechanical University

Registered Student Organization Handbook

Office of Student Leadership and Engagement

Revised Summer 2025

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Registered Student Organization Overview

Registered Student organizations contribute greatly towards the educational, social and cultural enrichment of the University. They serve to enhance the University's growth and establish rapport vital to morale and communication among faculty, staff and students. All registered student organizations must be registered through the Office of Student Leadership and Engagement.

Additionally, student organizations must develop policies and procedures that align with the rules, regulations and policies set forth by the University.

Each student is challenged to participate and become involved in student organizations. Only currently and officially registered students in good standing shall be eligible to join any club or organization.

To maintain membership in an organization, students must maintain an overall 2.0 GPA and be in good academic and judicial standing. ONLY full time, officially registered students shall be eligible to serve as appointed or elected officers in registered/certified student organizations. It is the responsibility of the advisor to the organization to ensure compliance with this requirement.

Additional requirements for joining an organization may be obtained from the Office of Student Leadership and Engagement or the respective organization.

How to Start a New Registered Student Organization

For the University to grant recognition as a registered student organization, the purpose of the organization must be in alignment with the mission of the University and established regulations and public laws. The organizations shall submit an organization registration to become an organization to the Office of Student Leadership and Engagement through the provided online platform. The request must include the following:

1. A minimum of ten (10) Alabama A&M University students that are in good academic standing. Recognized organization membership is limited to currently enrolled Alabama A&M University students.
2. A description of the organization and its mission/purpose.
3. A copy of the proposed constitution and bylaws. The constitution must include a non-discriminatory clause/statement.
4. A list of the proposed officers and members. This list must contain the names of at least ten (10) individuals. The officers must have a cumulative grade point average (GPA) of 2.50. Each member on the list must have an individual GPA of 2.0.
5. A minimum of two (2) advisors. The primary advisor must be a faculty and /or staff member of Alabama A & M University. The secondary advisor may be a current graduate student or advisor may be a member of the affiliated graduate chapter or community organization.
Please note: A graduate student cannot serve as the primary advisor. Please see the advisor information section for more details.
6. Each advisor must complete an advisor agreement form online.

How to Renew a Student Organization

Each student organization must register online during the Summer/Fall semester of each year, or when new officers and members are selected, with the Office of Student Leadership and Engagement and receive approval for operation. Every organization may renew their registration beginning in April/May. Communication will be sent regarding exact dates for registration.

Requirements for Organizations

Organizations must maintain and update membership information in the online platform. Organizations will make updates to their rosters, as needed. Only members listed on the roster may receive full benefits of student organization services, including access to space reservation privileges, access to the student organization's online platform page, and other privileges afforded student organization members.

Any Registered Student Organization advisors and sport club coaches must also be listed on the roster in order to be considered advisors "of record" to gain advice or assistance from the Office of Student Leadership and Engagement.

- a) Each Registered Student Organization must have at least one (1) executive board officer (President or Vice President) and/or one (1) general member present at all Registered Student Organization meetings.
- b) Each Registered Student Organization must host at least one meeting or event per semester.

Collaborations are encouraged

- c) Each event held by a Registered Student Organization **MUST** start and end as scheduled.
- d) Each Registered Student Organization are encouraged to host one (1) organization awareness meeting to share information about their organization and/or participate in the RSO Fair for the academic year. Please note that awareness meetings do not grant organizations to host membership intake process unless they are approved Greek Letter organizations. Access to join organizations must align with approved constitution & bylaws.
- e) Each Registered Student Organization must participate in the Day of Service Project hosted by the Office of Student Leadership and Engagement.
- f) Each Registered Student Organization is encouraged to have a Queen representative who must participate in all events set forth for RSO Queens by Mister & Miss AAMU. An RSO Queen fee is associated with this role that should be sponsored by the organization. Guidelines for RSO Queens are located on Page 7.

- g) Each Registered Student Organization must maintain decent and acceptable standards of behavior.
- h) All Registered Student Organizations are to fulfill **ANY** and **ALL** requirements set forth by the Office of Student Leadership and Engagement.
- i) All events must be approved by The Office of Student Leadership and Engagement.

The Office of Student Leadership and Engagement will host an orientation session in conjunction with RSO Meetings to provide members of student organizations an overview of student organization expectations, available resources, pertinent dates and events, and the opportunity to ask desired questions. We ask that at least 2 members are in attendance.

Registered Student Organization Queen

The role of the Registered Student Organization (RSO) queens is to serve as a representative of the organization at RSO-sponsored events, and specified university-wide events, and appearances. RSO queens should uphold and promote the mission and values of the organization in which they represent. RSO queens shall support and participate in activities and initiatives hosted by Mister & Miss Alabama A&M University & the Royal Court. They may partner with other RSO queens for initiatives.

The purpose of these guidelines is to establish clear guidelines and expectations for Registered Student Organization (RSO) queens, ensuring they represent their organizations and the university with excellence, integrity, and unity. These guidelines apply to all individuals selected as RSO queens.

1) Eligibility and Selection Process

- a) Eligibility Criteria:
- b) Must be an active, registered member of the respective RSO
 - i) Exceptions regarding membership granted for queens representing fraternities or other male organizations.
- c) Maintain a minimum GPA as determined by the organization or university (recommended: 2.5 or higher).
- d) Must be a full-time student throughout the duration of their tenure.

2) Selection Deadline:

- a) All RSO queens must be selected by the date provided by the Office of Student Leadership and Engagement.

3) Mandatory Submission:

- a) RSOs must submit the name of their selected queen and other required information via the form provided by the Office of Student Leadership and Engagement.

4) Mandatory Events

- a) All RSO queens are required to attend and participate in the following events:
 - i) **Coronation:** The official, formal event to crown Mister & Miss Alabama A&M University.
 - ii) **Holiday Service Project:** A university-wide service initiative.
 - iii) **Tree Lighting Ceremony:** A signature event celebrating the holiday season.
 - iv) **Homecoming Football Game:** Representation in university spirit and pride.

- v) **Wreath-Laying Ceremony:** A formal event honoring tradition and legacy during Homecoming Week.

Failure to attend mandatory events without prior approval from the Office of Student Leadership and Engagement may result in removal from the position.

5) Fees and Coverage

- a) The RSO Queen Fee is \$250.00 and includes the following items:
 - i) Gown
 - ii) Tiara
 - iii) Sash
 - iv) Jewelry
 - v) Crown pin
 - vi) Coronation Fee

6) Payment Details

- a) All payments must be made via money order. University departments are permitted to transfer funds from Foundation accounts. For banking information and assistance with transfers, please contact the Office of Student Leadership and Engagement.

7) Expectations and Guidelines

- a) **Coronation/Crowning's:** RSO queens are **not** allowed to host or organize their own crowning ceremony. The official Coronation is reserved solely for Mister & Miss Alabama A&M University. RSO queens are required to participate and will be recognized in the Mister & Miss AAMU Coronation.
- b) **Representation:** Queens must represent their RSOs and Alabama A&M University with professionalism and dignity at all times.
- c) **Code of Conduct:** All queens are required to adhere to the university's code of conduct, including social media guidelines.
- d) **Collaboration:** RSO queens are expected to work together and foster unity among student organizations.

8) Accountability and Removal

- a) Failure to comply with these guidelines, attend mandatory events, or meet expectations may result in removal from the position.
- b) Decisions regarding non-compliance will be reviewed by the Office of Student Leadership and Engagement.

Privileges of Registered Student Organizations

Registered Student Organizations have the following privileges:

1. Permission to participate in University events (i.e. Homecoming, Spring Week, and etc.) as invited.
2. Permission to use Alabama A&M University facilities for events and meetings as established by university policy and as approved through the event registration process through the Office of Student Leadership and Engagement.
3. Permission to hold events, meetings and other activities on campus as approved. ALL events must be approved by OSLE. Events must be submitted for approval at least 14 business days in advance.
4. Permission to distribute literature, flyers, posters, banners, and organizational material according to the university policy with an approved stamp from the Office of Student Leadership and Engagement. (**HAND BILLS ARE NOT ALLOWED!**)
5. Eligibility to receive assistance and advisement from the Office of Student Leadership and Engagement & Student Government Association.
6. Eligibility to receive awards and honors presented to university organizations and members.
7. Eligibility to be listed in student yearbook and Student Publications newsletter.
8. Eligibility for faculty and staff advisors to receive training and consultation from the Office of Student Leadership and Engagement.
9. Eligibility to solicit funds on campus through programs and fundraisers. These activities need appropriate approval through the event registration form.
10. Eligibility to host large campus programs with more than fifty (50) people, with appropriate security and campus authorization in place.

Organization Categories

Upon completion of the registration process and approval by the Office of Student Leadership and Engagement, all student organizations will be classified in one of the following categories:

Categories

Depending on the scope and mission of the organization, the Office of Student Leadership and Engagement will assign a classification to the group for the purposes of communication, promotion, and funding.

- **Academic and Professional-** Organizations focus on academic disciplines or are related to a specific professional field. This category also includes organizations focused on leadership.
- **Cultural-** Organizations educate the campus community about non-dominant cultures or identity-based population in order to enhance student's worldviews. They also provide the students with an avenue to explore and celebrate their own cultural heritage and provide programs and services designed to promote belonging and inclusion at the University.
- **Faith Based-** Organizations serve to enhance a student's spiritual life while providing fellowship and outreach.
- **Honor Society-** Organizations have admission standards or special requirements such as grade point average, field of study, leadership, or other areas of achievement. They serve to recognize students who have achieved in these areas.
- ***Performing Arts/ Media** - Organizations provide opportunities for involvement and exposure to the performing arts. Entertainment organizations provide campus with a variety of student sponsored entertainment events and programs.
- **Greek Letter Organizations-** Organizations provide life-long opportunities for leadership, service, academic achievement, and social involvement through the association with national/campus organizations. (See Greek Life on page 22)
 - **National Pan-Hellenic Council:** The National Pan-Hellenic Council, Incorporated is composed of nine (9) International Greek Letter sororities and fraternities. The National Pan-Hellenic Council promotes interaction through forums, meetings, and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions. The NPHC was designed to unify the member organizations and work together to resolve any issue concerning the groups on campus.

- **Professional Fraternities:** The Professional Fraternity Council, is currently composed of two (2) Greek Letter fraternities. The Professional Fraternity Council (PFC) serves as the governing body for all professional fraternities recognized by Alabama A&M University. PFC promotes academic excellence, professional development, ethical leadership, and collaboration among its member organizations.
- **Council Independent Organization:** The Council of Independent Organization, is currently composed of two (4) Greek Letter fraternities and sororities. The Council of Independent Organization (CIO) serves as the collective governing body for all registered student organizations at Alabama A&M University that do not fall under Greek-Letter, professional, or honor society councils. CIO fosters collaboration, communication, leadership development, engagement among its diverse member organizations.
- **Service & Advocacy-** Organizations are centered on promoting positive student engagement and social change through community service and educational programming. These organizations hope to raise awareness on social issues.
- **Special Interest-** Organizations serve to enhance student life through the co-curricular involvement of special interests and hobbies. This category includes clubs for special population groups such as students from the same state, etc.
- **Intramurals/ Recreational Sport** - Organizations provide opportunities for competition, personal fitness, recreational activities and non-competitive.

**Auditions or tryouts may be held by Performing Arts groups which require members to have certain skills or performing abilities. These auditions or tryouts should not be intended as pledge activities. Other organizations wishing to hold auditions or try-outs must receive written permission from the department involved and OSLE. At no time shall auditions or tryouts be conducted in a manner which causes injury or bodily harm to a student. Pledging of any kind is prohibited. Any organization found guilty of pledging, hazing, or any similar activity will face disciplinary sanctions.*

Requirements for Members and Officers

1. Officers in Registered Student Organizations must maintain a cumulative grade point average (GPA) of 2.50 and must be currently enrolled at Alabama A&M University.
2. Members in Registered Student Organization must maintain a cumulative grade point average (GPA) of 2.0 and must be currently enrolled at Alabama A&M University.
3. If an officer and/or member is not currently enrolled for the fall or spring semester, he or she cannot participate in the Registered Student Organization during that term.
4. Any changes in regards to officers or members must be reported to the Office of Student Leadership and Engagement **IMMEDIATELY**.

Advisor Information

Student involvement in Registered Student Organizations provides an opportunity for students to develop leadership and organizational development skills. This involvement also complements their educational objectives with important out-of-class activities by exercising basic freedoms and learning about human behavior. In support of these objectives, it is important that persons with experience in organizations be available to assist students in their organizational endeavors. While the range of activities of student organizations is diverse, the assistance that advisors can provide organizations by being responsible to student's questions or procedural matters, university policies, financial matters, and so on, can help advance the basic reasons for recognizing Registered Student Organizations at Alabama A&M University.

It is understood that some advisor information will be treated as public information and distributed to the University community when necessary. Advisor name, campus phone number, and email address information will be provided in the Registered Student Organization information published by the Office of Student Leadership and Engagement.

The following are guiding principles for faculty/staff advisors:

Each Registered Student Organization must have at least one on-campus advisor who is employed at Alabama A&M University. The advisors must ensure that the Registered Student Organization's purposes are consistent with the aims of the University and the national organization.

1. NPHC organizations must have a minimum of 3 advisors.
2. Professional Fraternities and Independent Organizations must have a minimum of 2 advisors. All other organization categories must have a minimum of 2 advisors.
3. Organizations are allowed to have graduate student advisors(except NPHC). However, graduate students may NOT serve as the primary advisor for the organization.

4. Each advisor must submit the Advisor Verification Form online as part of the Organization Registration process.
5. An advisor is **REQUIRED** to be present at their Registered Student Organization's events, promotions, meetings, and practices.
6. Advisors should ensure that the Registered Student Organization adheres to University rules and regulations. In cases where the organization is affiliated with a national group, the advisor must ensure that all applicable rules and regulations are followed.
7. All off-campus bank accounts must have two signatures on their checks. We recommend Council Credit Union or Redstone Federal. It is highly encouraged that the advisor audits off-campus accounts on a regular basis and before new executive boards begin their duties. Advisors should also audit Cash App accounts or PayPal.
8. Alabama A&M University recognizes that the definition of the role of advisor to a Registered Student Organization is that of consultant or resource person. Therefore, with the assumption and completion of the duties and obligations outlined herein, he/she should not be accountable for the conduct of the organization's members and their activities unless they actively participate in activities or conduct that is not in line with university policy. The advisor should not function as a member of the organization and should hold the members accountable to uphold their constitution/bylaws as well as the policies and procedures of the University. Advisors shall be removed if they violate University Policy.
9. Because scholastic success is important to the University's mission, the advisor may wish to work closely with the students concerning their academic progress. We request the primary advisor to track member GPAs each semester & Submit to OSLE.
10. Organizations such as sport clubs, fraternities, and sororities have special needs and considerations. Advisors should become familiar with these additional policies & guidelines.

Registered Student Organization Activities and Meetings

- All Registered Student Organizations are **REQUIRED** to attend the monthly Registered Student Organization Meetings.
- One (1) executive member and/ or one (1) member of the Organization must be present at the meetings.
- One person cannot represent more than one (1) Registered Student Organization.
- If an Organization misses more than three (3) Registered Student Organization meetings, the organization will not be able to host events for the following semester.

The Event Registration form is to be completed and approved for each event by the following in this order:

- RSO Member who submitted the form
- Advisor of Registered Student Organization
- Building Manager
- Department of Public Safety
- Office of Student Leadership and Engagement

IN ORDER FOR YOUR FORM TO BE PROCESSED, YOU MUST HAVE THE NECESSARY APPROVAL.

- All advisors and organization presidents should keep record of their event space approvals.
- The Event Registration form **MUST** be completed and turned in fourteen (14) business days prior to the event for approval. Submission does not guarantee approval as event spaces are limited. Events should not take place until final approval from OSLE via the online platform.
- The approval of events is dependent upon availability of the buildings and approval from the building managers. As well as the nature of the event.
- If a Registered Student Organization wants to cancel their event/meeting, they should cancel the event in the platform as well as contact the Building Manager and the Department of Public Safety at least 48 hours prior to the event/meeting.
- There is a security fee assessed for large-scale events hosted by RSOs (i.e. parties, talent shows, pageants, etc.). The fee is assessed per hour and based on the number of attendees as recommended by the Department of Public Safety.
- Any physical flyers must be stamped before posting on campus. In order to receive a stamp, it must include a section that is bright enough to see the Office of Student Leadership Engagement's approval stamp.

- Bring only one (1) flyer to be stamped. Flyers may only be posted on the Student Activities bulletin boards in buildings across campus or in appropriate areas within the on-campus residence halls.
- Aramark is the exclusive vendor for food at Alabama A&M University. Food served at events should be provided by Aramark, should be store-bought pre-packaged snacks, or can be donated by local organizations. RSOs are not permitted to serve home-cooked meals.
- All food served in the Knight Ballroom must be acquired through Aramark.
- RSOs are asked to submit a total of 100 community service hours per academic year to OSLE. Activities and hours should be submitted through the online student organization platform for approval. RSOs are encouraged to host their own events, participate in campus sponsored service activities, and/or engage in community activities.
- RSOs are not permitted to host events and activities during designated Blackout Timeframes as outlined by OSLE Each semester.

University Policies and Procedures

Financial Responsibility

Registered Student Organizations are responsible for funding their organization and its activities. This can be done through the collection of organization dues as established in the organization's constitution and bylaws. RSOs may also host approved fundraisers.

Probation

Alabama A&M University recognizes that students bring their own traditions, customs and practices, many of which coincide with those of the University. Such traditions are welcomed and encouraged. The University prohibits and will not tolerate traditions, customs and practices that involve hazing of any kind, that interfere with the academic and personal development of students, that are antisocial, or that compromise students' morals and values.

Hazing

Alabama A&M University is an institution of advanced academic study. The Student Code states under Student Activities & Organizations:

Section 1. No person shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offended.

Section2. "Hazing" is defined as follows:

- A. Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any students in connection with, initiation into, or affiliation with any organization; or
- B. Any willful act on or off any school, college, university or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or do seriously offer, threaten, or attempt to do physical violence to any student of any educational institution or any assault upon any such students made for the purpose of committing any such acts, or producing any of the results, to such student as defined in this section;
- C. The term "Hazing" as defined in this section does not include customary athletic events or similar contests or competitions.

Section 3. No person shall knowingly permit, encourage, aid or assist any person committing the offense of hazing, or willfully acquiesce in the commission of such an offense, or fail to report

promptly his knowledge or any reasonable information within his knowledge of the presence or practice of hazing in this state to the chief executive officer of the appropriate school, college, university, or other educational institution in this state. Any act or omission or commission shall be deemed "hazing" under the provisions of this section.

All organizations will ensure that prospective students are not subjected to hazing, cruel horseplay, harassment or punishment by imposition of excessive heavy or disagreeable tasks, beating, scolding, frightening activities or annoyance by playing abusive or humiliating tricks. Hazing is defined as a Class C misdemeanor.

ALL ACTIVE MEMBERS OF REGISTERED GREEK LETTER ORGANIZATIONS MUST ATTEND THE MANDATORY HAZING PREVENTION SESSIONS SPONSORED BY THE OFFICE OF STUDENT LEADERSHIP & ENGAGEMENT.

ONLY Greek Letter Organization are permitted to participate in membership intake. Outside of performance tryouts and honor society required application process, organizations should not have a "process" to join.

Publicity of Events

The following policies govern how events can be publicized on campus.

Posting Information on Campus

- All posters, flyers, and advertisements must be approved and stamped by the Office of Student Leadership and Engagement. (All posters, flyers and advertisements that are not stamped will be taken down.)
- Signs that advertise events at club establishments MAY NOT be posted anywhere on campus. If a Registered Student Organization is found guilty of posting these flyers, the Organization will be sanctioned accordingly.
- Signs may not be posted to painted surfaces. (They will be taken down)
- Signs may not be placed on glass ANYWHERE on campus. (They will be taken down)
- NO HAND BILLS are not allowed on campus.
- Organizations are encouraged to demonstrate good judgment and avoid offensive or lewd comments or pictures on publicity materials. Any materials found objectionable may be rejected for posting by approving departments. Sign posted without approval and those where forges approval is detected will be removed and the Registered Student Organization responsible for posting the signs will be restricted from further posting privileges on campus.
 - Signs will be monitored on a weekly basis. All signs without approval, posted and painted areas and windows, or left posted after the vent date **WILL BE REMOVED.**

University Services Available to Registered Student Organizations

Office of Student Leadership and Engagement

The University takes its commitment to student learning and development seriously. Recognizing that students learn in both the classroom and out- of- the-classroom environments, the Office of Student Leadership and Engagement seeks to provide opportunities that help to integrate curricular and extracurricular experiences. One such way is through student organization's ability to engage in educationally purposeful activities and events and through meaningful faculty/staff involvement.

Student Government Association

The Student Government Association, which is the governing body for students, is open to all students upon enrollment to Alabama A&M University. The Student Government Association presides over all Registered Student Organizations in matters related to the general welfare of the student body. As the representative for all students, the Student Government Association is encouraged to make reports and recommendations to the Office of Student Leadership and Engagement and the Vice President of Student Affairs on matters regarding student life at Alabama A&M University.

Social and Service Greek Letter Organizations

The AAMU National Pan-Hellenic Council is comprised of nine (9) historically African-American fraternities and sororities. Its purpose is to serve as the coordinating agent of the constituent members in the furtherance of their national programs. Additionally, they promote unity on college and university campuses and within the communities where graduate and/or alumni chapters are located.

There are also additional Greek-letter organizations that operate outside of the National Pan- Hellenic Council. These Greek-letter organizations are comprised of service, professional and academic organizations, as well as honor societies. The organizations will be governed and regulated by their national policies and the established policies of Alabama A&M University.

The Role of Greek Letter Organizations

The role of Greek Letter organizations on the campus of Alabama A&M University shall enhance the academic, cultural, and social climate of the University through formalized campus and community activities. To fulfill this role, Greek letter organizations shall:

- 1) Promote academic excellence through the sponsorship of activities such as tutorial services and academic competition.
- 2) Promote African American and other cultures by emphasizing the histories and achievements of the respective organizations.
- 3) Serve as role models and sponsor activities that promote appropriate behavior, conduct, dress, as well as sound moral and ethical values.
- 4) Promote unity between all Greek lettered organizations (social & service) through collaborative activities.
- 5) Work to accomplish established institutional goals for the Greek community.

National Pan-Hellenic Council

The National Pan-Hellenic Council, Incorporated is composed of nine (9) International Greek Letter sororities and fraternities:

- Alpha Phi Alpha Fraternity, Inc.
- Alpha Kappa Alpha Sorority, Inc.
- Kappa Alpha Psi Fraternity, Inc.
- Omega Psi Phi Fraternity, Inc.,
- Delta Sigma Theta Sorority, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Zeta Phi Beta Sorority, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Iota Phi Theta Fraternity, Inc.

The National Pan-Hellenic Council promotes interaction through forums, meetings, and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions. The NPHC was designed to unify the member organizations and work together to resolve any issues concerning the groups on campus.

Professional Fraternity Council (PFC)

The Professional Fraternity Council, is currently composed of two (2) Greek Letter fraternities:

- Sigma Tau Epsilon Professional Fraternity, Inc.
- Eta Kappa Tau Engineering and Technology Fraternity, Inc.

The Professional Fraternity Council (PFC) serves as the governing body for all professional fraternities recognized by Alabama A&M University. PFC promotes academic excellence, professional development, ethical leadership, and collaboration among its member organizations.

Council of Independent Organizations (CIO)

The Council of Independent Organization, is currently composed of Four (4) Greek Letter sororities and fraternities:

- National Social of Pershing Angels
- National Society of Pershing Rifles
- Gamma Sigma Sigma National Services Sorority
- Alpha Phi Omega National Service Fraternity

The Council of Independent Organizations (CIO) serves as the collective governing body for all registered student organizations at Alabama A&M University that do not fall under Greek-letter, professional, or honor society councils. CIO fosters collaboration, communication, leadership development, and engagement among its diverse member organizations.

Policies and Procedures

- All Greek Letter Organizations are to annually register during the campus student organization registration period and provide a roster of current/active members to the Office of Student Leadership and Engagement.
- Must have an advisory team of at least three (3) for NPHC and two (2) for PFC & CIO. One (1) must be a faculty/staff of AAMU.
- All facility requests must be approved and signed by the advisor of the organization and the Assistant Director of the Office of Student Leadership and Engagement via the online platform. See the events and meeting section.
- Must apply to host Membership Intake and submit all necessary paperwork; must have all activities and calendar of events approved.

Membership Intake

University Membership Requirement

The following criteria for membership shall govern membership intake processes:

- 1) In order to participate in the in-take process, a student must be enrolled at Alabama A&M University. Each prospective member must have earned 31 (sophomore) credit hours before he or she can be recruited and inducted into a sorority and fraternity.
- 2) Transfer students must have earned at least 12 hours at AAMU. Online students must be able to participate in the intake process in person.
- 3) The minimum GPA for social fraternities and sororities to participate in a single in- take process shall be 2.50 and the same for service, honorary and professional fraternities and sororities. If the GPA requirement for the national organization is higher than ours, we shall follow theirs.
- 4) Applicants' academic standing will be verified by the Office of the Registrar.
- 5) Students shall not have received any form of disciplinary action pursuant to the Student Code of Conduct. No student shall be allowed to participate in the intake process until he/she is cleared by the Office of Student Conduct & Community Standards.
- 6) All interested students must complete the Hazing Prevention course hosted by the Office of Student Leadership and Engagement.

Organization Requirements for Membership Intake

- Each sorority and fraternity will be granted one (1) membership intake process per academic year.
- Organizations must submit the required paperwork through the online form for approval to conduct membership intake. Required paperwork includes:
 - A letter of approval from their national/regional organization indicating that you are in compliance with your national organization's programmatic and financial guidelines.
 - A letter of approval from their primary advisor and/or graduate chapter president granting their approval for the undergraduate organization to participate in Membership Intake.
 - A current roster of members participating in the intake process; Any revisions to the chapter roster should be submitted in writing to the Office of Student Leadership and Engagement.
 - A completed calendar of intake activities along with dates; Any deviation from this schedule must be submitted in writing at least three (3) business days in advance of the activity.
 - A list of prospective members once identified (once all other paperwork has been approved); All revisions to this listing must be submitted within 1 business day of changes occurring.
 - Upon approval from the Office of Student Leadership and Engagement the organization is allowed to proceed with the required process.
- Each sorority and fraternity is required to submit to the Office of Student Leadership and Engagement the policies and regulations of the national organizations that govern new member recruitment and initiation.
- Each sorority and fraternity member must participate in the Hazing Prevention course hosted by the Office of Student Leadership and Engagement.
- Membership intake is only allowed for currently enrolled Alabama Agricultural and Mechanical University students meeting the requirements mentioned above.
- Each prospective member must be verified and approved before participating in membership intake.
- The approved faculty/staff advisor must adequately supervise sorority and fraternity membership intake activities. No membership activities should take place in the absence of the advisor.
- Membership intake will not extend beyond the approved semester.
- The cutoff date for membership intake for each semester shall be established by the Office of Student Leadership and Engagement. Membership intake activities

(Including presentations) are prohibited during the week prior to final examinations and the week of mid-semester/final examinations. No membership intake activities shall take place during any university holidays.

- All new member presentation for NPHC organization shall take place during the one-day New Member Presentation Showcase.

Other Regulations Regarding Greek Letter Organizations Are As Follow:

1. Each organization may observe one “GREEK WEEK” at the university annually. Greek Weeks are inclusive of ALL Greek organizations/ or designated Greek entities (i.e. NPHC, professional, honors, services, etc.)
2. Greek Letter organizations on campus may collectively sponsor a semi-annual service-oriented activity that demonstrates the University’s motto, “Service is Sovereignty”.
3. All Greek Letter organizations on campus are required to participate in an annual Greek Unity Workshop to be conducted by the Assistant Director of Programs and Greek Life or his/her designee.
4. The Vice President for Student Affairs reserves the right, when extenuating circumstances exist, to temporarily waive and/or add requirements governing Greek Letter organizations after giving appropriate notice to the impacted party or parties.

Student Government Association Senate

A member of National Pan-Hellenic Council must serve on the Student Government Association as a senator. This position will be appointed to a member of the Alabama Agricultural and Mechanical University Chapter of National Pan- Hellenic Council to serve as a liaison for between the groups.



