

Texas Tech University High Riders Constitution

Revised on May 8, 2019

ARTICLE I. NAME

The name of this organization shall be High Riders.

ARTICLE II. PURPOSE

The purpose of High Riders shall be to further the spirit of women's athletic programs and provide an organization where Texas Tech University students can actively participate in the support of women's athletic programs and the university.

ARTICLE III. MEMBERSHIP RESPONSIBILITIES

High Riders is comprised of a membership not to exceed 100 active members at any given time. Additional membership responsibilities can be found in the High Riders Pledge Manual and Bylaws.

Section A. Membership Definitions

Members of High Riders may be designated as one of the following statuses: Pledge, Neophyte, Active, Inactive, Alumna, Honorary, and Sponsor or Advisor.

- Pledge: Any Texas Tech student who accepts an invitation to join High Riders. Members remain a pledge until they have been approved by the membership through an initiation ceremony.
- Neophyte: Any High Riders pledge who has not completed the duties and responsibilities outlined in the pledge manual in order to complete their pledgeship and be formally initiated into High Riders.
- Active: Any member of High Riders who has been formally initiated into High Riders.
- Inactive: Any member of High Riders who has petitioned the Standards Committee and been approved to disaffiliate with the organization for one semester. Additional semesters must be requested through an additional Standards Committee petition.
- Alumna: Any member of High Riders who has graduated or transferred from Texas Tech University and left the organization in good standing. Members have the option to apply for

early alumna status through the Standards Committee the semester before their anticipated graduation date.

- **Honorary:** An individual who is not a High Rider pledge, active, inactive, or alumna who exhibits the standards as defined by High Riders and has provided extraordinary service to High Riders or Texas Tech women's athletic programs can be awarded Honorary status by a 2/3 vote of the general membership. **Sponsor or Advisor:** The role of sponsor or advisor shall be filled by at least one Texas Tech University faculty or staff member. The advisor may appoint additional advisors if needed.

Section B. Academic Responsibility

Members of High Riders are students first and academics remain our number one priority. All members are expected to maintain a certain academic standard of a 2.5 GPA on a 4.0 scale. All pledge and active members' grades will be reviewed by the Standards Chair and advisor.

Section C. Financial Responsibility

Members of High Riders are fiscally responsible for their individual dues and any High Riders merchandise not supplied by the organization that the member elects to purchase. Amounts and due dates may vary from term to term, and all payments should be made to the treasurer on or before the due date outlined in the Pledge Manual or Bylaws. Payment plans are available upon request to the treasurer.

Section D. Standards Responsibility

Member of High Riders are expected to:

- Represent High Riders in positive manner in person and in social media.
- Be respectful to officials, Texas Tech and opposing team personnel, and team members of all sports.
- Obey the Student Code of Conduct

Each High Rider member must sign a Standards Policy each term.

Section E. Disciplinary Actions for Active High Rider Members

All members must abide by the Standards Policy. The Standards Committee reviews all offenses and determines consequences, which can range from a warning to expulsion from High Riders at the discretion of the Standards Committee.

ARTICLE IV. EXECUTIVE OFFICERS

Section A. Officers and Qualifications

Members of High Riders comprising the Executive Officers shall include the following, listed by chain of command: President, Vice President, Treasurer, Standards Officer, Secretary, and Pledge Trainer.

• **President:** Any initiated member of High Riders who at the time of nomination is an active member in good standing and served as an executive officer or committee chair for at least one year prior to nomination. A member may not serve as both president and Raider Red for the same academic year due to the time commitment required for both responsibilities. The president shall:

- Serve as the presiding officer and the official representative of High Riders
- Serve as a member of the Standards Committee
- Keep High Riders informed regarding university policies and High Rider obligations and responsibilities o Attend risk management training offered by Texas Tech Student Organizations in the spring semester o Meet with advisor and Center for Campus Life representative as needed or requested

• **Vice President:** Any initiated member of High Riders who at the time of nomination is an active member in good standing and served as an executive officer or committee chair for at least one year prior to nomination. A member may not serve as both vice president and Raider Red for the same academic year due to the time commitment required for both responsibilities. The vice president shall:

- Oversee all internal committees except for the Standards Committee and assist committee chairs as needed
- Assist president as needed
- Preside over meetings and conduct business in the absence of the president

• **Standards Officer:** Any initiated member of High Riders who at the time of nomination is an active member in good standing and served as an executive officer or committee chair for at least one year prior to nomination. A member may not serve as both standards officer and Raider Red for the same academic year due to the time commitment required for both responsibilities. The standards officer shall:

- Develop the High Rider Standards policy as defined in the Membership Responsibilities. Standards policy must be approved by Center for Campus Life and by a majority (more than 50%) vote from the active body.
- Serves as the Standards Committee chair. o Create a calendar of events for High Rider activities and pledges
- Inform High Riders of dates, times, and places of games to be attended
- Take attendance at all High Rider events. If unable to attend the event, appoint the Bell Tower key and attendance sheet to the highest officer in attendance. The appointed officer also takes over the responsibilities of the standards office at the event.

• **Treasurer:** Any initiated member of High Riders who at the time of nomination is an active member in good standing A member may not serve as both treasurer and Raider Red for the same academic year due to the time commitment required for both responsibilities. The treasurer shall:

- Keep accurate records of all expenses, including saving all receipts and balancing the books
- Make monthly financial reports as well as upon request
- Develop a budget to be approved by the executive officers, the advisor, and Center for Campus Life representative Stephanie Rhode for each semester
- The treasurer will be responsible for collecting dues in a timely manner.

- **Secretary:** Any initiated member of High Riders who at the time of nomination is an active member in good standing A member may not serve as both secretary and Raider Red for the same academic year due to the time commitment required for both responsibilities. The secretary shall:

- Keep minutes of all scheduled meetings
- Correspond with the university, the community, and alumnae
- Shall update the alumnae and inactive rosters and keep a record of previous pledge classes and their members o Count hand votes and, in the absence of an advisor, count secret ballots
- Act as quartermaster and manage all physical equipment, including Bell Tower and storage building keys

- **Pledge Trainer:** Any initiated member of High Riders who at the time of nomination is an active member in good standing. A member may not serve as both Pledge Trainer and Raider Red for the same academic year due to the time commitment required for both responsibilities. Two pledge trainers may be elected; one serves as the lead pledge trainer during the fall semester while the other serves as assistant, then the roles reverse for the spring semester. The pledge trainer shall:

- Plan and administer a pledge program
- Report to the active body the progress of the pledges
- Act as a liaison between the actives and pledges

Section B. Officer Nominations

Nominations for all executive offices occur during a High Rider general membership meeting one week before the election. These dates may vary, and the president supplies them to the membership at the start of the spring semester. Officer nominations should occur no later than the first week of April to allow for adequate officer transition time.

- Any initiated member of High Riders who is an active member in good standing may nominate themselves or another member for any and all officer position.
- The nominee must be present to accept the nomination. If not present, the nominee must have an excused absence for the meeting and must accept the nomination within 24 hours.

Section C. Officer Elections

Elections for all executive offices take place during a High Rider general membership meeting one week following nominations. These dates may vary, and the president supplies them at the start of the spring semester. Officer elections should occur no later than the second week of April to allow for adequate officer transition time.

- All candidates who have accepted nomination for an executive office must make a speech at the meeting and have proof of their GPA. The speech may be given by a proxy or video recording if the nominee has an excused absence for the meeting. All nominees must leave the room during opponents' speeches.
- Any initiated member of High Riders who is an active member in good standing may cast a vote for each executive office.

- A majority (more than 50%) of active members must be in attendance for the election to proceed
- Members vote by secret ballot. If a member cannot attend elections due to an excused absence, they may send their vote for each office to the secretary at least 12 hours before the meeting.
- Each executive officer must be elected with a majority (more than 50%) of the votes.

Section D. Officer Removal

The Standards Committee determines removal of officers. To initiate the removal process, the Standards Committee must receive at least one report of a violation of the officer's duties and standards. Reports may be filed via email, in-person meeting, phone conversation, written letter, or text with the standards officer or advisor by any pledge or active member.

If a majority (more than 50%) of the Standards Committee votes the report is valid, then the committee schedules and hosts a hearing with the accused. The process of the hearing is defined in the Bylaws. If the Standards Committee rules by a 2/3 vote that the accused is not meeting the duties and responsibilities of their office, then the Standards Committee issues a punishment at their discretion ranging from a warning to removal from office.

ARTICLE V: COMMITTEES

Active members of High Riders comprise the committees. The committees run the specific function of the organization. The committees shall include the following: Standards, Fundraising, Athletic Promotion and Team Spirit, Publicity and Public Relations, Recruiting, Merchandising, Travel, and Raider Red Committee.

Section A. Committee Definitions

- *Standards Committee:* The membership of this committee will be made up of the Standards Officer, a member from each classification (either by academic classification or years in High Riders), and an advisor. The purpose of this committee is to implement the Constitution, Bylaws, and Standards Policy.
- *Fundraising Committee:* The purpose of this committee is to raise money for team spirit and support.
- *Athletic Promotion and Team Spirit Committee:* The purpose of this committee to support team through decorations and secret spirit activities.
- *Publicity and Public Relations Committee:* The purpose of this committee is to update the High Riders' social media accounts and website as well as act as historian.
- *Recruiting Committee:* The purpose of this committee is to develop new ways to identify and recruit potential members and assist pledge trainers as needed. The pledge trainers co-chair this committee.
- *Merchandising Committee:* The purpose of this committee is to design and order uniform pieces and any other High Rider apparel and promotional items.

- *Travel Committee:* The purpose of this committee is to plan an away-game travel trip. The advisor and vice president appoint members of this committee when the need for travel arises. The committee must coordinate with the Center for Campus Life.
- *Raider Red Committee:* The purpose of this committee is to educate members about serving as Raider Red, garner interest in serving as mascot, and providing training and assistance to those with an interest in trying out for Raider Red. The committee is comprised of the advisor and any members who serve(d) as Raider Red or a Raider Red assistant. If one or more High Riders serve as Raider Red, then that member chairs the committee. If an active High Rider does not serve or has not served as Raider Red but a member serves or served as a Raider Red Assistant, then that member chairs the committee.

Section B. Committee Chairs

Each committee has a chair. Committee chairs must attend officer meetings before general membership meetings and keep the vice president apprised of their committee's business. Chairs for the Fundraising, Athletic Promotion and Team Spirit, Publicity and Public Relations, and Merchandising shall be elected following the same rules established for executive officers in Article III, Section B. By virtue of their jobs, other committee chairs are as follows: the standards officer chairs the Standards Committee; pledge trainers co-chair the Recruiting Committee; the vice president and advisor lead the Travel Committee; and the advisor and members who serve as Raider Red or a Raider Red assistant as detailed in Section A lead the Raider Red Committee.

Section C. Committee Chair Removal

The Standards Committee leads removal of committee chairs. To initiate the removal process, the vice president and Standards Committee must receive reports of violations of the chair's duties and standards. Reports may be filed via email, in-person meeting, phone conversation, written letter, or text with the advisor, vice president, or standards officer by any pledge or active member.

The vice president and committee chair have two weeks to correct the issue. If the committee chair has not resolved the issue at the conclusion of the two weeks, then the Standards Committee continues the removal process. If a majority (more than 50%) of the Standards Committee deems the report valid, then the Standards Committee schedules and hosts a hearing for the committee chair. The process of the hearing is defined in the Bylaws. If the Standards Committee rules by a 2/3 vote that the committee chair is not meeting the duties and responsibilities of the position, then the Standards Committee issues a punishment at their discretion ranging from a warning to removal from the chair position.

ARTICLE VI. GENERAL MEMBERSHIP MEETING QUORUM

A majority (more than 50%) of the active members shall be present to conduct the business of the organization at a regular meeting.

ARTICLE VII. AMENDMENTS

Amendments to the Constitution may only occur from spring break through the end of spring semester. Suggestions for amendments must be submitted to the Standards Committee. If the committee passes the amendment by a majority (more than 50%) vote, then the amendment goes to the active body for voting. Amendments pass with a 2/3 vote of the quorum. Suggestions must be submitted by the first week of March and voted on by the Active Body before the last week in April.

ARTICLE VIII. BYLAWS

Bylaws provide the specific rules to run High Rider business. To add or remove Bylaws, members must submit suggestions to the Standards Committee. If the Committee passes the change by a majority (more than 50%) vote, then the suggestion goes to the active body for voting. Changes to the Bylaws pass with a majority (more than 50%) vote of the quorum. Suggestions may be submitted until the second to last meeting of the term.

Texas Tech University High Rider By-Laws

ARTICLE I. MEMBERSHIP

High Riders is comprised of a membership not to exceed 100 active members at any given time.

Section A. Qualifications for Pledging High Riders

- Membership shall be open to all those with genuine interest in the organization and its activities.
- High Riders does not deny or define membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression.
- Must be a full-time student as stated in the undergraduate catalog.
- Must have a current and cumulative 2.5 GPA before and during the semester of pledgeship. First-semester freshman are exempt from this because they have no college GPA yet.
- Second semester and above Texas Tech students must provide proof of a current and cumulative 2.5 GPA to the faculty/staff advisor.
- A student with a positive attitude, high moral standards, and a sense of responsibility.
- Pledgeship shall be accepted at rush, which occurs during the first 3 weeks of each semester. For a rushee to be accepted as a pledge, they must provide some form of transcript.
- Each pledge completes and submits a mid-semester grade report during their pledge semester to the faculty/staff advisor and pledge trainer.
- Each pledge attends the required percentage of events as specified in the Pledge Manual by the secretary and pledge trainer.
- Each pledge completes pledgeship requirements as stated in the Pledge Manual.
- If a pledge is found not upholding High Rider morals or not following the Standards Policy (as referenced below) and the Student Code of Conduct, the matter will be referred to the Standards Committee.

Section B. Pledge Review Process

Mid-Semester Review

Mid-Semester Review serves as checkpoint for pledges to make sure they are meeting their requirements. If they are lacking in one or more areas, the pledge trainer works with the pledge to help meet the objectives or see if the pledge should discontinue pledgeship.

- Pledges should complete half of the pledge requirements as stated in the Pledge Manual by halfway through the pledge semester (roughly six weeks).
- Several things may prevent pledges from not being able to stay and continue their pledgeship. These reasons include but are not limited to the following:
 - Not completing at least half of the pledge requirements as set by the pledge trainer.
 - Poor attendance.

- Not abiding by the Standards Policy and the Student Code of Conduct.
- Not paying half of their pledge dues.

Final Review

Final Review occurs near the end of each fall and spring semester and inducts pledges into the active membership of High Riders. The pledge trainer shares with the membership each pledge becoming an active member and pins the new active.

- To become an active member, one must meet the qualifications for pledgeship as stated in the Pledge Manual.
- If a pledge has met and maintained a 2.5 GPA, but has not met other requirements for pledgeship by Final Review, she will be granted neophyte status as defined in Section D below and will not be initiated until completing the unfulfilled requirements during the following semester.

Section C. De-Pledge

- For a pledge to de-pledge, she must submit a letter to the Pledge Trainer stating reasons for de-pledging. The pledge trainer then presents the letter at the next officer meeting.
- Any items given to the pledge by High Riders including, but not limited to, a manual, uniform items, and a pledge ribbon MUST be returned to the pledge trainer within a week of de-pledging.
- Any dues that have been paid will not be refunded.
- A student who de-pledged may re-pledge High Riders if they followed the de-pledging steps detailed in this section. A pledge removed from pledgeship due to Standards Committee or Student Code of Conduct violations may not repledge High Riders.

Section D. Neophyte Status

- If a pledge has met and maintained a 2.5 GPA but has not met other requirements for pledgeship by Final Review, the pledge shall be granted neophyte status as stated in the Pledge Manual and will not be initiated until the unfulfilled requirements have been completed during the following semester.
- Those with the status of neophyte are prohibited from ringing the Victory Bells and voting at regular business meetings unless granted permission by the executive committee.

Section E. Active Members

- Must be a full-time student as stated in the undergraduate catalog unless appealed through the Standards Committee.
- Must have and maintain a current and cumulative 2.5 GPA on a 4.0 scale during each semester they are active.
- A student with a positive attitude, high moral standards, and a sense of responsibility.
- A student who has accomplished the requirements for pledges outlined in the Pledge Manual.
- Active must attend the required percentage of all required High Rider events set by the executive officers and the semester calendar.

- Each active is required to complete one hour of work in the High Rider office per week and document the hour by signing in the cube and at the SUB information desk.

Section F. Inactive Members

Any member of High Riders who has petitioned the Standards Committee and been approved to disaffiliate with the organization for one semester. Possible reasons for seeking an inactive semester may include but are not limited to personal or family emergencies, changes of circumstances, academic concerns of the member, or other health or personal crises.

- To be granted inactive status, all dues must be paid in full.
 - The active must submit a letter to the Standards Committee no later than the second business meeting of the semester.
 - Any additional semesters must be requested through an additional Standards Committee request.
 - At the end of the inactive semester, the secretary reaches out to the inactive member to welcome them back and share the date of the first meeting of the member's returning semester.
- Section G. Alumnae and Early Alumna Status** Status of an alumna is any member of High Riders who has graduated or transferred from the university and left the organization in good standing. Members have the option to apply for early alumna status through the Standards Committee the semester prior to graduation if they complete the semester in good standing. Possible reasons for seeking an inactive semester may include but are not limited to personal or family emergencies, changes of circumstances, academic concerns of the member, or other health or personal crises.
- Graduating seniors receive alumna status at their Senior Say given during the last meeting of the semester.
 - An alumna may attend any High Rider function with the exception of Mid-Semester Review, Final Review, and closed rush.
 - To be granted alumna status, all dues must be paid in full and attendance requirements must be met.
 - An inactive member may receive early alumna status if they were in good standing their final active semester. They may not complete their Senior Say until the last meeting of their inactive semester.

Section H. Honorary High Riders

An individual who is not a High Rider pledge, active, inactive, or alumna who exhibits the standards as defined by High Riders and has provided extraordinary service to High Riders or Texas Tech women's athletic programs can be awarded Honorary status by a 2/3 vote at a general membership meeting. In selecting honorees, the executive officers shall take names from the active members and present their recommendations to the organization.

Section I. Advisors

The role of advisor shall be filled by at least one Texas Tech University faculty or staff member. The current advisor may appoint additional advisors if needed.

High Riders shall have a minimum of two advisors, including:

- A general faculty/staff advisor who must be a current, full-time employee of Texas Tech University.
- A financial advisor who, along with the general advisor, treasurer and president, oversees all of High Riders' finances, including active accounts, CD'S, investments, a "Building Fund," and any other fiscal responsibilities of High Riders.
- One of the advisors must be an employee of the Center for Campus Life, likely the coordinator of spirit programs.
- In selecting sponsors, the president shall appoint a sponsor search committee comprised of the vice president and two additional active members and led by the president.
 - The committee shall take names from active members, pledges, and current advisors.
 - Committee members conduct initial research into each potential advisor and select one to two finalists.
 - The president then reaches out to the potential advisor(s) to schedule a meeting among the potential advisor, president, remaining advisor, and, if possible, the outgoing advisor.
 - The president reports back the results of the meeting to the committee, and the committee votes by a majority (more than 50%) to select the recommended candidate.
 - The committee presents the recommended candidate to the membership at the following business meeting (or via email if during the summer). The present active body votes to approve the candidate by a 2/3 vote.
- Advisor responsibilities include, but are not limited to:
 - Overseeing (with the treasurer and president) all of High Riders' finances including active accounts, CDs, investments, a "Building Fund," and any other fiscal responsibilities of High Riders.
 - Be one of the primary contacts for High Riders.
 - Be responsible to ensure that all activities of the organization are legal.
 - Assist in elections and voting.
 - Provide guidance and support on High Rider activities.
 - Other responsibilities may be added later if deemed necessary by the active body.

ARTICLE II. ACADEMIC RESPONSIBILITY

All members of High Riders (pledges, neophytes, and active members) are students first, and academics remain the top priority. All members must maintain an academic standard of a 2.5 GPA on a 4.0 scale each semester and a 2.5 cumulative GPA. All of the membership's grades will be reviewed by the advisor and standards officer.

Section A. Grade Reports

- A verification of a 2.5 GPA is to be made by the first High Rider meeting of the semester by the advisor and upon the advisor's request.

Section B. Academic Probation

- If a High Rider does not meet the GPA requirements of a current and cumulative 2.5 GPA, then the member is placed on High Rider academic probation and considered to be in bad standing. The member receives a letter via mail or email issued by the advisor and must meet with the advisor.
- The academic probation consists of:
 - o Attending a mandatory study hall set up between the member and the advisor, and
 - o Completing a mid-semester grade report.
- A High Rider placed on academic probation must meet all other High Rider requirements.
- To end academic probation, one must bring their GPA up to a 2.5 within two semesters of being placed on probation. If their GPA isn't brought up, the advisor works with the individual to determine if remaining an active member is in their best interest. If a resolution is not achieved, then the standards officer makes a motion to the executive officers that the membership of the individual on academic probation be dissolved due to not meeting academic responsibilities. The motion must be approved by a majority (more than 50%) of the executive officers.

ARTICLE III. FINANCIAL RESPONSIBILITY

Members of High Riders are responsible for their individual dues and optional High Riders merchandise not supplied by the organization the member elects to purchase. Amounts and due dates may vary from term to term, and all payments should be made to the treasurer on or before the due date set at the beginning of each semester by the treasurer. Payment plans are available upon request.

Section A. High Rider Dues

- High Rider active dues are \$75.00 per semester.
- High Rider Pledge dues are \$150.00 during the pledge semester.
- Dues may be paid in three equal installments at dates set by the treasurer or paid in full at the first installment date.

Section B.

Failure to Maintain Financial Responsibility

- A member who fails to pay the full amount of dues or merchandise by the end of the semester is considered to be in bad standing until the member's balance is paid in full. If the member fails to pay the balance of their account by the end of the next semester, their membership may be dissolved for nonpayment by motion of the treasurer to the executive officers and approved by a majority (more than 50%) of the executive officers.

- A High Rider who fails to pay dues must meet all other High Rider requirements. They may not incur additional optional High Rider debt (paying for optional merchandise or optional events) until they pay the balance of their membership dues.
- Members in extenuating financial circumstances may appeal their status of bad standing to the Standards Committee and request accommodations. The Standards Committee reviews these on a case-by-case basis.

ARTICLE IV. STANDARDS RESPONSIBILITY

A standards policy containing the standards procedure, the standards review process, and other procedures will be issued each term by the standards officer. Each High Rider active and pledge must sign this policy. A member's standards responsibility includes attendance, uniforms, and conduct.

Section A. High Rider Expectations Attendance

- Actives and pledges must meet the attendance requirements set out in the standards policy.
- Each High Rider will arrive to every event no later than the time determined and stated by the standards officer. If a member arrives late to any event without a valid excuse, the member will not get full points for the event. Arriving 10 minutes or more late to any event results in the member losing attendance points as deemed reasonable by the standards officer.

Uniforms

- Each High Rider must arrive to an event dressed in the correct attire as stated in the standards policy and Pledge Manual or instructed by the president, standards officer, or pledge trainer. This includes wearing the correct clean and wrinkle-free attire for the specified game or event, wearing an active pin or pledge pin on the shirt, and wearing the correct footwear. Jeans, pants, or shorts with holes are never permitted.

Conduct

- Each High Rider will represent High Riders in a positive manner, both in and out of uniform and both in person and in social media.
 - o Behavior, comments, and conversations at High Rider events will be appropriate and reflect positively on the organization and its members. □ Side conversations not relevant to the game or event should be kept to a minimum.
 - o Each member will uphold High Rider morals inside and outside of the organization.
 - o A positive attitude is essential when it comes to anything involving High Riders. A member not only represents High Riders, but also Texas Tech and the Lubbock community.
- Each High Rider will cheer on the Texas Tech players at games when appropriate. All cheers and chants will be appropriate; members must not use negativity directed toward anyone at a game or event.
- Each High Rider will be respectful to all officials, Texas Tech and opposing team personnel, and team members of all sports, including opposing teams.
- A member Each High Rider will obey the Student Code of Conduct.

Section B. Failure to Meet Standards Responsibilities Attendance and Uniforms

A member who does not abide by the attendance and uniform requirements receives an informal verbal or email reminder from the standards officer for the first offense. The reminder shares with the member the correct attendance or uniform.

- This includes an incorrect uniform, showing up late without a valid excuse, or failure to show up to a game or event when scheduled to do so and without providing any sort of notice to the standards officer (“no-show”).
 - The second instance of the same rule violation results in an email warning from the standards officer.
- If the member has a personal issue causing the offenses, they should speak with the standards officer or advisor to find a solution.
- Three or more violations of the same rule in one semester results in the member being considered in bad standing for the remainder of the semester.
- If a member is placed in bad standing for attendance or uniform violations for two semesters in a row, the standards officer brings the issue for review by the Standards Committee. The procedures outlined in Article V guide the review.
- Not being provided a piece of the uniform by High Riders is not grounds for a uniform warning or violation.

Conduct

- All conduct violations are governed by Article V and reviewed by the Standards Committee on a case-by-case basis.

ARTICLE V. DISCIPLINARY ACTIONS FOR HIGH RIDER MEMBERS

All members must maintain their academic, financial, and standards responsibilities. Meeting these responsibilities means the member is in good standing with High Riders. Repercussions for failing to maintain academic responsibility are detailed in Article II, Section A. Penalties for failure to maintain fiscal responsibility are found in Article III, Section B. Other sections, such as Articles VI, VII, and X, may have additional details regarding required responsibilities.

Section A. Standards Policy Violations

- Any offenses in violation of the Standards Policy will be handled solely by the Standards Committee, comprised of the standards officer, president, a member from each classification

(either by academic classification or years in High Riders), and at least one advisor. The standards officer chairs the committee.

- The Standards Committee reserves the right to act in the best interest and well-being of the High Riders organization when handling Standards Policy violations.
- The Standards Committee reviews all offenses on a case-by-case basis and determines consequences, which can range from a warning to expulsion at the sole discretion of the committee. When determining consequences, committee members should consider all possible factors and outcomes, including but not limited to the frequency and severity of violation(s) and totality of circumstances.

Section B. Standards Violation Procedures

The disciplinary process for Standards Policy violations follow the proceeding steps:

- (1) Any active, pledge, or advisor shares what they believe is a Standards Policy violation of another member. The allegation must be made in writing to the advisor, standards officer, or president. The identity of the member making the allegation is to be known only by the members of the Standards Committee to preserve anonymity and prevent potential retaliation.
 - a. The standards officer brings attendance and uniform violations for review as specified in Article IV, Section B.
- (2) A Standards Committee is convened by the standards chair to determine if the allegation is true and how to proceed. A 2/3 vote is required to deem the allegation as true. If deemed true, the standards officer on behalf of the committee may issue a written warning by email if the committee feels the issue is minor and has already been resolved amicably by the member. If more information is needed, the issue is unresolved, or the issue is more serious, the committee may hold a hearing with the accused. The hearing must occur within one week of the Standards Committee's decision to hold a hearing.
- (3) If the Standards Committee decides to hold a hearing, the standards officer immediately notifies the accused via email and includes the following:
 - a. Allegations made against the member
 - b. Time and date options for the hearing
 - c. Location for the hearing
 - d. That the member will be provided a chance to respond to the allegations, answer any questions the Standards Committee has, and have questions answered by the Standards Committee
 - e. Attendance at the hearing includes only the accused and members of the Standards Committee
 - f. The hearing is confidential for Standards Committee members
- (4) The procedure during the hearing follows:

- a. The standards officer shares the allegations made against the member (not including the accuser's name) and shares any evidence provided.
 - b. The member may respond
 - c. Standards Committee members may ask additional questions or share thoughts
 - d. The member may ask additional questions or share thoughts
 - e. The member is asked to leave so the Standards Committee may discuss the hearing and what action the committee feels is appropriate.
- (5) The Standards Committee must reach a 2/3 vote on its decision from the hearing, which may include but is not limited to a warning, probation, removal from office, and expulsion. The advisor must agree with the decision.
- (6) Within 24 hours of the decision, the standards officer must issue an email to the member on behalf of the Standards Committee that contains the decision. The advisor must approve the email before the standards officer sends it.

Section C. Probation

- The Standard Committee may place a member on probation for a violation of the standards policy for a period of time determined by the committee. The member may appeal the decision to the Standards Committee for further review. A member on probation is considered in bad standing and is not eligible to run for an executive officer or committee chair position or try out for Raider Red during their time of probation.
- If the member on probation has improved at the first review after given probation status, the Standards Committee may option of privileges being reinstated can be brought to the Standards Committee.
- If improvement has not been made by two reviews, then an advisor will work with the individual member to determine if remaining an active member is in their best interest.

Section D. Expulsion

- A member may be expelled for an extreme or reoccurring violation of a current High Rider standards policy.
- Expulsion shall be initiated by a 2/3 vote of the Standards Committee. The advisor must agree with the expulsion.
- An expelled member has no reinstatement or alumna privileges. Items given to the expelled member by High Riders such as uniform pieces shall be returned to the president. Dues shall not be refunded.

ARTICLE VI. EXECUTIVE OFFICERS

Members of High Riders comprising the Executive Officers shall include the following, listed by chain of command:

President, Vice President, Standard Officer, Treasurer, Secretary, and Pledge Trainer. The order is reflective of the line of command when officers are absent from an event.

- The purpose of the executive officers shall be to act as a coordinating body. The general business concerning the meeting shall be presented through the executive officers for subsequent presentation to the general body when appropriate.

Section A. Officers and Qualifications

President: Any initiated member of High Riders who at the time of nomination is an active member in good standing and served as an executive officer or committee chair for at least one year prior to nomination. A member may not serve as both president and Raider Red for the same academic year due to the time commitment required for both responsibilities. The president shall:

- Serve as the presiding officer and the official representative of High Riders
- Serve as a member of the Standards Committee
- Keep High Riders informed regarding university policies and High Rider obligations and responsibilities
- Attend risk management training offered by Texas Tech Student Organizations in the spring semester o Meet with advisor and Center for Campus Life representative as needed or requested
- Complete other tasks as duties as they arise

Vice President: Any initiated member of High Riders who at the time of nomination is an active member in good standing and served as an executive officer or committee chair for at least one year prior to nomination. A member may not serve as both vice president and Raider Red for the same academic year due to the time commitment required for both responsibilities. The vice president shall:

- Focus on the internal needs of High Riders
- Oversee all internal committees except for the Standards Committee and assist committee chairs as needed
- Can recommend to the Standards Committee removal of a committee chair
- Assist president as needed
- Preside over meetings and conduct business in the absence of the president

Treasurer: Any initiated member of High Riders who at the time of nomination is an active member in good standing. The treasurer shall:

- Keep accurate records of all expenses, including saving all receipts and balancing the books
- Make monthly financial reports as well as upon request
- Develop a budget to be approved by the executive officers, the advisor, and Center for Campus Life representative Stephanie Rhode for each semester
- The treasurer will be responsible for collecting dues in a timely manner

Standards: Any initiated member of High Riders who at the time of nomination is an active member in good standing and served as an executive officer or committee chair for at least one year prior to nomination. The standards officer shall:

- Develop the High Rider Standards policy as defined in the Membership Responsibilities. Standards policy must be approved by Center for Campus Life and by a majority (more than 50%) vote from the active body.
- Serves as the Standards Committee chair
- Create a calendar of events for High Rider actives and pledges
- Set the dress code for events with the input of the advisor and executive officers
- Inform High Riders of dates, times, and places of games to be attended
- Take attendance at all High Rider events. If unable to attend the event, appoint the Bell Tower key and attendance sheet to the highest officer in attendance. The appointed officer also takes over the responsibilities of the standards office at the event.

Secretary: Any initiated member of High Riders who at the time of nomination is an active member in good standing. The secretary shall:

- Prepare an agenda for all scheduled meetings
- Keep minutes of all scheduled meetings
- Find and book rooms for meetings
- Correspond with the university, the community, and alumnae
- Shall update the alumnae and inactive rosters and keep a record of previous pledge classes and their members
- Count hand votes and, in the absence of an advisor, count secret ballots
- Act as quartermaster and manage all physical equipment, including Bell Tower and storage building keys

Pledge Trainer: Any initiated member of High Riders who at the time of nomination is an active member in good standing. Two pledge trainers may be elected; one serves as the lead pledge trainer during the fall semester while the other serves as assistant, then the roles reverse for the spring semester. The pledge trainer shall:

- Plan and administer a pledge program
- Review the pledge manual and provide a copy to each pledge.

The Pledge Manual shall contain all the pledge requirements as set by the pledge trainer along with the following documents:

- High Rider Constitution
- Words to Fight Raiders Fight and the Matador Song
- List of membership responsibilities
- Tentative timeline for the pledge semester
- List of all current active members with their contact information
- List of executive officers
- List of all committees and committee chairs
- Point system

- High Rider history
- Important Texas Tech history (i.e., date university founded, first Texas Tech president, first Raider Red, Raider Red founder, etc.)
- Other documents deemed necessary or helpful by the pledge trainer
 - Report to the active body the progress of the pledges
 - Act as a liaison between the actives and pledges
 - Track pledges who de-pledge, including receiving the letter of de-pledging and all uniforms from the person who wishes to de-pledge

Section B. Officer Nominations

Nominations for all executive offices occur during a High Rider general membership meeting one week before the election. These dates may vary, and the president supplies them to the membership at the start of the spring semester. Officer nominations should occur no later than the first week of April to allow for adequate officer transition time.

- Any initiated member of High Riders who is an active member in good standing may nominate themselves or another member for any and all officer position.
- The nominee must be present to accept the nomination. If not present, the nominee must have an excused absence for the meeting and must accept the nomination within 24 hours.

Section C. Officer Elections

Elections for all executive offices take place during a High Rider general membership meeting one week following nominations. These dates may vary, and the president supplies them at the start of the spring semester. Officer elections should occur no later than the second week of April to allow for adequate officer transition time.

- All candidates who have accepted nomination for an executive office must make a speech at the meeting and have proof of their GPA. The speech may be given by a proxy or video recording if the nominee has an excused absence for the meeting. All nominees must leave the room during opponents' speeches.
- Any initiated member of High Riders who is an active member in good standing may cast a vote for each executive office.
- A majority (more than 50%) of active members must be in attendance for the election to proceed
- Members vote by secret ballot. If a member cannot attend elections due to an excused absence, they may send their vote for each office to the secretary at least 12 hours before the meeting.
- Each executive officer must be elected with a majority (more than 50%) of the votes.
- Officer terms begin the Sunday following spring commencement and end the Saturday of spring commencement.

Section D. Vacancies

Vacancies occurring in any office shall be filled by an election at the first regular meeting after the resignation has been announced, with the exception of the president. Should the office of president become vacant, the vice president shall assume the office of president while retaining the responsibilities of the vice president.

- An officer may hold more than one office concurrently only in the absence of other eligible and willing actives at nomination.

Section E. Officer Removal

The Standards Committee determines removal of officers. To initiate the removal process, the Standards Committee must receive at least one report of a violation of the officer's duties and standards. Reports may be filed via email, in-person meeting, phone conversation, written letter, or text with the standards officer or advisor by any pledge or active member.

If a majority (more than 50%) of the Standards Committee votes the report is valid, then the committee schedules and hosts a hearing with the accused. The hearing follows the same process as a standards policy violation hearing and is detailed in Article V, Section B in the Bylaws. If the Standards Committee rules by a 2/3 vote that the accused is not meeting the duties and responsibilities of their office, then the Standards Committee issues a punishment at their discretion, which may include removal from office.

ARTICLE VII. COMMITTEES

Active members of High Riders comprise the committees. The committees run the specific function of the organization. The committees shall include the following: Standards, Fundraising, Athletic Promotion and Team Spirit, Publicity and Public Relations, Recruiting, T-Shirt, Travel, and Raider Red Committee.

Section A. Committee Definitions

- ***Standards Committee:*** The membership of this committee will be made up of the Standards Officer, a member from each classification (either by academic classification or years in High Riders), and an advisor. The purpose of this committee is to implement the Constitution, Bylaws, and Standards Policy.
 - The advisor and standards officer select a member of each classification to serve. The standards officer presents the selected members to the executive officers, who must approve the panel with a majority vote (more than 50%). If replacing a Standards Committee member, the process remains the same for the single member approval as for the panel of four.
- ***Fundraising Committee:*** The purpose of this committee is to raise money for team spirit and support.
- ***Athletic Promotion & Team Spirit Committee:*** The purpose of this committee to support team through decorations and secret spirit activities. ○ This committee is also responsible for maintaining and nurturing morale of the membership and providing special events and uplifting activities (e.g., verse of the week, birthday recognition, Bell Tower activities, and any other spirit-building ideas).
- ***Publicity and Public Relations Committee:*** The purpose of this committee is to update High Riders' social media accounts and websites as well as act as the historian for the organization. ○ All social media sites shall be kept up to date and active
 - TechConnect should be kept up to date
 - An official record of all High Rider history and family is to be kept

- With the approval of the active body, the head of this committee is to arrange for pictures for the yearbook or composite board for High Riders
 - A scrapbook, slides, and other media with the collected records of past officers, pledge class, and awards should be kept
- ***Recruiting Committee:*** The purpose of this committee is to develop new ways to identify and recruit potential members and assist pledge trainers as needed. The pledge trainers co-chair this committee.
 - ***Merchandising Committee:*** The purpose of this committee is to design and order uniform pieces and any other High Rider apparel and promotional items.
 - ***Travel Committee:*** The purpose of this committee is to plan an away-game travel trip. The advisor and vice president appoint members of this committee when the need for travel arises. The committee must coordinate with the Center for Campus Life.
 - Committee members are responsible for gathering all information for the trip and bringing multiple ideas for the trip to be voted on by the members going on the trip.
 - All travel information must be turned into Center for Campus Life within at least one month of the travel date.
 - ***Raider Red Committee:*** The purpose of this committee is to educate members about serving as Raider Red, garner interest in serving as mascot, and providing training and assistance to those with an interest in trying out for Raider Red. The committee is comprised of the advisor and any members who serve(d) as Raider Red or a Raider Red assistant. If one or more High Riders serve as Raider Red, then that member chairs the committee. If an active High Rider does not serve or has not served as Raider Red but a member serves or served as a Raider Red Assistant, then that member chairs the committee.

Section B. Committee Chairs

Each committee has a chair. Committee chairs must attend officer meetings before general membership meetings and keep the vice president apprised of their committee's business. Chairs for the Fundraising, Athletic Promotion and Team Spirit, Publicity and Public Relations, and T-Shirt shall be elected following the same rules established for executive officers in Article VI, Section B, including being in good standing. By virtue of their jobs, other committee chairs are as follows: the standards officer chairs the Standards Committee; pledge trainers co-chair the Recruiting Committee; the vice president and advisor lead the Travel Committee; and the advisor and members who serve as Raider Red or a Raider Red assistant as detailed in Section A lead the Raider Red Committee.

Section C. Committee Chair Removal

The Standards Committee leads removal of committee chairs. To initiate the removal process, the vice president or Standards Committee must receive reports of violations of the chair's duties and standards. Reports may be filed via email, in-person meeting, phone conversation, written letter, or text with the advisor, vice president, or standards officer by any pledge or active member.

The vice president and committee chair have two weeks to correct the issue. If the committee chair has not resolved the issue at the conclusion of the two weeks, then the Standards Committee continues the removal process. If a majority (more than 50%) of the Standards Committee deems the report valid, then the Standards Committee schedules and hosts a hearing for the committee chair. The hearing follows the same process as a standards policy violation hearing and is detailed in Article V, Section B in the Bylaws. If the Standards Committee rules by a 2/3 vote that the committee chair is not meeting the duties and responsibilities of the position, then the Standards Committee issues a punishment at their discretion, which may include removal from the chair position.

ARTICLE VIII. GENERAL MEMBERSHIP MEETINGS AND QUORUM

A majority (more than 50%) of the active members shall be present to conduct the business of the organization at a regular meeting.

- The president shall set meeting days and times.
- The secretary locates and books rooms for regular meetings.
- An agenda will be provided to all the present members by the secretary.
- Meetings shall follow Robert's Rules of Order.

ARTICLE IX. AMENDMENTS TO THE BYLAWS

Bylaws provide the specific rules to run High Rider business. To add or remove Bylaws, members must submit suggestions to the Standards Committee. If the Standards Committee passes the change by a majority (more than 50%) vote, then the suggestion goes to the active body for voting. Changes to the Bylaws pass with a majority (more than 50%) vote of the quorum. Suggestions may be submitted until the second to last meeting of the term.

ARTICLE X. RAIDER RED

High Riders in good standing with the organization may try out for Raider Red or Raider Red Assistant.

- Requirements:
 - Active member for at least one semester prior to try-out
 - Minimum 2.5 GPA
 - Required point percentage
 - Financial obligations up to date

Raider Red and Raider Red attendance will include being counted present at the event and it will be given credit for every outside appearance and must print out report for proof. Traveling will be counted as an excused absence.

Revised on May 8, 2019

In the event of extenuating circumstances the executive council and sponsors may grant exceptions to the policies outlined above.