

**University of Alabama Swap Contract 2017-2018**

Sponsoring Student Org.: \_\_\_\_\_ Sponsoring Student Org.: \_\_\_\_\_  
Swap Theme: \_\_\_\_\_ Location of Event: \_\_\_\_\_  
Swap Date: \_\_\_\_\_ Start/End Times: \_\_\_\_\_

In addition to the University’s requirements for social events, the following also apply to any social event registered as a “swap” with the Office of Student Involvement through the online event registration form:

1. Both participating student organizations must sign a Swap Contract and submit it through the online event registration form.
2. **No proxy signatures are permitted on Swap Contracts** or any other form of documentation required for the online event registration process. Students must sign any and all documents themselves. If signatures are deemed to be forged, the document will be rejected and the associated event may be canceled. Further, the involved organizations and/or students may be referred to the Office of Student Conduct.
3. No event shall be vulgar or offensive in theme.
4. There shall be no inappropriate conduct that violates the law or University policies before, during, or after the swap, including hazing or sexual misconduct as those terms are defined in the University’s Code of Student Conduct, Sexual Misconduct Policy, and Hazing Policy. Such inappropriate conduct may subject the individual(s) and/or organizations taking part in the conduct, as well as any individuals that allow or direct the conduct, **to criminal and/or civil liability along with significant Code of Student Conduct sanctions.**
5. **Alcohol is not permitted at New Member Swaps.**
6. Events are allowed to begin no earlier than 9:00 p.m. and end no later than 1:00 a.m.
7. Any swap participant or attendee who appears overly intoxicated upon arrival or at any time during the event should be removed from the event immediately. If an individual is nonresponsive or there is any alcohol or substance abuse related health concern, a call should be placed to 911 immediately. Organizations are responsible for the safety and actions of all guests upon entry to an event. Organizations are encouraged to utilize the University of Alabama’s Medical Emergency Assistance Policy for any student in need of medical assistance.
8. At least five (5) monitors over the age of 21 from each organization must attend each swap and *remain sober* while monitoring the behavior and maintaining the safety of the swap event attendees from their respective organization to ensure the requirements set forth herein are followed. Monitors should be clearly identifiable and distinguished from other guests, must be available to assist with access, and be immediately available to security personnel or law enforcement. For New Member Swaps, the five (5) monitors must be executive officers.
9. If a swap participant feels their rights have been violated in any way, they should contact UAPD (348-5454), the University’s Title IX coordinator (348-5496), and/or other appropriate University officials as identified on the University’s website (<http://www.titleix.ua.edu/report-a-violation.html> or <http://www.ua.edu/uact/>). Each participating organization must make its members and pledges aware of their reporting rights and available reporting options prior to the start of the swap by, among other things, forwarding a copy of the fully executed Swap Contract to its existing members and pledges. Retaliation against someone reporting a potential violation of the law or University policy is strictly prohibited and may subject the retaliator to Code of Student Conduct sanctions as well as civil and/or criminal liability.
10. If it is found that a violation of law or University policy occurred at the swap, any student who committed the violation, directed the violation to occur, did not make a good faith effort to prevent the violation, or, if unable to prevent it, failed to properly report the violation may be found in violation of the Code of Student Conduct and, depending on the violation, risks potential criminal/civil liability.
11. **An organization or its members that refuses to swap, or threatens to socially boycott another organization due to an organization pursuing opportunities available to all student such as Student Organization Seating, or being open to membership consisting of different races, colors, religions, national origins, sexes (including sexual orientation, gender identity, and gender expression), ages, veterans statuses, or disability may be referred to the Office of Student Conduct.**

By signing below, I agree to comply with the terms of this Swap Contract. If my organization violates any terms of this Swap Contract, I understand that I, personally, and/or my organization may be subject to sanctions by the Office of Student Conduct.

**Student Organization Presidents**

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Student Organization Social Chairs**

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_