



O G L E T H O R P E

U N I V E R S I T Y

GREEK LEADERSHIP

MANUAL

2015

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September 23, 2014

Dear OU Greek Leaders,

On behalf of the Department of Campus Life and Greek Affairs, thank you for your service to your chapter and to the campus community. Without your leadership, commitment, and service, the growth of your chapter and the OU Greek community would not be possible.

This manual has been designed to make things easier for all Greek leaders and serves to connect you with our office policies, forms, and other information. Think of it as a guide for you when handling fraternity or sorority business with the Office of Greek Affairs. I personally think of this as a living document, so I would love your feedback about any additions or changes that you may see. This community is ultimately yours, and I would like to be your advocate when connecting with our university.

I hope that the information provided in this manual will assist you in your role as a chapter leader, whether that is as president, recruitment chair, or risk management chair. I sincerely look forward to working with you to enhance the Greek community here at OU!

Fraternally,

Alexandra Yancey
Coordinator of Orientation, Greek Affairs, and Leadership
Oglethorpe University

Office of Greek Affairs General Information

Office of Greek Affairs Mission Statement

To promote excellence in leadership, scholarship, and service, and to provide support to students as they strive to live according to the values and goals of their organizations; to work to enhance the college experience through involvement in the Greek community through educational programming, leadership opportunities, and social interactions while empowering students to develop skills for responsible self governance and life-long community involvement.

Registered Chapters at Oglethorpe University

Interfraternity Council (IFC)

- Chi Phi (ΧΦ)
- Delta Sigma Phi (ΔΣΦ)
- Kappa Sigma (ΚΣ)
- Sigma Alpha Epsilon (ΣΑΕ)

National Panhellenic Council (NPC)

- Alpha Sigma Tau (ΑΣΤ)
- Chi Omega (ΧΩ)
- Sigma Sigma Sigma (ΣΣΣ)

National Pan-Hellenic Council (NPHC)

- Alpha Kappa Alpha, Inc. (ΑΚΑ)
- Alpha Phi Alpha, Inc. (ΑΦΑ)

Local Chapters

- Epsilon Iota Psi (ΕΙΨ)

Common Greek Leadership Acronyms

AFA	Founded in 1976, the Association of Fraternity Advisors has fraternity/sorority campus advisors professional growth and development.
AFLV	The Association of Fraternal Leadership & Values provides experiences that challenge and encourage fraternity/sorority members to live ethical values and implement best practices. The annual conferences are the premier programs of the Association. The conferences offer comprehensive coverage of the issues for both men and women and members of all councils and chapter including IFC, NPHC, NPC, NALFO, and MGC.
IFC	The undergraduate organization of college men's fraternities.
NIC	Since 1909, the North-American Interfraternity Conference has been serving the men's college fraternity community in Canada and the United States. Through 63 member fraternities, the NIC represents almost 4.5 million alumni and 400,000 college students in over 5, 500 chapters on more than 800 college campuses. The NIC advocates the needs of fraternities through the enrichment of the Greek experience, advancement and growth of the fraternities and enhancement of the educational mission of the host institutions.
PHC	The undergraduate council of college women's fraternities.
NBGLC	The National Black Greek Leadership Conference (NBGLC) was created in 1986 as a means to give undergraduate members of Black Greek Lettered Organizations (BGLOs) the opportunity to network and dialogue on issues that face them on predominately white campuses.
NPC	National Panhellenic Conference, founded in 1902, is an umbrella organization for 26 inter/national women's fraternities and sororities. Each member group is autonomous as a social, Greek-letter society of college women and alumnae. Members are represented on over 620 college and university campuses in the United States and Canada and in over 5,300 alumnae associations, making up a population of over 3 million sorority women in the

	world. —The mission of the National Panhellenic Conference is to support and promote women’s fraternities as a positive element of the higher education experience.
NPHC	The National Pan-Hellenic Council is the national coordinating body for the nine historically African American fraternities and sororities. The NPHC is currently composed of over 900,000 affiliated members in undergraduate and alumni councils in all regions of the United States and abroad. The NPHC stresses and provides action strategies on matters of mutual concern and serves as the conduit through which these action plans are put into 9 organizations. NPHC organizations are unique with respect to other Greek letter organizations in that they have profound commitment to providing community service and to uplifting/promoting the general public welfare. This acronym is also used for the undergraduate council as well.
MGC	The National Multicultural Greek Council (NMGC) is an umbrella council for a coalition of Multicultural Greek-letter organizations (MGLOs) established in 1998.
FEA	The Fraternity Executives Association is organized and operated exclusively to further the common business interest of the members by promoting, supporting, and encouraging the free discussion and exchange of ideas relating to college fraternal organizations. The membership of FEA is composed of employees of the administrative offices of NIC and NPC member organizations.
FIPG	Originally formed in 1987, the original concept behind the Fraternity Insurance Purchasing Group was simple and two-fold: to adopt a risk management plan that would help reduce exposure to risk, and use the group buying power of many national organizations as leverage to obtain more extensive coverage at lower prices. Today, though the title has remained the same, the organization is actually a risk management group. Men’s and women’s fraternities join FIPG, adopt its risk management policy, and make every effort to reduce their exposure to claims, but are not required to purchase insurance from the same carrier.
SEPC	The Southeast Panhellenic Conference is a regional association for Panhellenic Councils. SEPC and SEIFC hold separate annual meetings.
SEIFC	The Southeast Interfraternity Conference is an educational association for Interfraternity Councils in southeast region of the United States.
UIFI	The Undergraduate Interfraternity Institute (UIFI) is a 5-day institute that offers a unified curriculum to student participants. Each piece builds on a previous segment and leads into the next. All sessions offer hands-on experiential activities and ample discussion time to address individual concerns. Major sessions are complemented by small group chapter meetings held throughout the week. Chapters are designed to assist each UIFI participant in developing his/her desired leadership skills, gaining new ideas and developing concrete ideas for the return to campus.

Important Contacts

Greek Coordinator
 Alexandra Yancey
ayancey@oglethorpe.edu
 404.364.8892

Greek Row Senior RA
 Ben Caoili
bcaoili@oglethorpe.edu
 404.354.5615 (RA On-Duty)

Campus Safety
 404.504.1998



OGLETHORPE UNIVERSITY

Greek Chapter Information Form

This form must be completed within two weeks of an officer(s) transition. Greek Affairs must have this information on file in case of an emergency and for general use. This form can also be filled out online at greeklife.oglethorpe.edu.

ORGANIZATION: _____ **DATE:** _____

CHAPTER WEB ADDRESS (IF ANY): _____

CHAPTER INFORMATION

Chapter Name: _____ Founding Date at OU: _____

National Founder's Day: _____ Location of Founding: _____

Official Colors: _____ Mascots/Symbols: _____

Open Motto: _____ Philanthropy: _____

PRIMARY CHAPTER ADVISOR

Advisor Name: _____ Years Advising Chapter: _____

Advisor Email: _____ Advisor Phone #: _____

University Attended: _____ Occupation: _____

ON CAMPUS ADVISOR

Advisor Name: _____ Years Advising Chapter: _____

Advisor Email: _____ Advisor Phone #: _____

OU Department: _____

Please attach a list of any additional advisors working with your chapter. Include their name, e-mail, phone number, and position.

COUNCIL REPRESENTATIVE

Delegate Name: _____ Council: IFC NPC NPHC LOCAL

Delegate Email: _____ Delegate Phone #: _____

Does the Delegate live on campus? Y N

** Delegates are required to attend all Council meetings. If they cannot attend, they must send another chapter member.**

CHAPTER LEADERSHIP INFORMATION

(PLEASE COMPLETE IN CHAPTER RANK ORDER)

POSITION: _____ **NAME:** _____

Email: _____ Phone #: _____

POSITION: _____ **NAME:** _____

Email: _____ Phone #: _____

POSITION: _____ **NAME:** _____

Email: _____ Phone #: _____

POSITION: _____ **NAME:** _____

Email: _____ Phone #: _____

POSITION: _____ **NAME:** _____

Email: _____ Phone #: _____

POSITION: _____ **NAME:** _____

Email: _____ Phone #: _____

POSITION: _____ **NAME:** _____

Email: _____ Phone #: _____

POSITION: _____ **NAME:** _____

Email: _____ Phone #: _____

****Please attach any additional officers to this form including their name, position, email, and phone number.****



OGLETHORPE UNIVERSITY

Greek Chapter Roster Change Form

This form can also be filled out online at greeklife.oglethorpe.edu.

Organization Name: _____ Date: _____

Chapter Deletions

NAME	OGLETHORPE ID #	REASON CODE (SEE BELOW)

Reason Codes:

- AL – Alumna/ae (still enrolled, but no longer active with chapter)
- DP – Depledged (chapter removed the new member)
- EP* – Expelled (can never be a member)
- GR – Graduated
- IN – Inactive (not currently an active member; can be used for study abroad)
- SP* – Suspended (usually for a given time frame)
- TR – Transferred (to another school)
- WD – Withdrawal (voluntarily left the chapter)

**Appropriate documentation (i.e. copies of forms sent to national headquarters/regional director MUST be included for this type of roster deletion).*

Chapter Additions

Members can only be added using the Greek Membership and Anti-Hazing Compliance Form.

Chapter President’s Signature: _____ Date: _____



OGLETHORPE
UNIVERSITY

Greek Membership and Anti-Hazing Compliance Form

This form must be completed by all new/returning members wishing to participate in an Oglethorpe University social Greek Organization.

Fraternity/Sorority Name: _____

Member's Full Name: _____
First Middle Last

Member's Oglethorpe ID Number: _____

Circle class standing: FR SO JR SR

Member's OU Email Address: _____

Member's Current Phone Number: _____

Emergency Contact Name: _____ Relationship: _____

Emergency Contact Phone Number: _____

Check your membership status:

New Member/Associate Member/On Line

Transfer Member: College/University where you joined: _____

Initiation Date: _____

Returning OU Member: Reason left: _____

My signature below certifies that I have read, understand, and agree to abide by the University Hazing Policy. * My signature also authorizes my chapter President, President Designee, Chapter Advisor, as well as the necessary OU personnel to access to my semester and cumulative hours, points, and grade point average, classification, and enrollment status.

Signature: _____ Date: _____

****Please see the back of this page for the Oglethorpe Hazing Policy.
The following policy can be found in the Oglethorpe University Bulletin:***

11.2.4. Policy on Hazing

Oglethorpe University does not permit the hazing of a student as a requirement for membership or participation in any student organization, athletic team, Greek chapter, colony, club or group. Hazing is not consistent with the mission of the University and is in opposition to the founding principles of fraternal organizations. The University will not tolerate hazing in any form.

Hazing activities are defined as:

An action taken or situation created intentionally by an individual or group, whether on- or off-campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule in another person or group, regardless of the consent of the participants. Any act that interferes with regularly scheduled classes or academic pursuits of a student may also be defined as hazing. Such activities may include but are not limited to the following:

- Use of alcohol.
- Paddling in any form.
- Creation of excess fatigue.
- Physical and psychological shocks.
- Engaging in disruptive behavior.
- Morally degrading or humiliating games and activities.
- Forced servitude.
- Other such activities that are not consistent with academic achievement, ritual or policy, the regulations or policies of the University or applicable state law.

Complaints or information concerning an alleged violation of the hazing policy should be reported to the dean of students or the director of residence life. Staff will investigate all complaints and take appropriate action upon confirmation of a violation.



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Greek Affairs Service and Philanthropy Reporting Form

Community service and philanthropic giving are important components of our Greek community. In order to properly recognize our fraternities and sororities for their work in our local community, Oglethorpe University Greek organizations must complete this form to be recognized for service. *This form can also be filled out online at greeklife.oglethorpe.edu.*

This form is due on the following dates for the 2014-2015 Academic Year:

December 5, 2014 (Report for Fall Semester)

May 1, 2015 (Report for Spring Semester)

Community Service Report

This section highlights any act of volunteerism that is not required to hold a title and has not been mandated by a third party. For example, the hours that you complete for your National Philanthropy do not count, but volunteering for OU Day of Service would count.

Service Event	Date	# Members Participated	Total Hours Served (# members x # Hours Each Spent)
<i>Ex. OU Day of Service</i>	<i>8/23/14</i>	<i>12</i>	<i>48</i>
Other Hours Accumulated through Individual Volunteerism			
Total Chapter Community Service Hours			

Please attach an additional sheet if necessary

Chapter Philanthropy Report

This section highlights any act of volunteerism or unpaid work for the chapters National or chosen philanthropy. This section should not include any fundraising event (see section on next page of this form) nor should it include any service that was mandated as a sanction from a third party.

Philanthropy Event	Date	Organization Benefitted	Total Hours Served (# members x # Hours Each Spent)
<i>Ex. Breast Cancer 5K</i>	<i>10/8/14</i>	<i>Women for the Cure</i>	<i>24</i>
Other Hours Accumulated through Individual Volunteerism			
Total Chapter Philanthropy Service Hours			

Please attach an additional sheet if necessary

Chapter Fundraising Report

This section highlights any act of fundraising for the chapters National or chosen philanthropy. A “Walk” is considered as the organization benefits most from the amount paid to participate.

Fundraising Event	Date	Organization Benefitted	Total Amount Raised
<i>Ex. Pink Frosting Bake Sale</i>	<i>10/20/14</i>	<i>Women for the Cure</i>	<i>\$192.63</i>
Total Amount Raised			

Please attach an additional sheet if necessary

I verify that the hours and amounts recorded above are accurate, and I know that this information may be included in reports to the community, my university, my (inter)national organization, and other individuals.

Fraternity/Sorority: _____ **Date:** _____

President Signature: _____



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Office of Greek Affairs

Invoice for Greek Housing Damage

Chapter	
Account	
Invoice Date	
Amount Due	
Amount Due Date	

Description of Damage:

Payment Policy:

- If the bill is not paid within 30 days, the Office of Greek Affairs will schedule a conference call with the chapter advisor or house corporation advisor and the chapter president.
- If the bill is not paid within 60 days, the Office of Greek Affairs will contact the chapter's national office.
- If the bill is not paid within 90 days, the cost will be divided amongst all active members of the chapter and will be added to the student's account.

Appeal Policy:

- A written appeal about a damage invoice must be submitted by the 10th of the month to the Office of Greek Affairs, who will in turn meet with the Office of Residence Life to make a determination about the appeal within 10 business days. To appeal, an individual, chapter, and/or housing corporation must document why they believe there was an error in the charge, i.e. the charge was wrong or they are not responsible for the damage.

5. All approved requests will be submitted to the Business Office in the form of a check request. The chapter will be responsible for picking up the check from the office.
6. The chapter will be responsible for submitting receipts to the Office of Greek Affairs within one week from receiving the money.

I agree to the above terms and conditions.

House Manager: Print Name/Signature

Date

Chapter President: Print Name/Signature

Date

PROJECT PROPOSAL FORM
GREEK HOUSING
Oglethorpe University
Physical Plant

Chapters leasing University-owned houses are not permitted to make any renovation or modification, including decorative improvements such as painting and paneling in or around the premises without first submitting a Project Proposal Form and obtaining consent in writing from the University. Specifically, the following offices will need to review the proposal:

- Assistant Dean of Students & Director of Residence Life
- Director of Facilities
- Director of Campus Safety
- Vice President for Campus Life & Dean of Students
- Vice President for Business and Finance

If a chapter would like to propose a change or improvement to their University-owned house, they may do so by completing the attached form and turning it in to the Coordinator of Greek Affairs. The following guidelines may help when filling out the Project Proposal Form:

- Project proposals must be submitted at least two weeks in advance of when you would like to begin work on the proposed project.
- Be as detailed as possible and include all information requested on the form (drawings, plans, samples, colors, time lines, etc.)
- Both the chapter president and house corporation president must sign the form.
- Work may not proceed until permission has been given by the University.

All items on this form MUST be completed prior to submission. Failure to gain official approval may result in removal, demolition, repainting, etc. at the chapter's expense and/or significant fines.

If you have any questions about this process, please feel free to contact Alexandra Yancey, Coordinator of Greek Affairs, by calling 404-364-8892 or emailing ayancey@oglethorpe.edu. If you have further questions and would like to meet, please visit the Greek Affairs Office in the Student Commons of the TLCC.

Chapter: _____ Request Date: _____

Contact person for project: _____

Address: _____

Phone/E-mail: _____

Title of Project: _____

Location of Project: _____

Proposed Starting Date: _____ Anticipated Completion Date: _____

Contractor and Description of Scope Of Work: **Please attached to this form, a proposal letter from the contractor performing the work (on company letterhead) including qualifications and experience, copy of certificate of insurance, drawings and plans related to project, cut sheets and associated shop drawings, scope of work, projected timeline, methods for protecting existing finishes, cleaning responsibility and lists of materials including color selections. If work is to be done by a Campus Department, please indicate here as well.**

List all warranties and responsibilities **associated with the warranties (attach supporting documentation):**

Estimate of Cost: (Broken down)

Source of Estimate:

Project Proposal Submitted by:

Chapter President

Date

House Corporation President

Date

Project Approved by:

Signature

Date

Name and title



OGLETHORPE

UNIVERSITY

Greek Affairs Policies on Alcohol, Events, & Parties

Preface

The legal drinking age in the state of Georgia is 21 years of age. All initiated members and new members must abide by all federal, state, county, city, and university regulations as well as their individual chapter and national alcohol/risk management policies. The entirety of these policies will be enforced for all local, Panhellenic Council, Interfraternity Council, and National PanHellenic Council chapters at Oglethorpe University.

These policies are a compilation of national fraternity and sorority risk management policies with additional guidelines pertaining specifically to the Oglethorpe campus and surrounding community. By enforcing these policies, the Office of Campus Life aims to provide the safest possible social atmosphere for the members of the Greek community and their guests while allowing attendees to exercise the personal responsibility expected of students at Oglethorpe University. The following objectives are essential to achieving this aim:

- To encourage social responsibility in all members;
- To encourage responsible alcohol use and thereby reduce the risks associated with alcohol misuse at social events;
- To increase the safety of everyone in attendance at chapter-sponsored social events;
- To decrease legal liability for chapters, their officers, members, members' parents, advisors, house corporation boards, and Inter/National organizations;
- To support the ideas and values on which our fraternities and sororities are founded;
- To practice self-governance as a Greek community;
- To educate the general membership of the Greek Community about the importance of risk management.

Article I: University Policies Regarding Alcohol & Drugs

Oglethorpe University holds the following policies regarding Alcohol and Drugs, which can also be found in the University Bulletin:

***11.2.12.1.** Oglethorpe requires students to comply with federal, state and local laws concerning the possession and use of alcoholic beverages and drugs. The consumption of alcoholic beverages by persons under the age of 21 and the furnishing of alcohol to an individual under 21 are violations of state law. The possession, use or distribution of illegal drugs or substances used for illicit purposes on campus will be subject to disciplinary action by the University. They may also constitute a violation of law that can result or fines or imprisonment by federal, state or local authorities. Possession, use, or distribution of drugs other than marijuana will result in suspension or expulsion from the University.*

11.2.12.2. *The use of alcoholic beverages on campus by students of legal age is permitted only in the privacy of their living quarters or at events or in locations specifically authorized. If all members of a room or suite are under the legal drinking age, no alcohol can be present in that room at any time. Residents cannot host open invitation or large private parties with alcoholic beverages. This policy specifically prohibits large quantities of alcohol and beer kegs on the campus. Open containers of alcoholic beverages are not permitted outdoors in public areas of the residence halls or elsewhere in campus buildings or on campus grounds, except where specifically authorized. Public areas include lounges, lobbies, study rooms, hallways, laundry/utility rooms and all courtyards, patios, grounds, sidewalks and parking lots.*

11.2.12.3. *University guidelines that apply whenever alcoholic beverages are available at off-campus functions sponsored by student organizations include the following: the alcohol, which is available to those of legal drinking age who wish to drink, is provided only by or through the management of the establishment rented for the function, served only by licensed bartenders and sold at a reasonable price; alternative non-alcoholic beverages must be available in adequate supply; food or snacks should be served; a reasonable time limit to end the party should be set; sober and safe transportation should be provided to avoid anyone driving while intoxicated; any other effort or provision should be made by the host organization to control the function, encourage responsible conduct and monitor problems of intoxication to better ensure a safe, enjoyable party. Valid complaints of disruptive or unruly behavior, personal injury or damage to property arising from the use of alcohol may subject the organization and the individuals involved to disciplinary action.*

11.2.12.5. *Paraphernalia, equipment and other devices designed to increase the rate of consumption or intake of alcohol or illegal drugs such as bongs, funnels and kegs are prohibited from campus. Hookahs and other like devices designed for smoking tobacco are also prohibited.*

Article II: How Are Events Defined?

- A. The terms “event” and “party” are used interchangeably and shall be referred to as an event for the remainder of this document.
- B. An alcohol-related event can be defined as one or more of the following:
 - a. A chapter event involving alcohol and non-members on Oglethorpe University Greek Housing premises;
 - b. Any activity sponsored by a member chapter of IFC, Panhellenic, NPHC, or local chapters where alcohol is present.
 - c. Any activity where the number of people in attendance from any chapter leads people to believe that it is a function of that fraternity or sorority where alcohol is present (including but not limited to fraternity house parties, sorority functions, mixers, date parties, and formal events).

Article III: Invited Students & Time Parameters for Events

- A. No potential/admitted new students (i.e. students attending Scholarship Weekend, Passports, Admitted Students Day, Orientation, etc.) are permitted in any sorority/fraternity house or

sorority halls at any time during official Oglethorpe events planned for these students. Greek students not living on Greek Row are allowed (and urged) to host these students; however, they are not allowed to be in the Greek houses/halls. If a potential or new student asks to see Greek Row, members are allowed to walk them through the community to show it to them; just remember, members are not allowed to take them in any house. This policy also applies to Orientations, during which time Greek Row will be closed to all new and incoming students until all Orientation events are completed. *Anyone or any chapter found in violation of this will be subject to disciplinary actions.*

- B. Education First Students
 - a. By the Thursday before an event, the Education First Director will provide a list of approved students to attend parties to the Office of Greek Affairs.
 - i. These are the only EF students allowed to attend a Greek event.
 - ii. Students on this list must show their EF Petrel Pass to be admitted.
- C. All events must end at 2:30am with no exception. Music must be turned off at 2:30am and a good faith effort must be made to send guests home. All guests must be gone by 2:50am.
- D. Events are not to exceed five hours in length.
- E. No parties shall be permitted during finals week. For the purpose of this policy, finals week will begin on Dead Day and last until noon on the last day of exams.
- F. Campus Safety and University Staff Members may close any event at any time. Greek members and event guests are expected to treat all Campus Safety and University Staff Members with respect at all times.

Article IV: Event Registration

Each chapter must meet mandatory preliminary requirements in order to be able to host social events with non-members and alcohol present. All events must be registered through the Office of Greek Life and Campus Safety in the following manner:

- A. If the event will be under 50 attendees (ex. SuperBowl Watch Events, Date Nights, Mixers, etc.):**
 - a. All chapters wishing to host an event in their house that will not exceed 50 attendees must submit the following form to the Office of Greek Affairs at least 72-hours prior to the event: <https://oglethorpe.wufoo.com/forms/greek-affairs-event-registration/>
 - b. Chapters will need to provide the name of one sober monitor to be present at all times during the event.
 - c. If the event exceeds 50 attendees, Campus Safety or any staff member will end the event.
 - d. Chapters are expected to follow all policies regarding alcohol as defined in the University Bulletin. Chapters will also follow the Good Faith policy.
- B. If the event will exceed 50 attendees:**
 - a. Registration with the Office of Greek Affairs:
 - i. All chapters wishing to host an event that will exceed 50 attendees must submit the following form to the Office of Greek Affairs at least 10 days prior to the event: <https://oglethorpe.wufoo.com/forms/greek-affairs-event-registration/>
 - b. Registration with Campus Safety

- i. The Director of Campus Safety is copied on all Event Registration Forms and event confirmations. The Greek Advisor will notify the Director of Campus Safety of events, but it is the responsibility of the chapter to work with them to make sure all requirements are fulfilled, including any additional walk-throughs, hiring officers, etc.
 - c. All chapters must follow Article V below regarding the event's management.
- C. If the chapter is late registering, a \$75.00 registration fee will be invoiced to the chapter. This fee must be received before the event can take place.
- D. Event Confirmation:**
 - a. The Greek Advisor will send a confirmation email to the individual who submitted the request, the chapter president, the Director of Campus Safety, and the Assistant Director of Housing Operations when an event is approved. ***If a confirmation email has not been sent to these individuals, the event has not been approved.*** Failure to host an event of any size without approval will result in chapter sanctions.
 - b. The Greek Advisor will work with the chapter to make sure that all Pre-Event Preparations (Article V.A) are completed.
 - c. If an individual would like to follow up on an Event Registration Form, please contact the Greek Advisor directly.

Article V: On-Campus House Event Management For Events Larger than 50 Attendees

The following guidelines are to be enforced at all on-campus Greek social events that exceed 50 attendees:

- A. Pre-Event Preparations
 - a. Preparations with the Greek Advisor:

Once an event is confirmed via email, the Greek Advisor will work with the chapter to arrange the following before the event can take place:

 - i. A walk-through will be scheduled with the chapter and Greek Advisor. The walk-through must take place within 10 hours of the event.
 - ii. The primary event monitor must set up a time to pick up the IFC Event Monitor Pack containing 2 iTouches (for OU/EF student check-in), four IFC Party Monitor badges, and two different colors of wristbands.
 - 1. The Primary Event Monitor is responsible for checking out the IFC Event Monitor Pack before the event begins.
 - 2. The chapter is responsible for replacing any items that are lost or stolen before the pack is returned to the Greek Advisor.
 - 3. The IFC Event Monitor Pack is to be checked back in with the Greek Advisor in the Office of Campus Life within 72-hours after the event. If the Greek Advisor is not present when the pack is being checked in, please check the item in with a Campus Life staff member, and notify the Greek Advisor via email.
 - iii. The chapter president must meet with the Greek Advisor at least 48-hours before the event to confirm and sign-off on all party monitors and acknowledge that they have read and understood all aspects of this policy.

- b. Preparations with Campus Safety:
 - i. A security officer and Brookhaven officer is required for all events exceeding 50 attendees. Payments for events must be prearranged for any security/Brookhaven officers required and can be arranged through Campus Safety.
 - ii. Please notify Campus Safety of any relevant information regarding the event, attendees, and event monitors before the start of the event.
 - c. If there are any specific event needs (space reservation, equipment rentals, etc) please notify the Greek Advisor at least seven days prior to the event.
- B. Event Regulations
- a. Event Monitors:
 - i. Each event must have a minimum of four Event Monitors (indicated on the Event Registration Form) at the event:
 1. Two Event Monitors will be working check-in. Both check-in monitors must be trained by the Greek Advisor prior to the event and must follow the Event Check-In Procedures (V.B.b). Trainings will occur at least twice a month, and dates will be available on the Greek Life website at the beginning of the semester.
 2. One Event Monitor will be responsible for all trash at the event. It will be their duty to ensure that there is no glass at the party and that all trash on the ground is placed in the proper bins for disposal. This monitor will be responsible for upholding the Clean Up and recycling policies (see below). This monitor will also serve as a second floater throughout the party.
 3. One Event Monitor will be designated as a primary floater during the event. It will be their duty to make sure that all entrances are open and accessible, that all guests are behaving accordingly, and to help with crowd control. If the event begins to get out of hand, it is this individual's job to contact a Campus Safety or Brookhaven Officer for assistance.
 - ii. In addition to a specific assignment, Event Monitors are to watch for underage drinkers, bottles, glass containers and excessively impaired individuals as well as be alert for the development of potential trouble.
 - iii. Event Monitors must be clearly identified using the blue "IFC Event Monitor" badges.
 - iv. Event Monitors are to stop underage drinking when observed and to stop any consumption of alcohol by individuals obviously impaired.
 - v. Event Monitors will not drink nor be under the influence of alcohol. All Event Monitors must consent to a Breathalyzer test at any time during the event to check their Blood Alcohol Content.
 - vi. Event Monitors must not be new members.
 - b. Check-In Procedures:
 - i. A minimum of two Check-In Event Monitors will work the entrance at all times.

- ii. Both Check-In Monitors must be trained with the Greek Advisor prior to the event. Check-In Event Monitor Trainings will occur at least twice a month, and these dates will be posted at the beginning of each semester on the Greek Life website.
- iii. Check-In Event Monitors will check attendees into the party in the following manner:
 1. Oglethorpe Students:
 - a. All current OU students must be scanned into the event using their OU Petrel Pass. Each Check-In Event Monitor will receive an iTouch to scan current OU students into the event. If the iTouch is lost or stolen during the event, the chapter will be invoiced for its replacement.
 - b. To scan a student into the event please follow the instructions on the “Greek Affairs Scanner Policy and Procedure” that can be found on the Greek Life website.
 - c. Check-In Event Monitors will check the birthdate on the Petrel Pass and distribute a wristband to the student based on their age. One color wristband will be used to identify the student as “underage” (born after the event date of 1994), and another color will be used to identify the student as “of age” (born on or before the event date of 1994). **If a student is found to be wearing a wristband that indicates them to be “of age” when they are not, the party monitor who checked them in will be held accountable, and the chapter may face judicial consequences.**
 - d. If an OU student does not have their Petrel Pass, they must be treated as a guest (see below).
 2. EF Students:
 - a. All approved EF students must be scanned into the event using their EF Petrel Pass. Each Check-In Event Monitor will receive an iTouch to scan current EF students into the event. If the iTouch is lost or stolen during the event, the chapter will be invoiced for its replacement.
 - b. To scan a student into the event please follow the instructions on the “Greek Affairs Scanner Policy and Procedures” that can be found on the Greek Life website.
 - c. Check-In Event Monitors will check the birthdate on the Petrel Pass and distribute a wristband to the student based on their age. One color wristband will be used to identify the student as “underage” (born after the event date of 1994), and another color will be used to identify the student as “of age” (born on or before the event date of 1994). **If a student is found to be wearing a wristband that indicates them to be “of age” when they are not, the party monitor who checked them in will be**

held accountable, and the chapter may face judicial consequences.

- d. If the EF student is not on the approved list or if they are a minor (born after the event date of 1997), the student is not allowed into the event.

3. Off-Campus Guests:

- a. All guests must be on the Guest List prior to the event.
- b. All Guest Lists must be completed in an Excel or Numbers document using the “Greek Affairs Guest List Template” format that can be found on the Greek Affairs website.
- c. All lists must be submitted to the Greek Advisor and Director of Campus Safety at least 4 hours before the event.
- d. At least one Check-In Event Monitor will be responsible for checking in guests in the following manner:
 - i. Guests must be accompanied by their hosts at all times. As stated in the University Bulletin, hosts are responsible for the actions of their guests at all times that their guests are on campus. If the guest does not have their host with them, they are not allowed to enter the event.
 - ii. Guests must show a valid state issued ID (Driver’s License, Passport, Military ID, Identification Card) in order to receive a wristband and enter the event.
 - iii. Check-In Event Monitors will use the guest’s ID to indicate the guest’s attendance using the pre-registered guest list. More information on this process is given during Check-In Event Monitor Training.
 - iv. Check-In Event Monitors will check the birthdate on the ID and distribute a wristband to the guest based on their age. One color wristband will be used to identify the guest as “underage” (born after the event date of 1994), and another color will be used to identify the guest as “of age” (born on or before the event date of 1994). **If a guest is found to be wearing a wristband that indicates them to be “of age” when they are not, the party monitor who checked them in will be held accountable, and the chapter may face judicial consequences.**
- e. Event Monitors are not to allow any minors (born after the event date of 1997) into the event.
- f. The chapter and university reserve the right to ask any guest to leave the event.
- g. If a guest wants to enter the event, but they are not on the pre-registered list, it is up to the discretion of the chapter president

- in order to grant entrance. If a non-registered guest is granted entrance, the Check-In Monitor must add their name to the list.
4. All scanned student and guest lists must be emailed to the Greek Advisor at the end of the event. If the lists are not emailed within 24-hours, the chapter will be fined \$25 per day until all lists are received.
- c. Event Monitors and chapter members are required to notify the Brookhaven officer or Campus Safety of the following:
 - i. Any member or non-member that has passed out or become non-responsive from alcohol consumption or medical conditions. The objective is to ensure a proper medical evaluation is given for life safety.
 - ii. Any activity of aggressive behavior (physical, verbal or sexual). Failure to report this type of activity will result in probation or disciplinary actions.
 - d. Entrance
 - i. Only one entrance will be used for social events. The entrance to the event shall serve two purposes:
 1. To make sure all persons entering the event are either members or have been checked in using the process above;
 2. To check identification and age of individuals entering the event.
 - e. Containers
 - i. No glass containers of any kind are permitted into an event.
 - ii. No unmarked containers or glasses/cups are permitted into an event.
 - iii. Any individual over the age of 21, who brings alcohol into the event, may only bring beverages that are in manufactured-labeled cans/plastic bottles.
 - f. Furnished Rides
 - i. Chapters are required to notify the Brookhaven officer or Campus Safety if an individual is unable to drive due to being impaired.
 - ii. Alternate transportation could be arranged by the event monitors for off-campus student or guest with a local cab service. Campus Safety will assist with obtaining transportation if necessary.
 - iii. If the Chapter has designated drivers they will not drink nor be under the influence of alcohol. Designated Drivers must consent to a Breathalyzer Test at any time during the event.
 - g. Clean-Up
 - i. All outside facilities will be cleaned up by 12:00pm the next morning following the event.
 - ii. Outside facilities include areas visible to the public and adjacent properties where trash is present as a result of the event.
 - iii. Chapters and Event Monitors are to follow the Greek Affairs Recycling Policy that can be found on the Greek Life website.
 - h. All Event monitors, chapter members, students, and guests can use the following numbers to request assistance at any time:
 - i. Campus Safety: (404) 504-1998
 - ii. Greek Row RA On-Duty: (404) 354-5615

Article VI: Other Houses During On-Campus Events

During an official event being hosted by one organization, any other organization on Greek Row may not be “open.” This includes playing loud music or having the front door open to allow anyone to walk in and out of the house. Organizations who choose to not follow this, will receive one warning from the Brookhaven officer or Campus Safety. Any additional follow up will result in all non-residential members of the house being asked to leave immediately, and the chapter may face judicial consequences.

Article V: Events at Other On-Campus Locations

All chapters wishing to host an event at a space that is separate from their chapter house must complete all necessary forms to reserve space and register the event with Campus Life and the Office of Special Events. These forms can be found on the Campus Life website.

Article VI: Off-Campus Event Management

All off-campus events must abide by the University Bulletin, specifically section 11.2.12.3.

Article VII: Medical Amnesty

The Office of Greek Affairs upholds section 11.2.13 in the University Bulletin regarding amnesty for all students.

Article VIII: Good Faith

It is recognized that this policy cannot address, in specific fashion, all possible social situations that may occur. When this policy is not specific on a particular point, the chapters of Oglethorpe University and their members are expected to conduct their events and themselves in the spirit of social responsibility expressed in this policy.

- A. Any chapter in violation of this policy’s intent will be subject to review by their respective council and/or the Office of Dean of Students Office.
- B. The Interfraternity Council, the Panhellenic Council, and the National PanHellenic Council strongly encourage all chapters to adhere to their own risk management policy.

Article IX: Judicial Processes

- A. The first infraction for a fraternity/sorority that does not formally register for a social event will receive a formal warning by the Greek Advisor. In addition, the Dean of Students (or Dean of Students professional staff member designee) will independently review the incident, assess for a violation of the Party Registration policy, and determine the appropriate sanction(s).
- B. Any subsequent infraction for a fraternity or sorority that does not formally register a social event will result in immediate social suspension, and additional sanctions may be imposed based upon an investigation. In addition, the Dean of Students (or Dean of Students professional staff member designee) will independently review the incident, assess for a violation of the Party Registration policy, and determine the appropriate sanction(s).
- C. In order to determine the appropriate sanctions, the Dean of Students will follow the university investigation process found on the Student Conduct website.
- D. The count of infractions is reset at the beginning of every academic year.

Article X: Amendments

The Office of Greek Affairs reserves the right and discretion to amend, add to, delete, or change these policies. The Dean of Students will approve all policy changes before being put into action. Changes are effective as of the date of their occurrence.



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Greek Affairs Policy on Hazing

Hazing Definition:

"Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate (StopHazing.org, 2012).

Georgia Law on Hazing: (16-5-61. Hazing)

- a. As used in this Code section, the term:
 - 1) "Haze" means to subject a **student** to an activity which endangers or is likely to endanger the physical health of a **student**, regardless of a **student's** willingness to participate in such activity.
 - 2) "School" means any school, college, or university in this state.
 - 3) "School **organization**" means any club, society, fraternity, sorority, or a group living together which has **students** as its principal members.
 - 4) "**Student**" means any person enrolled in a school in this state.
- b. It shall be unlawful for any person to haze any **student** in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school **organization**.
- c. Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Oglethorpe University Policy on Hazing (from 2014-2016 Bulletin)

11.2.4. Policy on Hazing

Oglethorpe University does not permit the hazing of a student as a requirement for membership or participation in any student organization, athletic team, Greek chapter, colony, club or group. Hazing is not consistent with the mission of the University and is in opposition to the founding principles of fraternal organizations. The University will not tolerate hazing in any form.

Hazing activities are defined as:

An action taken or situation created intentionally by an individual or group, whether on- or off-campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule in another person or group, regardless of the consent of the participants. Any act that interferes with regularly scheduled classes or academic pursuits of a student may also be defined as hazing. Such activities may include but are not limited to the following:

- Use of alcohol.
- Paddling in any form.
- Creation of excess fatigue.
- Physical and psychological shocks.
- Engaging in disruptive behavior.
- Morally degrading or humiliating games and activities.
- Forced servitude.
- Other such activities that are not consistent with academic achievement, ritual or policy, the regulations or policies of the University or applicable state law.

Complaints or information concerning an alleged violation of the hazing policy should be reported to the dean of students or the director of residence life. Staff will investigate all complaints and take appropriate action upon confirmation of a violation.

Greek Life and Hazing:

Hazing is not permitted on OU’s campus. This is in accordance with Georgia law; the policies of Oglethorpe University, including the By-laws of the Interfraternity Council; the North-American Interfraternity Conference; the National Panhellenic Conference; and all inter/national organizations represented on our campus, hazing is not permitted. All acts of hazing by any organization, member, and/or alumni are specifically forbidden.

Endorsement: Each member and new member/associate/aspirant/candidate must read this policy and agree to support a zero tolerance for hazing at OU, both on and off campus. Furthermore, each member must agree to work to eliminate all forms of hazing in our Greek community. This endorsement is acknowledged by the chapter president signing the Anti-hazing Contract Confirmation Form and new members signing the Greek Membership and Anti-Hazing Compliance Form.

By signing this form below, in return for Oglethorpe University allowing me to participate in the activities of Greek Life and its participating local and national chapters, the following members of _____ [ORGANIZATION NAME] chapter confirm that on _____ [DATE] that they have read, reviewed, understand and agree to the conditions set forth in this Anti-Hazing policy and the documents referenced herein. They further agree to uphold Oglethorpe University’s zero tolerance for hazing.

Chapter President

New Member Educator



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Greek House Lease Agreement

THIS AGREEMENT made this # day of _____ 2014 by and between Oglethorpe University and FRATERNITY , CHAPTER Chapter.

IN CONSIDERATION of Oglethorpe University owning and operating Greek Houses on campus and assigning one of those facilities for the use of FRATERNITY , CHAPTER , a fraternity/sorority chartered at the University by its National Organization, the undersigned representative (s) of HOUSING CORPORATION NAME. , the official House Corporation/Alumni Advisory Group for said fraternity/sorority chapter agrees to the following terms and conditions:

House Corporation/Alumni Advisory Group Terms and Conditions

1. To advise and oversee, insofar as practical, said fraternity/sorority on management and financial matters concerning the operation of the house.
2. To assist said fraternity/sorority to establish reserves, solicit donations, and raise funds for the following purposes; to provide financial support for the chapter, to furnish and equip the social/utility spaces in the house, to maintain and protect the furnishings and equipment and to satisfy debts or obligations incurred by the chapter.
3. To achieve full occupancy (either 4 singles or 8 doubles or a combination of both) during the fall and spring semesters.
4. To assist the chapter in providing payment for any empty rooms/unfilled bed spaces during the fall and spring semesters. All charges for unfilled bed spaces must be paid by the chapter by the end of the term during which the vacancy existed.
5. By March 1, the University will inform the House Corporations/Alumni Advisory Group of the charges for keeping the house open during the summer. The House Corporation/Alumni Advisory Group will consult with the undergraduate members to determine if there is enough interest to have the house open. By April 1, the House Corporation/Alumni Advisory Group will inform the University if the house will be open for the summer and, if so, who will live in the house. The House Corporation/Alumni Advisory Group will also inform the University how much each individual will be charged. For example, if the summer rent for the house is \$12,000, and four residents live in the house, then each resident will pay \$3,000. For summer rent, the University will bill the students directly (not the Housing Corporation/Alumni Advisory Group).
6. Each house may not be open or occupied by said fraternity/sorority during the summer and will be maintained and utilized at the discretion of the university and in consultation with the

Housing Corporation/Alumni Advisory Group, unless the said fraternity/sorority decides to keep the house open and pays rent during the summer.

7. The residence halls and Greek houses are closed during Winter break. Some athletic teams, however, need to return to campus early for practice and games. If any of these student athletes live in Greek housing, they will be allowed back into the house as required and approved by the Athletic Director, Dean of Students, and Director of Residence Life. Other students, however, are not allowed to return to the houses until they officially reopen. In the event athletes have to move in early, the house manager is encouraged to move in early as well.
8. To carry a general liability insurance policy on the property of \$1,000,000.00 minimum per occurrence, provide a Certificate of Insurance to the University evidencing same, and carry Oglethorpe University as an additional insured under the insurance policies covering the property.
9. In the case that a House Corporation dissolves, the University will work with the alumni and National office to form a new House Corporation. In the interim, the University, through the Office of Campus Life, will conduct the administration of the house.
10. To require the chapter to comply with its national organization's risk management policies and procedures. A copy of each organization's policies should be on file with the Campus Life office.
11. To establish a procedure for providing prompt notice (within 24 hours) to Oglethorpe University, the national office, and insurers of any accident resulting in bodily injury or property damage; to report all serious incidents (pranks, thefts, illness, etc.) or acts of vandalism to the house or furnishings to the University.
12. To assist the chapter in providing for payment or reimbursement to Oglethorpe University (not otherwise collected from the damage deposits of residents) for any damage to the property including damage or loss of equipment and furnishings belonging to the University that is caused by fraternity/sorority members, their guests, or invitees; to request permission from Oglethorpe University before making any repairs, alterations or additions in or to the property; to provide for the payment of a surcharge at the end of each annual rental year for an excessive use of utilities in the house (excessive is defined as 20% higher than the average costs of all Greek Houses). The University shall provide notification of excessive use.
13. To oversee the use of the property to ensure that it is used as a fraternity/sorority chapter house to accommodate active members as residents and to carry out recruitment, social, meeting and programming activities; to prohibit any unlawful use of the property that would be in violation of local, state or federal laws and ordinances; to require that members, pledges, and guests conform to all University rules and regulations and to the rules promulgated by the Interfraternity Council/Panhellenic Council; to advise the officers and members of the fraternity/sorority of the terms and conditions of this Agreement and require their compliance with all the obligations imposed on the chapter by said terms and conditions.
14. To not allow any additions, renovations, wiring, or any other structural or mechanical/electrical changes to the house without a formal proposal made to the University in writing, and the University approval given in writing.
15. To provide Oglethorpe University prompt notice of intention to terminate this agreement should the fraternity/sorority chapter decide to become inactive, be subject to suspension of its charter or recognition, or otherwise be unable to meet the commitments under this agreement; such notice must be made in writing to the University by April 1 of a given year to be relieved of the terms of the Agreement and rental obligations for the following academic year that begins with the fall semester; all rental obligations and applicable terms and conditions of this Agreement shall remain in force until the termination period is completed.

16. To vacate the property at the expiration or prior termination of the Agreement, or upon eviction of the fraternity/sorority from the premises for cause (as a result of a disciplinary sanction or material breach of the Agreement), in as good condition as received, exception reasonable wear and tear based on the standards of all residential areas.
17. To provide to the University annually, and as changes occur, a current list of the names, addresses, and phone numbers of the officers and members of the House Corporation/Alumni Advisory Group.
18. To provide a safe and clean environment, the Greek houses will be closed completely during the summer term of each academic year, unless the said fraternity/sorority decides to keep the house open and pays rent during the summer. During this time, all residents must move their belongings out of the house; the common room furniture may remain. Additionally, the houses will be closed between the fall and spring semesters, but the residents will not be expected to move out all of their belongings.
19. The houses may open for the fall semester on the Saturday after the freshmen come to campus in the fall and the Sunday before classes begin in the spring, unless earlier arrival is requested and approved by the Office of Residence Life.

University Terms and Conditions

The foregoing terms and conditions agreed to by the House Corporation/Alumni Advisory Group and undergraduate chapter are based on the following specifications, obligations, and provisions agreed to by Oglethorpe University:

20. The University owns and operates the land and improvements "thereon located."
21. The University will provide utilities; provide maintenance services, housekeeping services, upkeep of grounds, and pest control like that provided for the campus residence halls; furnish the kitchen appliances (refrigerator, stove/oven and dishwasher), bedroom furniture (beds, desks, dresser drawers, and chairs), and bedroom window coverings.
22. The annual rental revenues are to be collected by or paid to Oglethorpe University; the annual rental year is determined by the academic calendar and generally to begin with the fall semester and conclude at the end of the summer months; any rental adjustment for future years shall be in line with the increase applied to all campus residence halls.
23. The fraternity/sorority shall keep the house occupied by fraternity/sorority students to include a designated House Manager with the responsibility to serve as Liaison to the Campus Life and Housing offices; to reside in the house for the fall and spring semesters; each designated resident shall be required to complete a housing application and sign a rental agreement with the University Residence Life Office; Greek House residents shall be billed by the University for rental charges along with tuition and other fees; residents of the Greek Houses shall be treated the same as residence hall students for Financial Aid award considerations.
24. A Greek Senior Resident Assistant (SRA) will be responsible for working with the House Managers on maintaining a safe and clean living environment and enforcing university rules and regulations on Greek Row. The Greek SRA will work directly with Residence Life, Greek Affairs, and House Managers on facility maintenance, programming, and community building for Greek Row.
25. Revenue generated from the rental of the house during the summer will be used for facility maintenance, upkeep, improvements, and renovations of the house as determined by the university, in consultation with the Housing Corporation/Alumni Advisory Group.
26. The University shall reserve the right, but not assume the obligation, for duly authorized personnel to enter and inspect the premises at appropriate times to investigate complaints,

enforce University regulations, or respond to emergencies for reasons of health, security, safety or repair.

27. All notices and communications to Oglethorpe University pertaining to this Agreement shall be directed to the Vice President of Campus Life and Dean of Students or his/her designated representative; such communiqués from the University to the House Corporation/Alumni Advisory Group shall be directed to the representative(s) of record and to the current fraternity/sorority chapter president.
28. This Agreement may be amended by the University at any time in writing and given proper notification of any changes; all parties hereby agree to at all time act in good faith in performing the duties, meeting the obligations, and enforcing the provisions of this Agreement.
29. The terms of this Agreement shall be for 5 year(s), subject to the termination provisions contained in this agreement; renewal of the Agreement shall thereafter be on a year to year basis.
30. Two documents will be attached to the lease and updated each year: one document will include the rent schedule and meal plan costs; the second document will include the schedule of opening and closing dates for the houses. In addition, documents pertaining to the damage policy and housing documentations will also be attached.

Oglethorpe University

By:

Title:

Date:

**House Corporation/Alumni
Advisory Group**

By:

Title:

Date:

House Manager

By:

Title:

Date:

Signatures and Members of the Housing Corporation/Alumni Advisory Group

NAME	ADDRESS	PHONE #	EMAIL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____



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Greek House Lease Agreement – Addendums for 2014-2015

Room & Board Costs

SINGLE ROOM & ALL ACCESS MEAL PLAN	\$5,850.00
DOUBLE ROOM & 10-PER WEEK MEAL PLAN	\$3,525.00
FULL ACCESS MEAL PLAN UPGRADE	\$500.00

Important Dates for Fall 2014-Spring 2015

Fall Semester

- August 15 (9AM-11AM): Move-In Day for New Students (Move-in at Dempsey, Traer, & Jobe-Hansen)
- August 16 (9AM-5PM): Move-In Day for Returning Students (Check-in at Campus Center - Campus Life Suite)
- October 13-14: Fall Break (Residence Halls and Greek Row do not close)
- November 26-November 30: Thanksgiving Holidays (Residence Halls and Greek Row do not close)
- December 10-16: Final Exams (students are to leave the Residence Halls and Greek Row within 24 hours of their last final)
- December 17 (10AM): Residence Halls and Greek Row Close for Fall Semester

Spring Semester

- January 11 (9AM): Residence Halls and Greek Row Open for Spring Semester
- March 7-15: Spring Break (Residence Halls do not close)
- April 13-14: Housing Selection for Students Returning for the 2014-2015 Academic Year
- May 6-12: Final Exams (students are to check-out of Residence Halls and Greek Row within 24 hours of their last final)
- May 13 (12 PM): Residence Halls and Greek Row Close for Spring Semester
- May 16: Commencement (Residence Halls and Greek Row close for graduating seniors on Sunday, May 18 @ 10 AM)



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Greek Affairs Policy on Damages in Greek Row

- Any damage to an assigned resident's room will be billed to the individual resident. In rooms with two residents, the cost will be split between the residents of the room.
- Any damage to a bathroom on the main floor will be billed to the residents who use the specific bathroom. For a bathroom shared by more than one resident, the cost will be split.
- Any damage to a common area, i.e. the basement, doors/doorways, hallways, kitchens, etc., will be billed to the chapter.
 - If the chapter is able to identify the person responsible for the damage, the charge can be moved to the person(s) responsible.
 - The Office of Greek Affairs is not responsible for tracking down the person(s) responsible for the damage, but will follow up with any person the chapter/house corporation finds to be responsible for the damage.
- Policy for payment of damage charges:
 - Individual: The charge will be added to the student's account. Failure to pay the charge will result in a business office hold being placed on one's account.
 - Chapter: Chapters will receive a bill from the Office of Greek Affairs for any accrued charges on the first of each month. These bills will be sent to the chapter advisor and chapter president. All chapters will receive a bill regardless of if they have charges. The charge will be due on the first of the following month.
 - If the bill is not paid within 30 days, the Office of Greek Affairs will schedule a conference call with the chapter advisor or house corporation advisor and the chapter president.
 - If the bill is not paid within 60 days, the Office of Greek Affairs will contact the chapter's national office.
 - If the bill is not paid within 90 days, the cost will be divided amongst all active members of the chapter and will be added to the student's account.
- This policy also includes:
 - Maintenance requests made to fix things that are outside of normal wear and tear of the house and can be contributed to misuse, abuse, or vandalism. This includes request for new ceiling tiles, exterior doors, broken sinks, holes in a wall/ceiling.
 - Damage to Oglethorpe University property, including bed frames, desks, dressers, chairs, mattresses, etc.

Please remember all houses are responsible for the upkeep/storage of 8 bed frames, desks, dressers, chairs, mattresses, etc. for the house regardless of how many individuals are living in the house.



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Fraternity and Sorority Expansion Policy

Procedures for Expansion

There are three methods for establishing a campus chapter of a national fraternity/sorority at Oglethorpe University:

- Through a formal petition for recognition by an interest group supported by a national organization.
- Through a formal expansion plan coordinated and approved by the Interfraternity Council (IFC), Panhellenic Council (NPC), National Pan-Hellenic Council (NPHC) or the Office of Campus Life.
- Through a formal petition from an organization seeking to regain recognition after leaving campus for disciplinary or other reasons.

In addition the following provisions apply:

- Organizations must be affiliated with a national fraternity or sorority.
- Organizations must be recognized by a campus governing council if an applicable governing council exists.
- A Multicultural Greek Council (MGC) governing council shall be established once 2 or more MGC organizations are recognized at Oglethorpe University.

Procedures for Petitioning Groups

Prior to initiating contact with potential student members, the petitioning organization must meet with a designee from the Office of Campus Life to discuss the possibility of expansion. The petition will be reviewed by an expansion committee selected by the Vice President for Campus Life/ Dean of Students. The expansion committee will review the petition and make a recommendation to approve or deny the expansion. If the request is approved the organization will be granted colony status. If the request is denied, the group must wait one calendar year before submitting another petition. To be considered for expansion, petitioning groups must submit the following information:

1. Letter from national organization stating interest to colonize a chapter at Oglethorpe University.
2. Name and contact information of national representative or designee who will oversee the colonization process and/or serve as chapter advisor.

3. Detailed plan, including a timeline of events, for implementing the colonization process.

The following should be included in the plan:

- Name of organization
- Brief history and founding date
- Current number of chapters
- Current number of undergraduate members

Expansion Contact Information

If you are looking to bring your organization to Oglethorpe's Greek Community, please contact:

Alexandra Yancey

Coordinator of Orientation, Greek Affairs, and Leadership

ayancey@oglethorpe.edu

404.364.8892



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Greek Organizations Social Event Recycling Policy

The purpose of this portion of the Oglethorpe University Recycling Policy is to define all protocol that pertains to the recycling guidelines related to Greek Organizations Social Events. This portion of the Recycling Policy will discuss the following:

- Mandated recycling procedures for social gatherings
- Sign out/in procedures for recycling bins
- Responsibilities of Greek Organization while recycling bins are in their possession
- Consequences for not complying to this policy.

Requirements of Greek Organizations During Social Gatherings:

Any Greek Affiliation that wishes to host a large social event is required to provide recycling bins on site. Three bins will be reserved in the Center for Civic Engagement for this purpose. The Party Monitor of each social event will be responsible for the following items regarding recycling:

- Reserving Bins upon requesting approval for a social gathering
- Setting up a time to retrieve the bins from the Center for Civic Engagement
- Retrieving the bins and placing them in appropriate locations for each event
- Ensuring that clear plastic bags are lining each bin (bags will be provided by the CCE)
- Taking all bags of recyclable material to the Recycling Receptacle at the Physical Plant
- Returning the bins to the CCE no less than one business day following the social event
- Ensuring that the bins are returned in the same condition that they were received.

Consequences:

If one or more bin/lid is not returned at the agreed upon time, the Greek Organization in question will be held financially responsible for replacing the missing bins.



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Greek Row Recycling Policy

The purpose of this portion of the Oglethorpe University Recycling Policy is to define all protocol that pertains to the recycling guidelines related to Greek Row. The Greek Row Recycling Policy will discuss the following:

- The responsibilities of:
 - o The Greek Row Residential Advisor
 - o Each House Manager
 - o The Head of the Recycling Program
- The Guidelines pertaining to:
 - o Single Stream Recycling
 - o House Recycling Bin Contracts
 - o The Sustainability Ambassadors Campaign

Greek Row Residential Advisor Responsibilities

The relationship between the Greek Row RA and the head of the OU Recycling Program is vital to the level of commitment to recycling in each Greek House. The Greek Row RA will help to ensure that all House Managers are aware of proper recycling protocol, help enforce the Recycling Bin Contract, serve as a non-biased judge for the Sustainability Ambassador campaign, and act as a liaison between the residents on Greek Row and the head of the OU Recycling Program.

Enforcing the Recycling Bin Contract:

In the Spring of 2014, The Center for Civic Engagement assigned a blue bin and white lid to each house on Greek Row. The House Managers representing each organization signed a contract, accepting responsibility for the bins and lids as well as agreeing to abide by Oglethorpe Recycling Policy. Each year, the House Managers of each Greek Organization on Greek Row will be asked to sign a Recycling Bin Renewal Contract, which is to be enforced by the Greek Row RA.

At the beginning of each semester, the Greek Row RA will use a checklist supplied by the Head of the Recycling Program to determine whether or not the houses have lost or damaged their assigned bin or lid. The Greek Row RA will then submit the checklist to the Head of the Recycling Program. Based on the information documented by the Greek Row RA, the Head of the Recycling Program will determine whether further action needs to be taken.

Judging the Sustainability Ambassador Campaign:

Each week the Greek Row RA will use a checklist supplied by the Head of the Recycling Campaign to track the efficiency of each Greek Organization's sustainability efforts. The Greek Row RA will also provide non-biased information in writing related to efforts made by each House that go above and beyond the standard protocol or areas in which each House may fall short of standard protocol. At the end of the Academic Year, the Head of the Recycling Program and the Greek Row RA will determine which House will be awarded the Sustainability Ambassadors certification, awarded by the Center for Civic Engagement - located in the Atlanta Laboratory for Learning (A_LAB).

Serving as a Liaison:

The Greek Row RA will commit to communicating weekly with the Head of the Recycling Program via e-mail. These communications should highlight the enforcement of bin contracts and the status of the Sustainability Ambassadors program.

The Greek Row RA will also commit to meeting monthly with the Head of the Recycling Program to discuss problem areas, ways to optimize sustainability initiatives on Greek Row, and potential ideas for programming.

Proper Recycling Guidelines

Single Stream

Oglethorpe University has adopted a "Single Stream" recycling program. Single Stream (also known as "fully commingled" or "single-sort") recycling refers to a system in which all paper fibers, plastics, metals, and other containers are mixed in a collection truck, instead of being sorted by the depositor into separate commodities (newspaper, paperboard, corrugated fiberboard, plastic, glass, etc.) and handled separately throughout the collection process. In single-stream, both the collection and processing systems are designed to handle this fully commingled mixture of recyclables, with materials being separated for reuse at a materials recovery facility.

- 1) **All blue recycling bins must be lined with clear recycling bags.** If the bins are lined with black bags, then facilities will assume that they are full of trash, and the bags will be taken to the garbage compactor rather than the recycling receptacle. Only recycling placed in clear bags will be properly processed.
- 2) **Only the following items can be recycled in the blue bins:**
 - a. Flattened Cardboard
 - b. Magazines
 - c. Office Paper
 - d. Brown Paper Bags

- e. Newspapers
- f. Paper Board
- g. Junk Mail
- h. Phone Books
- i. Plastics #1-7
- j. Aluminum Cans and Aluminum Foil
- k. Tin and Steel Cans

3) Avoid placing contaminating materials in the blue recycling bins. Too many contaminate materials in the bins could result in all of the materials being processed as garbage at the recycling facility. Not only is this a waste of renewable resources, Oglethorpe University will face a fine for contaminating the recycling receptacle. **None of the following should be placed in the blue recycling bins:**

- a. Food Waste
- b. Film (packaging film)
- c. Plastic Wrap
- d. Plastic Bags
- e. Styrofoam

1) House Recycling Bin Contracts Each Greek House is responsible for its own blue recycling bin and lid. As mentioned previously, each year the House Managers of each Greek Organization on Greek Row will be asked to sign a Recycling Bin Renewal Contract. This contract requests the following:

- a. Each House will abide by the Single Stream recycling guidelines set forth in the Greek Row Recycling Policy.
 - i. Only clear bags will be used to line bins
 - ii. Only recyclable materials placed in bins
 - iii. No contaminated materials placed in bins
- b. Each house will unload the clear bags of receptacles and place them at the Oglethorpe Physical Plant Recycling Dumpster as needed.
- c. The House Manager and President will be in charge of ensuring the bin is centrally located, used properly, and does NOT disappear from the house. In the event that the bin is lost, damaged, or removed from the house, the organization will be responsible in covering the costs to replace the recycling bin.

Greek Row Resident Advisor Signature

Date

Head of Recycling Signature

Date