

# **GREEK LEADERSHIP MANUAL 2017-2018**



**O G L E T H O R P E**  
U N I V E R S I T Y

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August 27, 2017

Dear OU Greek Leaders,

On behalf of the Department of Campus Life and the Student Engagement & Leadership Office, 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 Life. 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,

Dr. Shane Pruitt

Director of Student Engagement & Leadership

## Office of Greek Life General Information

### Office of Greek Life Mission Statement

Greek Life pledges to provide a “home away from home” where everyone is accepted and wanted by instilling a brotherhood/sisterhood in a positive and healthy environment. Our chapters will facilitate training for leadership in adult life.

### Registered Chapters at Oglethorpe University

#### **Interfraternity Council (IFC)**

- Chi Phi (ΧΦ)
- Delta Sigma Phi (ΔΣΦ)
- 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

<b>AFA</b>	Founded in 1976, the Association of Fraternity Advisors has fraternity/sorority campus advisors professional growth and development.
<b>AFLV</b>	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.
<b>CBFO</b>	Culturally Based Fraternal Organizations (CBFOs) refer to general or social organizations oriented to students having a special interest in a culture or cultural identity. The new generation of "cultural interest" organizations has arisen to serve the interests of communities whose numbers in the traditional Greek system are historically small and dispersed. These organizations can be founded on a variety of commonalities including race, religion, sexual orientation, and country/place of origin.
<b>FEA</b>	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.
<b>FIPG</b>	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.
<b>IFC</b>	The undergraduate organization of college men's fraternities.

<b>MGC</b>	The National Multicultural Greek Council (NMGC) is an umbrella council for a coalition of Multicultural Greek-letter organizations (MGLOs) established in 1998.
<b>NBGLC</b>	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.
<b>NIC</b>	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.
<b>NPC</b>	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.
<b>NPHC</b>	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.
<b>PHC</b>	The undergraduate council of college women's fraternities.
<b>SEPC</b>	The Southeast Panhellenic Conference is a regional association for Panhellenic Councils. SEPC and SEIFC hold separate annual meetings.
<b>SEIFC</b>	The Southeast Interfraternity Conference is an educational association for Interfraternity Councils in southeast region of the United States.
<b>UIFI</b>	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**

**Coordinator of Greek Life**  
Shane Pruitt  
[spruitt#@oglethorpe.edu](mailto:spruitt#@oglethorpe.edu)  
404.364.8892

**Assistant Dean of Students**  
Dr. Amy Palder  
[apalder@oglethorpe.edu](mailto:apalder@oglethorpe.edu)  
404.364.8400

**Campus Safety**  
404.504.1998



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## Important 2016-17 Dates for Greek Leaders

- 8.28.17** **Fall President's Training**  
The Fall 2016 Greek President's Training date will be announced prior to the beginning of fall 2016. All chapter presidents are expected to attend; if a chapter president cannot attend, they must send another representative in their place.
- By 2<sup>nd</sup> Week of Each Semester** **Greek Chapter Information Form Due**  
**By Last Day of Classes Each Semester** **Current Member Rosters Due in OUConnect**
- 4.2.18 - 4.5.18** **Greek Week**  
Greek Week has been a tradition for many years at OU! The Greek Week Committee is made up of 1 delegate from each Council (IFC, Panhellenic, and Small Groups) and meets bi-weekly during the Spring semester.
- 3.28.18 AND 4.7.18** **Greek Awards**  
Nominations are due on March 23 at 5PM. The Individual Greek Awards will be given out during the campus-wide Honors and Awards Ceremony on March 28. The fourth annual Oglethorpe Organizational Greek Awards ceremony will be held on Saturday, April 7. For more information about Greek Awards, including the 2017-18 Greek Awards Packet of Information and how to nominate chapters and members, please see section V of this manual.
- 4.20.18** **Spring Semester Pillars Accreditation Report Due**  
The Pillars Accreditation Portfolio process should be completed by 5PM on April 20 to the Office of Greek Life. Please see section IV of this manual for more information.

### **Additional Meetings & Information:**

#### **Greek Council Meetings**

At least 3 Fridays in a semester TBD *(All chapters must send one representative)*

#### **Greek Week Meetings**

January to March – Date/Time TBD *(All chapters must send one representative)*

#### **Interfraternity Council Meetings**

Weekly on Mondays *(Only IFC Chapters must attend – see IFC Constitution & Bylaws)*

#### **Panhellenic Council Meetings**

Weekly on Wednesdays *(Only NPC Chapters must attend – see NPC Constitution & Bylaws)*



## **The Oglethorpe Greek Pillars of Excellence Accreditation Program**

The Office of Greek Life aspires to establish a community that lives by the high fraternal ideals, creeds, and values upon which our organizations were founded. As such, the chapters within the Greek Community of Oglethorpe University are expected to maintain accreditation within the pillars of Scholarship, Community, Leadership, and Service.

### **Why Accreditation Matters**

In order to improve the management of our chapters, the Office of Greek Life has developed the Oglethorpe Greek Pillars of Excellence Accreditation Program. We believe that the fraternity and sorority experience can and should be an educationally enriching and socially meaningful one that contributes to the overall sense of community on campus. While many fraternities and sororities at OU already provide excellent programming and management to their members, it is important to develop a system of expectations and guidelines that work to standardize the overall OU Greek experience.

Greek Life is often only recognized when negative incidents occur. This program will help in our effort to show how fraternity and sorority life enriches the student experience at Oglethorpe. Through this program, chapters will be able to provide an evaluation of the previous semester that will allow the university to recognize chapters that achieve accreditation and assist the chapters that do not.

### **How to Achieve Accreditation**

We have created standards for each of the four categories of accreditation: Scholarship, Responsibility, Leadership, and Service. Many chapters will meet these standards without much effort as these standards are often already incorporated in national organizational standards, but some chapters may need assistance meeting these standards. The Coordinator of Greek Life is happy and willing to help chapters that need assistance in attaining these standards.

Greek Life recommends designating at least 2 individual chapter members to be in charge of Greek Accreditation. By April 20 of each year, the chapter should have completed a digital portfolio (document) covering each theme found under the four pillars and have discussed it with the Greek Advisor. Shortly after April 20<sup>th</sup>, you will receive an iterative report back from the Advisor that you are free to share with your national organization or local chapter advisors.

### **Pillar Portfolio**

Your portfolio must be uploaded into your specific group's OUConnect page as a PUBLIC "Default" type document using the title "**Greek Pillars of Excellence Accreditation for [Organization]**". Use creativity



to tell the story of your chapter. As these documents will be easily accessible to the outside community, these pieces can potentially be useful during the next year's recruitment process. The Greek Advisor, at a time of your choosing before April 20, MUST examine these portfolios (as well as a presentation from at least one chapter member explaining the contents) in order to complete an iterative, accreditation report summary. Chapters will receive their accreditation status summary before Commencement from the Office of Greek Life indicating whether or not the report has satisfied all requirements.

**It is highly advised that chapter officers print and review the Accreditation Report at the beginning of the semester to make sure that you have enough time to complete everything.** All chapter presidents will be given a copy of this information during President's Trainings.

### **Pillars Accreditation Themes**

The following themes will be used when scoring your chapter's Semester Pillars Accreditation Report.

#### **Scholarship**

Academics and scholarship are vital to the Oglethorpe experience, and we hold Greek organizations to a high standard of academic achievement. Recognizing the following themes will be used to show that a chapter has satisfied the Scholarship portion of the Greek Pillars Accreditation program.

- The chapter has a documented academic achievement plan that has been shared with the chapter membership and the faculty/staff advisor.
- The chapter's cumulative GPA is above the All-Student Average.
- Describe one program each semester that the chapter has conducted for itself that supports the value of Scholarship.

#### **Responsibility**

By teaching responsibility, we not only enhance learning and raise the level of our community, but we help produce responsible citizens and productive members of society. Recognizing the following themes will be used to show that a chapter has satisfied the Responsibility portion of the Greek Pillars Accreditation program.

- The chapter has an internal standards board to work with disciplinary issues.
- All forms and paperwork have been submitted on time to the Student Engagement & Leadership Office (chapter information form by the 2<sup>nd</sup> week of each semester, intake plan at least 10 days before initial publicity/invites, anti-hazing compliance returned no more than 5 days after signing, and roster verification).
- Chapter hosts at least one prosocial behavior program from *Step UP!* (or another entity) each semester that is either closed to membership or is the presenting sponsor for an open seminar.

## **Leadership**

Leadership within and outside of the chapter is an important part of member development in Greek organizations. Recognizing the following themes will be used to show that a chapter has satisfied the Leadership portion of the Greek Pillars Accreditation program.

- 100% of chapter membership is involved in activities outside of the chapter.
- The chapter has a documented and practiced chapter leadership transition program.
- Describe one program the chapter has conducted for itself that supports the value of Leadership.

## **Service**

Service to others and philanthropic support is a major commonality within Greek chapters. Chapters will be able to emphasize their service projects, philanthropic events, and other service-related accomplishments through recognizing the following themes to satisfy the Service portion of the Greek Pillars Accreditation program.

- Chapter hosts at least one philanthropic event open to all students each academic semester that supports their local or national philanthropic mission.
- The chapter has at least 33% of its membership participate in a Center for Civic Engagement Day of Service.
- Chapter takes ownership of at least one part of an all-Greek philanthropy initiative to be determined by the All-Greek Council in the fall.

## **Accredited Status**

Chapters are expected to meet “Accredited” status; however, some chapters may be “Achieving” or even “Excelling”. (Those who fail to meet accreditation standards multiple times may face sanctions.)

- Accredited – 8 individual themes completed and reported in the portfolio
- Achieving – 10 individual themes completed and reported in the portfolio
- Excelling – All 12 individual themes completed and reported in the portfolio

**For questions about the Greek Pillars Accreditation Report or portfolio examples, please email [spruitt@oglethorpe.edu](mailto:spruitt@oglethorpe.edu).**



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## Greek Awards Nomination Packet

Oglethorpe University Greek Awards are designed to highlight and recognize individual and chapter achievements within the Oglethorpe Greek Community. **Nominations for ALL 2017-18 Greek Awards are due on Friday, March 23<sup>th</sup>.**

### What Organizations/Individuals are Eligible for Nominations?

All nine recognized social Greek organizations and their members at Oglethorpe University are eligible for nomination. Nominated individuals and chapters must be in good standing with their national organization and the university.

### Award Categories

There are two different types of categories for the Greek Awards: individual awards and chapter awards. The individual or chapter must be in good standing with their national organization and with the university.

**INDIVIDUAL AWARDS - The *Individual Greek Awards* will be presented DURING the annual campus Honors and Awards Ceremony (used to happen at the end of LASS) on Wednesday, March 28<sup>th</sup> at 5:00PM in the Library Atrium.**

The following awards are based off of the participation of one individual:

- **Greek Man & Greek Woman of the Year:** A fraternity brother or sorority sister who has exemplified outstanding qualities in terms of his/her GPA, service, commitment to the university and his commitment to his organization.
- **Outstanding Emerging Leader:** A member of an organization that shows outstanding potential in their leadership skills in their organization and across campus. Two awards will be given in this category (male/female). Member must either be a freshman/sophomore or in their first year with the organization.

**ORGANIZATIONAL AWARDS - The fourth annual *Organizational Greek Awards Ceremony* will be held during Stomp the Lawn on Friday, April 6<sup>th</sup> at 7:30PM in Lupton Auditorium. Note: This ceremony will also include Greek Week winner announcements and trophy presentation.**

The following awards are based off of the participation of each social Greek organization as a whole:

- **Academic Improvement Award:** This will be awarded to the chapter who has shown the most improvement in overall GPA between the Spring 2016 to Fall 2016 semesters.
- **Academic Achievement Award:** This will be awarded to the chapter who has the highest overall GPA by the time of the awards.
- **Dean's Award:** This will be awarded to the chapter who has the highest percentage of individuals on the Dean's List for the Fall 2016 semester.
- **Outstanding Service Project:** Awarded for service project spearheaded by an organization that had outstanding attendance and succeeded in meeting its goals. Submission taken from the Service project theme of the Greek Accreditation portfolio.
- **Outstanding Campus Leadership:** The organization(s) who are dedicated in other parts of campus, they have shown leadership on campus and dedication to the campus as a whole. Submission taken from the Leadership project theme of the Greek Accreditation portfolio.

### The Voting Process & Award Distribution

All award recipients will be selected by the Greek Awards Committee which is made up of Campus Life and other university staff members. ***Nominations for both 2017-18 Individual and Organizational Greek Awards are due on Friday, March 23<sup>th</sup>.***

- **Outstanding Service Project and Campus Leadership should be emailed to [spruitt@oglethorpe.edu](mailto:spruitt@oglethorpe.edu) in whatever format the chapter wishes (paragraph, pictures, video, etc.)**
- **Greek Man & Greek Woman of the Year application is here: <https://oglethorpe.wufoo.com/forms/qkqf2l30l85yd5/>**
- **Outstanding Emerging Leader application is here: <https://oglethorpe.wufoo.com/forms/q1puzl0i1jkpwi4/>**



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## Greek Chapter Information Form

*This form must be completed within two weeks of an officer(s) transition or by the 2<sup>nd</sup> week of each semester. Greek Life must have this information on file in case of an emergency and for general use.*

**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.\****



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## Greek Chapter Roster Verification Form

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

If a chapter member is not shown on the semesterly roster, it is to be assumed that individual is no longer active and is therefore not reportable. Members having a change in status must be coded each semester or risk being uncoupled from that organization's university involvement records.

NAME	OGLETHORPE ID #	REASON CODE (SEE BELOW)

<b>Reason Codes (Departure):</b> 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/medical/professional leave) SP* – Suspended (usually for a given time frame) TR – Transferred (to another school) WD – Withdrawal (voluntarily left the chapter)	<b>Reason Codes (Returning):</b> AC – Active (returning after study abroad/medical/professional leave) RE – Re-joining (returning after expulsion, suspension, transferring back into school, voluntary withdrawal, or for a second academic degree)
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*\*Appropriate documentation (i.e. copies of forms sent to national headquarters/regional director MUST be included for this type of roster deletion).*

### **Chapter Additions**

***New members can only be added using the Greek Membership and Anti-Hazing Compliance Form.***

Chapter President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Greek Chapter Grade Inquiry Process

The grade inquiry process is used to obtain the GPA information (semester/cumulative) for an active member. The Office of Greek Life will produce semester grade reports following each semester using the active roster for each chapter as long as the following process is completed before the last Wednesday of the semester. *If your chapter needs to officially add a member, please see the Greek Membership and Anti-Hazing Compliance Form as well.*

1. Sign into OUConnect with the blue “Sign in” button at the top-right.
2. Look for your Greek organization in the “My Memberships” section of the homepage.
3. Once on your page, click the “Manage Organization” link at the top-right. (You must be listed as either the President, VP, or Secretary to make roster adjustments.)
4. Once on the Manage page of your organization, click the left navigation button to find “Roster”.
5. Once on the Roster page, scan the Current listed members of your organization. **If anyone listed is NO LONGER a part of your organization and will not be part of your grade calculation (graduated, removed, studying abroad, etc.), click on the box to the left of their name and “End Membership”.**
6. Continue to scan the Current listed members of your organization. **If there are members missing, first go to the “Prospective” tab to accept any possible participants who have previously requested to join and deny those who are not members.**
7. Continue to scan the Current listed members of your organization. **If any more members are missing, click the “Invite People” link at top-right to include their OGLETHORPE email addresses, then “Send Invitations”.** **NOTE: THESE MEMBERS MUST ACCEPT THEIR INVITATION IN ORDER TO BE LISTED AS A CURRENT MEMBER ON YOUR ROSTER—ASK THEM TO RESPOND TO THE AUTOMATICALLY GENERATED EMAIL ASAP.**
8. The following positions MUST be listed by each organization: PR/Marketing Chair, President, Secretary, Treasurer, and Vice President. To complete this part of the roster, **scan the Current listed members of your organization and click the blue pencil icon to the right to apply (or remove) the correct position.** Be sure to click “Save” before exiting. You may add more organization-specific positions by clicking the “Manage Positions” link.

This process should now give you a full roster of currently active members including relevant leadership positions. Until you see every member listed on the Manage Roster page this process is not yet complete, and you may need to call/text/otherwise contact the potential member to ensure they have responded to any new roster invitations. Remember that you can see those who have not accepted invitations by viewing the “Pending” tab in the Manage Roster page.





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## 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 before either Bid Day or the first day of ritual (depending on your intake type). It should be submitted to Greek Life no more than 5 days after signing.*

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 Recruitment & Intake Form

*This form must be completed by all social Greek organizations wishing to recruit or intake new members at Oglethorpe University. This should be completed at least 10 days before publicity begins.*

In order to maintain a safe environment for students interested in joining a Greek organization, all chapters conducting membership recruitment or intake must keep the Office of Greek Life informed of all membership recruitment or intake activities each semester. The form below must be completed in addition to the National Organization's New Member Policies and Procedures for recruitment, intake, and/or new member education programs. The following information is private and is only shared with select university staff and administrators as necessary. Members, new members, alumni and members of graduate chapters will be held responsible for their actions during the new member process.

### General Information

Organization Name: \_\_\_\_\_ Please Circle Report Semester: **SPRING** **FALL**

President Name: \_\_\_\_\_ President Cell Phone #: \_\_\_\_\_

Recruitment Chair: \_\_\_\_\_ New Member Chair: \_\_\_\_\_

### Membership Recruitment/Intake Dates

*Please complete the information below. If this does not apply to your chapter, please write "NA" in the blanks.*

Publicity will begin on this date: \_\_\_\_\_

Information Sessions will be held on this date/these dates: \_\_\_\_\_

Recruitment Event(s) will be held on these dates: \_\_\_\_\_

Interview Dates (If Applicable) will be held on this date/these dates: \_\_\_\_\_

Pledging/Pinning/Induction will be held on this date: \_\_\_\_\_

The New Member Education/Intake Process will begin on this date: \_\_\_\_\_

The New Member Education/Intake Process will end on this date: \_\_\_\_\_

Initiation will occur on this date: \_\_\_\_\_

Presentation of New Members will occur on this date: \_\_\_\_\_

***Chapter Presidents must read and sign the statement on the back of this page to complete this form.***

***My signature below certifies that I declare that all information submitted on this form is true to the best of my knowledge. I understand that I will not be able to begin the recruitment/intake process before the above indicated date. I understand that all recruitment, intake, and new member activities must abide by policies expressed in the Oglethorpe University Bulletin and policies defined by my national organization. In the event of any illegal activity perpetrated against potential new members, new members, current members, or other students occurring before, during, or after the time period specified for recruitment or intake, liabilities as a result of those actions will be the sole responsibility of the chapter.***

Chapter President Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# OGLETHORPE

UNIVERSITY

Office of Greek Life

## Greek Row Damage Invoice

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 Life 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 Life 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 10<sup>th</sup> of the month to the Office of Greek Life, 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.

**GREEK ROW**  
**PROJECT PROPOSAL FORM**  
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 campus, they may do so by completing the following form: <https://connect.oglethorpe.edu/submitter/form/start/142019>**

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 chapter advisor must indicate that they are aware of the project on the form.

Work may not proceed until permission has been given by the University.

If you have any questions about this process, please feel free to contact Shane Pruitt, Coordinator of Greek Life, by calling 404-364-8892 or emailing [spruitt@oglethorpe.edu](mailto:spruitt@oglethorpe.edu). If you have further questions and would like to meet, please visit the Greek Life Office in the Student Commons of the TLCC.



# OGLETHORPE

## UNIVERSITY

### Greek Life Social Event Policy

#### Preface

At Oglethorpe, we maintain a commitment to our standards outlined in the Student Code of Conduct and strive to fulfill our duty to uphold these expectations as students, staff, faculty, alumni, off-campus guests, and administration. The purpose of this document is to present a clear, accessible, and concrete description of Greek social event expectations, policy, and standards for the Oglethorpe Community. It will also focus on presenting a usable and pertinent plan/checklist for the students/organizations responsible for upholding a positive social climate at Oglethorpe.

The success of such policy is fully dependent on proper execution and cooperation from all members of the Oglethorpe community. A spirit of respect and for one's self and their peers is integral to ensuring that the Greek social community on our campus is able to grow and promote outstanding leadership.

The goals of Oglethorpe University's policies regarding alcohol use are to prevent underage drinking and to promote individual accountability, moderation, and safety for those of legal age who choose to drink. Additionally, Oglethorpe works to provide a college atmosphere free of coercion for those who choose not to drink and to maintain an environment that minimizes both the effects of alcohol/drug abuse and associated problem behaviors.

#### Oglethorpe University Social Event Goals and Standards

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 from all members of the Oglethorpe Community, which include, but are not limited to: students, staff, faculty, alumni, off-campus guests, and administration.
- To encourage responsible alcohol use and thereby reduce the risks associated with alcohol misuse at social events by ensuring risk managers are present and trained to handle incidents
- To increase the safety of everyone in attendance at chapter-sponsored social events through responsible risk management and careful event planning
- To decrease legal liability for chapters, their officers, members, members' parents, advisors, house corporation boards, and Inter/National organizations by providing local police on scene to mitigate

significant risks, setting a single all-Greek standard for parties/risk management, and ensuring a clear understanding of policy

- To support the ideas and values on which our fraternities and sororities are founded
- To **practice self-governance as a Greek community** through cooperative interaction with the University
- To educate the general membership of the Greek Community about the importance of risk management.
- To value and provide an educational training model which: focuses on risk management/ harm reduction strategies, provides an environment in which questions are welcomed, and ensures members and guests are aware of expectations and the consequences of not following policy.

#### **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:

**11.2.11.1.** *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.*

**11.2.11.2.** *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.*

**11.2.11.3.** *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.***



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

## **Article II: Expectations for All Event Types**

- 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, residence hall parties including multiple members of a sorority or fraternity, and formal events).
- C. Chapters are expected to follow all policies regarding alcohol as defined in the University Bulletin. Chapters will also follow the Medical Amnesty policy (section VII) and Good Faith policy (section VIII).
- D. Brookhaven noise ordinances have been adjusted as of January 2016. Though chapters are allowed to host events until 2AM on Friday and Saturday nights and until 10P on all other nights, chapters need to be mindful of noise ordinances.
- E. **Party themes and behavior should not be sexually, racially, religiously or otherwise offensive, and should not promote the irresponsible use of alcohol.**
- F. Hosts will be responsible for insuring that all in attendance dispose of cups and other disposable items before leaving the function in order to stop litter from accumulating in public or common areas. Therefore, a trash can will be placed at the principal entrance and exit of all social functions. **Members of the sponsoring organization will remove all litter from the site of the event—that is the yard, road, and other such areas including sorority houses by 10:00 A.M. of the morning after the event.**
- G. If there is a **justified risk-based concern** (unregulated underage drinking, chapter does not seem to have control of the event, excessive noise, etc.), reported, Campus Safety or any Campus Life staff member can end the event. Justified risk based concerns are at the discretion of Campus Safety and Campus Life staff members. Risk concerns also include suspicion that closed/open events host more than the permitted amount of guests.
- H. **Risk management teams from each chapter must be submitted in the first 14 days of both semesters** so that training can be organized. If changes occur, they must be sent and approved at least 3 days prior to the event’s start time or the event could be canceled at the discretion of Greek Life.
- I. **No common sources of alcohol** may be available at any Oglethorpe Greek Parties. Common source containers can be kegs, handles, cases, and other large volumes and similar containers of alcoholic beverages intended to serve as a source of such beverages at a party or other gathering. Offences that occur during walkthroughs will result in a \$50 fine. A higher penalty (up to \$1,000) may be levied if it is found that such a source of alcohol was utilized before, during, or after party hours.
- J. **No alcoholic beverages may be purchased through or with chapter funds.**
- K. Alcohol present at parties **must strictly adhere to BYOB or licensed 3rd party vendor guidelines.** Individuals of legal drinking age may bring beer totaling no more than 72 oz. (equivalent to a six pack of 12oz beers) or one soft-side box of wine (no larger than 750 ml) to the event. **All should be in original packaging from the manufacturer with the seal unbroken.**
- L. Any container being brought into an event may **NOT be squeeze bottles, pitchers, or tumblers.**

- M. Hydration stations must be provided and they must contain only water. The tops of the stations must be sealed with duct tape and only opened to refill it with water. It is recommended that bottled water is used instead of such stations when possible.

### **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 (first weekend and full week of classes during Fall and Spring), 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. Minors (those under age 18) are not allowed to attend any event that contains alcohol.
- C. All events must end at 2:00A on Friday and Saturday with no exception. Music must be turned off at 2:00am and a good faith effort must be made to send guests home. All guests must be gone by 2:30am. The same timing scheme applies with a 10:00P ending time on all other days.
- D. Events are not to exceed five hours in length.
- E. No events 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. Event registration has been divided into three types of events: closed chapter events, open chapter events, and campus parties. Registration occurs by creating a new event in a chapter's own connect.oglethorpe.edu page. The Dean of Students reserves the right to place additional requirements or size limitations on any Greek-sponsored event. In the event that the Dean is adding requirements, chapters will be notified. All events must be registered through the Office of Greek Life and Campus Safety in the following manner:

1. Closed:
  - a. A closed event, also referred to as "invite-only," is an event where the hosting fraternity allows a small number of non-affiliated member attendees into the chapter space.
  - b. Events must not exceed the membership of the chapter plus one additional guest per each member (sweethearts, alumni, and OU student non-members).
  - c. The host organization is responsible for notifying a Greek Row Community Advisor during "office" hours if a closed event is held regardless of whether alcohol is present or not.

- d. It is **not necessary to register/approve such events with the Greek Life Coordinator unless alcohol is present**. If alcohol is found on the premises or evidence of drinking is documented, disciplinary action will be taken.
  - e. **Two sober party monitors must be present at the event**. Regardless of whether the alcohol is present or not, one of the monitors will be the primary event monitor and their contact information must be included in the event notification sent to the Greek Row CA.
  - f. If an event designated as being closed is found to exceed the membership of the chapter plus one additional guest per each member, disciplinary action will be taken.
  - I. A **closed event must not span for longer than 5 hours**.
  - II. Formals are included in the closed event category.
2. Open
- a. **Open events are to be registered and approved by Oglethorpe's Greek Life Coordinator**. No exceptions will be made. Any violations will result in disciplinary action.
  - b. Events that are Open are **not to exceed 150 people**.
  - c. Examples of Open Type events include: Thirsty Thursdays, Friday Afternoon Day Parties, as well as non-large open alumni/brotherhood social gatherings.
  - d. **Two sober party monitors in addition to the risk manager must be present** at the event. Failure to supply adequate party monitors will result in disciplinary action.
  - e. The names of the two sober party monitors must be submitted with the Open Type party request in order for the event to be approved.
3. Campus Party
- a. All **Campus Parties for the semester (excluding winter and spring formal) must be scheduled within the first 21 days of the semester**.
  - b. Campus Party events are **not to exceed an attendance of 250 people** at any one time.
  - c. **Six sober party monitors including the risk manager** of the hosting fraternity must be present and prepared to assist for the event. Party monitors can be Brothers and Alumni.
  - d. **Non-hosting fraternities must send at least one bystander-trained representative to the bystander tent** (Alpha Phi Alpha, Chi Phi, Sigma Alpha Epsilon). These members are expected to conform and abide by all requirements and standards set forth by the Bystander tent policy.
  - e. One Greek Row Community Advisor will be present at the bystander tent. There may be **no more than 3 members from each fraternity around the bystander tent**, unless they are receiving or administering help.
  - f. Hosting organizations must have a food source and water bottles available within the house.
  - g. Campus Party **events are subject to walkthroughs** by the Greek Row CA, Greek Life Coordinator, or professional Residence Life staff prior to final approval for the party.

#### **Article V: On-Campus House Event Management for Campus Parties**

The following guidelines are to be enforced at all on-campus Greek open chapter events:

- 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 may be scheduled with the chapter and Greek Advisor. The walk-through must take place within 10 hours of the event. It is up to the discretion of the Greek Advisor whether a house walk-through is needed.
  - ii. The primary event monitor must set up a time to pick up the IFC Event Monitor Pack containing 1 iTouch (for OU student check-in) 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.
- b. Preparations with Campus Safety:
- i. Chapters are required to hire Brookhaven PD officers (at least one per open chapter event) through Campus Safety if they expect the event will exceed 150 people (including both non-affiliated member attendees and affiliated members). Open Parties with an estimated participation number of up to 150 people will most likely only require an official Campus Safety officer monitor (at the discretion of the Greek Advisor).
  - ii. A charge of \$40 an hour (if not provided by SGA) will be billed to the chapter for each officer present. Payment must be prearranged for any security/Brookhaven officers required. This can be arranged through the Director of Campus Safety or the Greek Advisor.
  - iii. 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 72 hours prior to the event.
- B. Event Regulations
- a. Event Monitors:
    - i. Each Campus Party must have a minimum of six Event Monitors (with the first 3 indicated on the Event Registration Form) at the event:
      1. At least one Event Monitor will be working check-in. This monitor must be trained by the Greek Advisor prior to the event and must follow the Event Check-In Procedures. Trainings will occur with the risk manager of the chapter before a hosted event.
      2. 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.

3. **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 policies (see below). This monitor will also serve as a second floater throughout the party.
  - 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 are to stop underage drinking when observed and to stop any consumption of alcohol by individuals obviously impaired.
  - iv. **Event Monitors will not drink** nor be under the influence of alcohol or other drugs. All Event Monitors must consent to a Breathalyzer test at any time during the event to check their Blood Alcohol Content.
  - v. **Event Monitors must not be new members.**
- b. Check-In Procedures:
- i. At least One Check-In Event Monitor will work the entrance at all times. The hosting chapter may bring in an additional Monitor to help with this procedure.
  - ii. Check-In Monitors must be trained with the Greek Advisor prior to the event.
  - 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. Other Event Monitors chosen to help with check-in may download the "QR Code Reader" powered by *TapMedia* application and put it on their own phone for the night. If this is done, please export all scans to the Greek Advisor's email **no later than 72 hours after the party concludes.**
      - 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 **1996**), and another color will be used to identify the student as "of age" (born on or before the event date of 1996). **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. Off-Campus Guests:
      - a. All **Guest Lists** must be completed in an Excel or Numbers document using the following pieces of information: first name, last name, ID state issued, DOB.

- b. 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.
      - c. The **chapter and university reserve the right to ask any guest to leave the event.**
      - d. 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.
    - 3. 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 72 hours, the chapter will be subject to sanctions.
  - 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 10:00A** 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.
- 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) 354-3256 and (404) 354-5616

#### **Article VI: Other Houses During Open Chapter Events**

**Only one chapter can host an open chapter event at a time.** During an open chapter event, all other organizations may not host a closed or open event. 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 Life upholds section 11.2.12 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.
- E. If for any reason the Greek Advisor deems it necessary to follow-up after an incident seeming to stem from the chapter's event is reported to campus officials, the risk manager and president must cooperate in an event debrief.

#### **Article XI: Amendments**

The Office of Greek Life 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.

#### **Pre-Event questions to be asked of chapter risk manager:**

- Are you aware of which events should be registered and how to do so?
- Are you aware of the penalty for common source alcohol?
- What are the school's policies on quiet hours?
- Are you aware of the University Bulletin's policies regarding Alcohol and Drugs?
- Do you know the process to deal with a minor trying to obtain entrance? Those who are underage?
- Have you assigned tasks to your event monitors?
- Are you aware of the walk-through procedure? Procedure for a staff member to enter a party?
- Do you know the event number cut-offs?
- Are you aware of when to alert Campus Safety/Brookhaven PD?
- Have you made preparations for a guest list?
- Do you know when to bring back the Party Pack and send final lists?
- Are you aware that your risk manager and president are subject to a post-event debrief?





# OGLETHORPE

## UNIVERSITY

### 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 including a delegate from each active chapter on campus. 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

### **Greek Row Expansion Policy**

In the event that a chapter house becomes vacant, active chapters may petition to obtain residence in the vacant house. Chapters wishing to obtain residence in Greek Row must fulfill the following requirements:

1. Hold a fully established charter from the chapter's national headquarters.
2. 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.

Chapters wishing to apply for occupancy on Greek Row are required to provide a list of residents who are able to occupy the house if selected to reach maximum capacity (4 single rooms, 8 double rooms, or a combination of both), and must hold a presentation for the Greek Council on why the chapter should occupy the vacant house (information about the chapter's Housing Corporation, house improvements, and community additions are encouraged). Campus Life staff and delegates from each active chapter will be allowed to provide input on which chapter is given occupancy when making the final decision. Decisions will be provided to chapters within two weeks of the presentation date unless otherwise noted by the Greek Advisor.

*NOTE: While the university will clean and prepare the chapter house before the new chapter moves in, the chapter will be responsible for any large cosmetic renovations to the house that must be discussed with the Greek Advisor, Dean of Students, and Director of Maintenance prior to moving into the house.*

### **Expansion Contact Information**

If you have any questions in regards to this policy or if you are looking to bring your organization to Oglethorpe's Greek Community, please contact:

**Shane Pruitt**

Director of Student Engagement & Leadership

spruitt@oglethorpe.edu

404.364.8892



## OGLETHORPE UNIVERSITY

### Greek Life 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



# OGLETHORPE

## UNIVERSITY

### Greek Row 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 Life, 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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_____	_____	_____	_____
_____	_____	_____	_____





# OGLETHORPE

UNIVERSITY

## Greek House Lease Agreement – Addendums for 2017-2018

### Room & Board Costs

SINGLE ROOM & ALL ACCESS MEAL PLAN	\$6,610.00
DOUBLE ROOM & 10-PER WEEK MEAL PLAN	\$3,982.00
FULL ACCESS MEAL PLAN UPGRADE	\$500.00



# OGLETHORPE

## UNIVERSITY

### Greek Life 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 Life 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 Life 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 Life 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 Life 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.



# OGLETHORPE

UNIVERSITY

## Greek Row Policy on New Chapter Placement

In the event that one of the six chapter houses on Greek Row becomes vacant on campus and that there are no social Greek organizations eligible to apply for the chapter house, the Office of Campus Life may choose to provide non-residential social Greek organizations and other student organizations the opportunity to use the vacant house to store chapter items and reserve the basement of the house for meetings and events.

In order for organizations to be eligible to apply for space in the chapter house, they must:

1. Be in good standing with the Office of Campus Life.
2. Have approval from the organizations advisor(s).
3. Provide a full roster of members (larger organizations will be considered first).
4. Agree to abide by the University Bulletin and any other regulations set forth by the Campus Life while in the vacant house.
5. Agree to understand that this occupancy will only be valid for one academic year. The Office of Campus Life will allow all eligible social Greek chapters to apply for the vacant house in the semester before it is expected to be occupied.
6. Understand that only social Greek organizations holding a 1 million dollar liability insurance claim may have only 1 social event (with or without alcohol) per semester.

Spaces will be assigned to organizations at the discretion of Campus Life. Size of the organization, partnerships across campus, academic achievements, and participation with ICC will all be considered when providing space. All organizations with storage space will have access to reserving the large common area. Information on how to reserve the common space will be provided when your organization is approved to receive space. Being as this is a common space, the University cannot be responsible for any lost or damaged property.

If any organization plans to one day seek full residential occupancy, the following plan is in place:

1. The Office of Greek Life will determine if a chapter is eligible to apply for the house using the following criteria:
  - a. It is imperative to have alumni support (of either the Oglethorpe or national chapter variety) to vouch for the local chapter and the asset of a permanent chapter space. To this end, you will need to provide evidence of an involved housing corporation made up of these individuals. The housing corporation will eventually need to sign-off on the housing agreement seen in the Greek Leadership Manual.
  - b. Having a strategy to stabilize and grow in chapter size is important. You should be able to prove a long term commitment to "filling" the chapter house. In what ways are you creating a structure for recruitment success? Extra consideration will be given if you can name who may be able to live in the house beginning in Fall 2017.

- c. Safety in the chapter space is paramount. Showing a robust risk management policy as it pertains not only to daily life but also closed and open parties is necessary. An insurance policy of \$1 million in coverage for a chapter space should also be proved.
  - d. Fortifying Greek Row as a formal Oglethorpe residence hall space will take an understanding of what it takes to be a good neighbor. You should indicate ways in which your chapter's presence will raise the quality of Greek leadership and responsibility on our campus if given the opportunity for a permanent chapter space.
- 2. After receiving an application packet containing evidence of the above criteria from 1 or more chapters, those chapters are officially invited to share this evidence to the wider Greek community also holding space on the Row. Official criteria will be covered by a presentation no longer than 45 minutes in length by at least 4 members of the organization.
- 3. Presentations will take place in front of at least 1 delegate from each chapter currently holding a housing agreement on Greek Row. Additionally, at least 1 Campus Life dean and the Greek Adviser will be in the audience. After presentations are completed, there will be 15 minutes allowed for a question and answer session at which time the chapter may be asked to defend anything involved or not involved in the presentation.
- 4. Chapter delegates attending the presentation will be asked to take the information they gathered to their own chapters for discussion at the earliest time possible. They will then offer their suggestion on if they perceive any chapter applying to the house as “fit” or “unfit” to become a part of Greek Row. If there are 2 or more chapters involved, voting groups will be asked to rank their preference. If the majority of groups advise in the affirmative of a chapter being “fit”, as long as a dean and Greek Adviser approve, the house shall be bestowed on the chapter (receiving the highest average ranking if 2 or more apply). If this is not satisfied, the chapter will be notified of pain points to address, by letter, no earlier than 2 weeks after the initial decision. At that point, current chapters will be informed and they will once again make their suggestions after a group discussion.

After final vote, the advisors have until the remainder of the semester to sign a Greek Row Housing Agreement.