

GREEK LEADERSHIP
MANUAL
2020-2021



OGLETHORPE

UNIVERSITY

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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

AFA AFA provides exceptional experiences, a vibrant community, and essential resources for the success of fraternity/sorority advisors. AFA provides exceptional experiences, a vibrant community, and essential resources for the success of fraternity/sorority advisors. The vision of AFA is to be the catalytic force in aligning the fraternity/sorority experience with the changing dynamics and enduring principles of higher education. AFA is commitment to professional development, academic and applied research that examines the entire spectrum of the fraternity/sorority experience and the advising profession, and collaborations within and between the higher education and interfraternal communities.

AFLV The Association of Fraternal Leadership & Values provides experiences that challenge and encourage fraternity/sorority members to live ethical values and implement best practices. The annual conferences are the premier programs of the Association. The conferences offer comprehensive coverage of the issues for both men and women and members of all councils and chapter including IFC, NPHC, NPC, NALFO, and MGC.

CBFO	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.
FEA	The Fraternity Executives Association is organized and operated exclusively to further the common business interest of the members by promoting, supporting, and encouraging the free discussion and exchange of ideas relating to college fraternal organizations. The membership of FEA is composed of employees of the administrative offices of NIC and NPC member organizations.
FIPG	Originally formed in 1987, the original concept behind the Fraternity Insurance Purchasing Group was simple and two-fold: to adopt a risk management plan that would help reduce exposure to risk, and use the group buying power of many national organizations as leverage to obtain more extensive coverage at lower prices. Today, though the title has remained the same, the organization is actually a risk management group. Men's and women's fraternities join FIPG, adopt its risk management policy, and make every effort to reduce their exposure to claims, but are not required to purchase insurance from the same carrier.
IFC	The undergraduate organization of college men's fraternities.
MGC	The National Multicultural Greek Council (NMGC) is an umbrella council for a coalition of Multicultural Greek-letter organizations (MGLOs) established in 1998.
NBGLC	The National Black Greek Leadership Conference (NBGLC) was created in 1986 as a means to give undergraduate members of Black Greek Lettered Organizations (BGLOs) the opportunity to network and dialogue on issues that face them on predominately white campuses.
NIC	Since 1909, the North-American Interfraternity Conference has been serving the men's college fraternity community in Canada and the United States. Through 63 member fraternities, the NIC represents almost 4.5 million alumni and 400,000 college students in over 5, 500 chapters on more than 800 college campuses. The NIC advocates the needs of fraternities through the enrichment of the Greek experience, advancement and growth of the fraternities and enhancement of the educational mission of the host institutions.
NPC	National Panhellenic Conference, founded in 1902, is an umbrella organization for 26 inter/national women's fraternities and sororities. Each member group is autonomous as a social, Greek-letter society of college women and alumnae. Members are represented on over 620 college and university campuses in the United States and Canada and in over 5,300 alumnae associations, making up a population of over 3 million sorority women in the world. —The mission of the National Panhellenic Conference is to support and promote women's fraternities as a positive element of the higher education experience.
NPHC	The National Pan-Hellenic Council is the national coordinating body for the nine historically African American fraternities and sororities. The NPHC is currently composed of over 900,000 affiliated members in undergraduate and alumni councils in all regions of the United States and abroad. The NPHC stresses and provides action strategies on matters of mutual concern and serves as the conduit through which these action plans are put into 9 organizations. NPHC organizations are unique with respect to other Greek letter organizations in that they have profound commitment to providing community service and to uplifting/promoting the general public welfare. This acronym is also used for the undergraduate council as well.
PHC	The undergraduate council of college women's fraternities.
SEPC	The Southeast Panhellenic Conference is a regional association for Panhellenic Councils. SEPC and SEIFC hold separate annual meetings.
SEIFC	The Southeast Interfraternity Conference is an educational association for Interfraternity Councils in southeast region of the United States.

UIFI The Undergraduate Interfraternity Institute (UIFI) is a 5-day institute that offers a unified curriculum to student participants. Each piece builds on a previous segment and leads into the next. All sessions offer hands-on experiential activities and ample discussion time to address individual concerns. Major sessions are complemented by small group chapter meetings held throughout the week. Chapters are designed to assist each UIFI participant in developing his/her desired leadership skills, gaining new ideas and developing concrete ideas for the return to campus.

Important Contacts

Dean of Students

Michelle Hall
mhall@oglethorpe.edu
 404.364.8336

Campus Safety

404.504.1998



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Important 2020-21 Dates for Greek Leaders

Fall President’s Training

The Fall 2020 Greek President’s Training date will be announced prior to the beginning of fall 2020. All chapter presidents are expected to attend; if a chapter president cannot attend, they must send another representative in their place.

**By 2nd Week of
 Each Semester
 By Last Day of
 Classes Each
 Semester**

Greek Chapter Information Form Due

Current Member Rosters Due in OU Connect

TBA

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.

TBA

Greek Awards

Nominations are due on TBA. The Individual Greek Awards will be given out during the campus-wide Honors and Awards Ceremony on TBA. The fourth annual Oglethorpe Organizational Greek Awards ceremony will be held on TBA. For more information about Greek Awards, including the 2020-21 Greek Awards Packet of Information and how to nominate chapters and members, please see section V of this manual.

TBA

Spring Semester Pillars Accreditation Report Due

The Pillars Accreditation Portfolio process should be completed by **TBA** 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)*



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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 17 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 17th, 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 OU Connect 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 17th** 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.
- Chapter chooses to be a part of the Bystander Tent by sending at least 1 member to TIPS training each semester so they can hold a session over what was learned with the entire chapter afterwards.
- 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.

OR, chapter-trained bystanders are made available to volunteer for each Open Event on Greek Row.

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 the coordinator for Greek Life.



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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 2020-21 Greek Awards are due TBA**

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) TBA

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 fifth annual *Organizational Greek Awards Ceremony* will be held during Stomp the Lawn date, time and location TBA. *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 to Fall 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 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 2020-21 Individual and Organizational Greek Awards are due TBAf***

- **Outstanding Service Project and Campus Leadership should be emailed to Coordinator for Greek Life 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 2nd 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 Grade Inquiry Process

The grade inquiry process is used to obtain the GPA information (semester/cumulative) for an active member. The Office of Institutional Research 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.

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.

To receive Grade Reports from Office Institutional Research you *MUST* fill out the form found here:
<https://ir.oglethorpe.edu/data-request-form/>

Please note the process can take up to (2) weeks to be completed. To ensure you meet your deadline please plan accordingly.



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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.***

Online Form Link can be found here: <https://oglethorpe.wufoo.com/forms/p1prusns0vl1rrp/>

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: _____

*Online form link can be found here: <https://oglethorpe.wufoo.com/forms/pjivfr817afg12/>

**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 & Greek Life Advisor
- 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 the Coordinator for Greek Life. If you have further questions and would like to meet, please visit the Greek Life Office in the Student Commons of the TLCC.



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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 are 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:

12.2.11.1. *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 in fines or imprisonment by federal, state or local authorities.*

12.2.11.2. *Possession, use, or distribution of drugs other than marijuana will result in immediate suspension or expulsion from the University and Brookhaven Police Department will be called. Possession and/or evidence of distribution of marijuana may result in immediate suspension or expulsion from the University and Brookhaven Police Department will be called.*

12.2.11.3. *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 the common areas 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.*

12.2.11.4. *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.*

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

Article II: 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 ensuring 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 number 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. This policy also applies through the first two weeks of each semester (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 four hours in length.
- E. No events shall be permitted during finals week, or the last week of class. For the purpose of this policy, the last week of class is identified by Dead Day and the 7 days prior to that day.
- 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 organization 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 submitting their event for approval through their Organizations official OU Connect page. See Policy below for approval instructions.
 - d. 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 submission in OUConnect.
 - e. 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 4 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. 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.
- d. 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. These are traditionally scheduled at the 2nd IFC meeting of each 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 organization must be present and prepared to assist for the event. Party monitors can be Brothers and Alumni.
- d. Non-hosting male organizations 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 organization (male or female) 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. Official Submission through OUConnect
 - i. If a chapter is hosting any event described above, they are to submit that event through their official organizations OUConnect page.
 - ii. The event must be submitted at a minimum of 5 days prior to the event.
 - iii. Once approved, a meeting might be required to host the specific event.
- b. Open Party Procedures
 - i. Once an open party event is approved, it is the chapter's responsibility to meet with the Greek Life advisor, or their designee, within 72 hours of the event to go over party procedures.
 - ii. At this meeting the chapter will be required to submit proof of sober monitors, be subject to a list of party questions, and be reminded of party procedures.

- iii. Within 24 hours of the event, the chapter is responsible for submitting a list of their sober monitors, with cell phone numbers, a good faith effort at an off-campus guest list, and submit water to be distributed at the bystander tent.
- c. 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. All organizations must utilize the Campus Labs Check-in App for check in.
 - iii. Once an event is submitted, OUConnect will provide an event code that can be used to check people into an event. All Oglethorpe students must present a petrel pass to gain entry into a party, and they must be checked-in.
 - iv. The event code will be sent to the chapter within 24 hours of the event by the Greek Advisor.
 - v. 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 1998), and another color will be used to identify the student as “of age” (born on or before the event date of 1998). **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. Off-Campus Guests:
- i. 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.
 - 1. At least one Check-In Event Monitor will be responsible for checking in guests in the following manner:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. Check-In Event Monitors will check the birthdate on the ID and distribute a wristband to the guest based on their age.
 - e. The chapter and university reserve the right to ask any guest to leave the event.
 - f. 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.

- e. Brookhaven Police Presence.
 - i. All Open campus parties require a Brookhaven police officer present. These will be organized by the Office of Greek Life, and paid out of the Greek Life budget.
 - ii. These officers are there to help control any issues that might arise.
 - f. If there are any specific event needs (space reservation, equipment rentals, etc.) please notify the Greek Advisor at least 1 week prior to the event. Failure to do so could result in your event being cancelled, or not having adequate resources.
- 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.
 - 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. 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.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. 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

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 12.2.11.4.

Article VII: Medical Amnesty

The Office of Greek Life upholds section 12.2.12 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, or violates the Oglethorpe University Bulletin, 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, and determine the appropriate sanction(s).
- B. Any subsequent infraction for a fraternity or sorority that does not formally register a social event, or violates the Oglethorpe University Bulletin, 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, and determine the appropriate sanction(s).
- C. 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 the 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 the Coordinator for Greek Life.



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 2019-2020 Bulletin)

12.2.4. Policy on Hazing

Oglethorpe University prohibits hazing of any kind, and specifically any 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 all organizations. The University will protect the members of the community from hazing and uphold all federal and state laws that regulate or prohibit these behaviors. Violations will be brought to the student conduct process and local law enforcement.

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, drugs, or other substances.
- Inappropriate touching and paddling in any form.
- Creation of excess fatigue.
- Physical and psychological shocks.
- Engaging in disruptive behavior.
- Morally degrading or humiliating games, online posts, and activities.
- Forced servitude.
- Excessive consumption of food or drink or limitation of food and drink.
- Removing, damaging, destroying, or altering property.
- Other 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 assistant dean of students/director of residence life. Staff will investigate all complaints and take appropriate action upon confirmation of a violation.

Greek Life and Hazing:

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

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

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

Chapter President

New Member Educator



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Bystander Tent Policy

Greek Life has activated new policies that ask for social Greek organizations to proactively support the Bystander Tent initiative through sending one person per hour to help monitor Open Events (“campus parties”) alongside the Greek Row Community Advisor (CA). The Greek Row Community Advisor will organize each chapter to assist with the Bystander Tent. If a chapter fails to show up for their allotted time, it could result in disciplinary action. The following are some FAQs about what is expected:

1. What are all the responsibilities of the volunteers (bystanders) at the Bystander Tent?

First and foremost, bystanders should consider their own safety when choosing to intervene in any situation that seems problematic, and nobody is forced to take any action at all (and will not be held responsible if they choose not to give aid). Mostly, volunteers hand out pizza and water to those who need it, talk and sit by someone as they take a breath before they walk home, walk to the police officer on duty and ask them to come to the tent, call Campus Safety if directed by the Community Assistant to do so, and occasionally walk someone to their dorm. The main intent is to add additional lookouts and help get more information to CAs/Campus Safety/Brookhaven PD about emerging needs. When working, bystanders are considered *Step UP!* Advocates and not necessarily acting on behalf or at the direction of their own chapter.

2. How would people at the Bystander Tent know if someone needs help?

Each organization involved must attend a Step UP! Bystander training at the start of the year. This is required for all Greek Members to be trained in bystander practices. These will be communicated to chapters with plenty of advanced notice, and attendance will be taken.

3. How can bystander’s best communicate if there is a need?

Most likely, either a sober brother from the event, the Greek CA on duty, or a bystander would notice an individual who looks as if they are in need of assistance. There is a reliance on the help of the brothers inside their party to be keeping an eye on overly intoxicated individuals and to aid us on getting them out to the tent. Bystanders are in a good position to see needs while people *enter* the party space. Often times, bystanders focus on the needs of members of their own chapter while also keeping an eye on other partygoers. Higher risk individuals such as those struggling to walk or speak coherently will be managed by the CA, Campus Safety and/or the Brookhaven Police officer on duty for the event. Bystanders will be identified at the tent with lanyards, so those who need help can also find them easily. It is in a bystander’s best interest to contact the CA at the party when they notice anything out of the ordinary, but they may also choose to act in accordance with their own ability.



OGLETHORPE

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Greek House Lease Agreement – Occupancy Policy

Chapters are required by the Greek Housing Agreement to hold “full” occupancy for the entirety of the fall and spring semester. Definition of “full” occupancy on Greek Row includes residents in 4 persons in single rooms, 8 persons in double rooms, or a combination of both.

1. If a member vacates a “single” room, the chapter is required to fill that vacated spot within 2 weeks of the student leaving. Failure to do so would result in a pro-rated charge to given to the chapter.
2. If a member vacates a “double” room, the chapter is required to fill that vacated spot within 2 weeks of the student leaving. Failure to do so would result in the room’s other tenant to pay a pro-rated “single” rate charge calculated after 2 weeks of the initial student vacating the room.
 - The Office of Residence and Greek Life reserves the right to consider exceptions to this policy of a case-by-case basis.
3. Room & Board Costs
 - SINGLE ROOM & ALL ACCESS MEAL PLAN \$7,145.00
 - DOUBLE ROOM & 10-PER WEEK MEAL PLAN \$4,365.00
4. In addition to the Greek Housing Agreement, all Greek Houses are subject to a monthly house check. These will be coordinated with the Greek Row Community Advisor, and held as they see fit.
 - This does not absolve the chapter of allowing entry by any Greek Life, Campus Life, Campus Safety, or any University Official from entering their house as needed.



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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.



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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?

- 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.