

LAFAYETTE



Manual of Policies and Procedures

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Section I
Mission Statements

Fraternity and Sorority Manual of Policies and Procedures

It is the mission of Lafayette College to create an atmosphere in which fraternities and sororities will find the challenge, support and resources needed to prosper. With this idea in mind, the Manual of Policies and Procedures has been created. This manual, made available through the Office of Residence Life, is a compilation of information gathered from multiple sources. The purpose of this document is to provide a quick and reliable source of reference information for officers of the undergraduate chapter as well as members of advisory boards and house corporations.

The Manual of Policies and Procedures is by no means a definitive document. As with all collections of information, time will invoke the need for revision. It is hoped that this guide will become a standard by which to manage the day-to-day operation of the chapters as well as provide a basic understanding of College policies.

Mission Statement

Lafayette College

MISSION

In an environment that fosters the free exchange of ideas, Lafayette College seeks to nurture the inquiring mind and to integrate intellectual, social, and personal growth. The College strives to develop students' skills of critical thinking, verbal communication, and quantitative reasoning and their capacity for creative endeavor; it encourages students to examine the traditions of their own culture and those of others, to develop systems of values that include an understanding of personal, social, and professional responsibility, and to regard education as an indispensable, life-long process.

PROFILE

Lafayette College was founded in 1826 by citizens of Easton, Pennsylvania, as an all-male liberal arts institution. Throughout its history, the College has continually shaped itself in ways that best serve its educational purpose, remaining supportive of the tradition of liberal art education while being responsive to changes and challenges of society and the times. For example, in 1838, it became one of the first colleges to implement a teacher-training program, thus recognizing the connections within education at all levels. In 1854, the College formed a mutually supportive association with the Presbyterian Church. In 1866, as industrialism was changing the Western world, it established courses in engineering, chemistry, and mining. At a local level, it acknowledged the educational needs of the Easton area by introducing a part-time evening degree program in 1953. More recently, as the role of women in society underwent redefinition, in 1970 the College, began coeducation to prepare both men and women to lead the nation into a new century. Today, Lafayette is an independent, coeducational, residential, undergraduate institution with a faculty of distinction and 2,400 full-time men and women students of high intellectual promise and diverse backgrounds. The student body is 50 percent men and 50 percent women.

The College's curriculum is distinguished by the rare combination, on an undergraduate campus, of degree programs in the liberal arts and in engineering. Students who come to Lafayette may choose among a range of disciplinary and interdisciplinary courses and pursue the Bachelor of Arts degree in 31 fields or the Bachelor of Science degree in nine fields of science and four fields of engineering. Those who pursue professional career preparation do so within programs rooted in and enriched by the liberal arts. Lafayette alumni/ae remain unusually active and supportive of the College and its goals.

Effective and challenging teaching is the first priority of the faculty both in the classroom and in a variety of independent and collaborative learning experiences. Easton's proximity to New York City and Philadelphia helps students extend their learning experiences, as do Lafayette's full co-curricular intellectual, cultural, athletic, and social programs. Faculty research and scholarship are encouraged and supported in the belief that such professional involvement extends the individual faculty member's intellectual resources, strengthens and complements teaching effectiveness, facilitates student/faculty research, and contributes to the scholarly and professional communities outside the College.

In addition to a campus of great beauty, Lafayette offers a well-equipped physical plant. Its programs are supported by a library with more than 500,000 volumes and an extensive array of electronic resources; modern computer facilities and laboratories accessible to students; a thriving Center for the Arts; a large College Center for dining and other communal activities; an athletic complex compatible with its intercollegiate Patriot League commitment and its extensive intramural and recreational program; two chapels serving a variety of religious commitments; and a diversity of living situations. Lafayette's endowment per student is in the top 2 percent of all institutions in the country.

VISION

In the coming decade, Lafayette expects to strengthen its position among liberal arts colleges and engineering programs of the first rank; through judicious commitment of its considerable resources, it seeks to advance the quality of its students, its faculty, and its programs. Lafayette will continue to enroll students who show evidence not only of academic achievement but of intellectual curiosity, and who show promise of becoming engaged citizens within and beyond the College community. It will continue to recruit and support a faculty of teacher/scholars of high quality who see undergraduate teaching as their primary goal and who are committed to scholarship and to an active professional life. Lafayette will continue to shape its academic program with the goal of assuring that a clear, consistent, and demanding curriculum is in place for all students, requiring study in the arts, the sciences, and technology, and encouraging such study beyond the introductory level. In addition, it will continue to work toward greater integration of A.B. and B.S. programs so that all students may be the beneficiaries not only of specialized inquiry but of connected, interdisciplinary inquiry as well. And it will continue to develop a curriculum that furthers the traditional values of a liberal education while remaining responsive to emerging societal needs. As part of its commitment, Lafayette will seek ways to assure that ethical studies are a regular component of each student's course of study.

The College will strengthen its honors and independent study programs, with the goal of engaging more students in scholarly projects and involving more faculty and students in collaborative learning. Individual attention to students and faculty-student interaction outside the classroom, always goals of the College, will be encouraged through an increasingly favorable student-faculty ratio and small class size. At the same time, the College, understanding the value of exposure to other cultures, will continue to increase opportunities for students to study abroad and will continue to work in other ways to internationalize the campus.

Because Lafayette knows the potential for learning and growth outside the academic program, it will continue to nurture a campus environment that stimulates and nourishes students both as individuals and as members of a community. With the Farinon College Center and the Williams Center for the Arts as hubs of activity, the College will foster an atmosphere characterized by a diversity of opportunities for participation, volunteer service, and student leadership. It will offer an expanding array of living options that encourage healthy relations between women and men and provide an environment that encourages personal growth. It will also continue to increase opportunities for students of color and to work to achieve greater racial and ethnic diversity among students, faculty, and staff.

Members of the Lafayette community have always believed in working together to create a College that they and others value; their collective commitment for the coming years is to extend and enhance the value of the Lafayette experience and the prestige of the Lafayette College degree.

Lafayette College Catalog 2013-2014

Mission Statement Campus Life

We are educators who advance the mission of the College by facilitating student engagement and success.

We fulfill our mission by embodying professional excellence, promoting student-centered learning, and cultivating community.

- We uphold the highest standards of operational excellence through our commitment to ongoing professional development, continuous improvement, collaborative practice, and responsible stewardship of resources.
- We create an environment where students accept responsibility for learning and are valued partners in the advancement and implementation of programs and services.
- We strive to foster a safe, equitable, and interconnected community where people care about each other and the world around them. (July 2013)

Goals for Student Learning

- A. Intrapersonal and Interpersonal Competence
- B. Reasoned and Ethical Decision-Making
- C. Personal Well-Being
- D. Campus Involvement
- E. Creativity and Appreciation of Artistic and Intellectual Expression
- F. Multicultural Competence

Fraternities and Sororities

The role of fraternities and sororities at Lafayette College is to improve the social, intellectual, and cultural life of the campus. In partnership with the College, fraternities and sororities strive to uphold their founding values. Additionally, chapters strengthen the quality of life for students on campus by providing a wide range of opportunities for meaningful individual growth and development.

Goals for Lafayette Fraternities and Sororities

- To provide an atmosphere in which learning and intellectual curiosity flourish.
- To promote involvement and engagement in activities that respect and support the rights of all individuals with regard to gender, race, color, religion, creed, national origin, age, ancestry, physical ability and sexual orientation, and strive to develop chapter membership that reflects this diversity.
- To educate themselves about social issues affecting the larger human community through participation in community service initiatives and philanthropic endeavors.
- To foster responsible attitudes towards the consumption of alcohol and actively discourage the use of illegal drugs.
- To adhere to the ideals of the sorority and fraternity, consistently applying them in all aspects of sorority and fraternity life.

- To provide a clean, safe environment in the chapter house.
- To conduct business affairs with integrity and in a timely manner.
- To foster the spirit of community in College life.
- To adhere to the Mission Statement of the College, the Mission Statement for Fraternities and Sororities and to the College regulations outlined in the Lafayette Student Handbook.

ODS – 1/11/2006

Section II
General Policies

Policy on Continued Recognition of Fraternities and Sororities

The policy that follows was established by the Lafayette College Board of Trustees in 1974, and revised and reaffirmed in 1982. Many of the basic principles established by this policy are included in the Mission Statement for Fraternities and Sororities. The Policy on Continued Recognition does emphasize, however, some aspects of fraternity and sorority life not specifically delineated in the Mission Statement.

A questionnaire, which will meet the additional requirements of the Policy on Continued Recognition, has been developed to supplement the evaluation System.

Any questions regarding the Mission Statement, the Evaluation System, or the Policy on Continued Recognition should be directed to either the Associate Director of Residence Life/Advisor to Fraternities and Sororities, the Vice President for Campus Life.

Policy on Chapter Management and Development Program

Fraternities and Sororities contribute to the mission of Lafayette College by developing students' skills of critical thinking, verbal communication, and quantitative reasoning and their capacity for creative endeavor. Each chapter should strive to exemplify the mission of Lafayette College by encouraging students to examine the traditions of their own culture and those of others, to develop systems of values that include an understanding of personal, social, and professional responsibility, and to regard education as an indispensable, life-long process.

The Lafayette College Fraternity & Sorority Life Chapter Accreditation Program is designed as a mechanism to measure each chapter's health and performance through key categories: Intellectual Development, Leadership Development, Community Development, Chapter Development, and Living-Learning Community Development. Chapters should use the Accreditation Program as a roadmap for success that guides them towards achieving a high level of viability. As a matter of self-evaluation, the program will be a useful tool in establishing a chapter vision, goals for the academic year, and to track performance in each of the key categories. It is a flexible document that allows for creativity in accomplishing program elements throughout the year. Your chapter has the unique opportunity to showcase not only to your respective National office the positive contributions that your chapter engages in year-round, but also to the Lafayette College campus.

The Accreditation Program may also be used by the Office of Fraternity and Sorority Advising to evaluate how well chapters are meeting their goals. Critical feedback can/will be provided to chapters at all levels on how to improve upon their goals. Individuals and Chapter leaders will be equal stakeholders in ensuring that every member plays an instrumental role in their personal growth and development as well as the chapter as a whole. This program will challenge students to think critically about their role within the chapter and how they help to contribute to their own personal growth and development in these key areas but also the chapter as a whole.

Chapters will be evaluated based upon their performance in the five key categories. Chapters who do not meet minimum standards will be deemed Not in Good Standing with the Office of Fraternity & Sorority Advising and may run the risk of being placed on restrictive probation or lose recognition by Lafayette College.

Policy on Fraternity and Sorority Management and Activity

I. Requirements of the Board of Trustees regarding Financial Operation.

- A. That Alumni Corporations of fraternity owned houses maintain insurance coverage at a level regarded as adequate in the joint judgment of the Trustee Committees on Financial Policy, and Grounds and Buildings. The following items are considered basic to a minimum coverage program.
1. Fire Insurance (if owned by chapter/corporation)
 - a. For Building: 80% of replacement value based on an evaluation performed every two to three years with the addition of an automatic escalator clause written into each policy. Fire insurance should be a part of an "all risks" policy.
 - b. For Contents: Fire insurance on contents should be based upon actual value of the contents of the house. All members should be advised to see if their own personal furnishings are covered under their parents' homeowners policy or to determine whether or not they should purchase an individual policy.
 2. Public liability: Minimum \$1,000,000 coverage plus \$25,000 property damage.
 - a. At policy renewal, all fraternities and sororities must provide the College with a certificate of insurance indicating that they possess liability insurance in the amount of at least \$1,000,000 and that the College be named as an additional named insured. Failure of an organization to provide this information will result in the fraternity or sorority not being able to house members until the requirement is met.
 3. Boiler coverage (where appropriate) must be maintained and evaluated annually.
 4. Unemployment compensation, employee's liability, and worker's compensation coverage are required by law and consequently required by the College of all houses.
 5. Bonding of officers is strongly recommended with the additional qualification that if a house or house corporation chooses not to bond and suffers a loss, the College will not be asked to cover that loss through loan or grant.

Copies of policies must be submitted to the Associate Director of Residence Life/Advisor to Fraternities and Sororities upon request.

- B. That undergraduate chapters and alumni corporations work together in establishing several classes of reserve funds at a level regarded as adequate in the judgment of the Trustee Committees on Financial Policy, and Grounds and Buildings. Reserve fund categories should include the following:
1. Operation Reserve - working capital of either \$2,000 or 2% of annual operating revenue, whichever is less, taken in by the house. This amount is to be available at the conclusion of each academic year.
 2. Breakage Reserve - to be combined with the annual budget for minor maintenance and is to equal at least 5% of the room and board income for the chapter. (Minor maintenance reserve to include repair or replacement of furnishings and equipment, kitchen and dining room furnishings and equipment, public room decorations and furnishings, and private room furnishings.)
 3. Major maintenance, Repair and Renovation Reserve - An amount equal to 1.25% (for association-owned houses) of the replacement value of the house (based upon fire insurance coverage) must be placed in a major maintenance reserve annually.

- C. Both undergraduate and house corporations are required to submit a consolidated balance sheet at the end of each year along with an income and expense budget at the beginning of each semester. These reports are to be forwarded to the Associate Director of Residence Life/Advisor to Fraternities and Sororities.

Recommendations of the Board of Trustees Regarding Financial Operations

- A. That undergraduate chapters and alumni corporations adopt budget guidelines as follows:
 - 1. Undergraduate Revenue - Commissary fees, social fees, and dues.
 - 2. Alumni Revenue - Rents and parlor fees.
 - 3. Alumni or Undergraduate Revenue - Operating fees.
 - 4. Budgets should be prepared before charges are determined, and no later than August 1. Charges should reflect the income needs determined in each budget preparation.
 - 5. While budgets should be prepared on a yearly basis, they should be broken down to indicate semester income and expenses, and indeed should be reviewed each month on a line-by-line basis to compare budget vs. actual. Income and expenses can vary from first to second semester each year and proper budgeting should reflect this.
- B. That undergraduates establish a ruling, with alumni help if needed, which would require all members to eat in the house dining room except those with strong and compelling reasons to the contrary. Since about 40% of a fair price for board is composed of fixed charges, it is essential that a dining room operate at a near full capacity; otherwise, some students will subsidize others.
- C. That alumni corporations require undergraduate chapters to pay for all housing spaces each semester. Income lost because of vacancies can be extremely detrimental to the sound financial development of a fraternity. In order to encourage full occupancy, we recommend that the alumni corporation require the active chapter to faithfully rent all spaces or to make up the difference from social or other operating funds. House corporations and undergraduate chapters should work out a required occupancy figure and then establish the requirements of payment for full occupancy.
- D. That Alumni Corporations require their undergraduates to adopt billing procedures whereby semester undergraduate chapter bills for all charges other than room rent will be sent by the undergraduate treasurer to parents at least 30 days before the beginning of each semester, with the exception of certain hardship cases if definite plans have been made for monthly or bi-monthly payments. A reasonable but definite due date should be established for semester bills, after which follow-up contact can be made regarding collection. There should be no outstanding accounts receivable after May 10 of each year.
- E. That each alumni corporation engage the services of an accountant who shall check the active chapter books each month in order to suggest altering expenditures if anticipated income decreases and to guide the active treasurer regarding proper financial procedures. This accountant should submit a bi-monthly report of an annual report to the alumni corporation treasurer. He should be responsible to the alumni corporation only. The accountant should accomplish his work at the chapter house in order to avoid removing the books from the active treasurer's possession.

II. Requirements of the Board of Trustees Regarding Maintenance and Safety.

- A. In view of recurring instances of failure to maintain an adequate program of housekeeping and current maintenance, each alumni corporation is required to arrange for at least two inspections annually of its chapter house by an agency (possibly a committee of qualified alumni) acceptable to the Committee on Grounds and Buildings and submit a written report of the observations to the Office of Residence Life (for

sharing with the Office of Plant Operations). If requested by an Alumni Corporation, the Office of Plant Operations will arrange for such inspection by its own personnel or others at an appropriate rate of compensation. The reports of these inspections must be received by November 1 and June 1 of each year.

- B. That undergraduate chapters, in conjunction with alumni corporations, arrange to obtain not less than 20 hours per week of serious custodial services, primarily, but not limited to, public areas; that trash be removed from all rooms daily.
- C. That each living group appoints or elects a member to the position of fire marshal. (House Manager/FHA will suffice) The duties of the fire marshal would include:
 - 1. Seeing that all fire extinguishers are always up to date as to contents and inspections, and that all fire extinguishers remain in their established places.
 - 2. Approving of decorations for parties only if the materials pass a rigid pre-testing process.
 - 3. Being constantly alert for fire hazards and taking immediate action to remove or correct the hazard, (i.e., inflammables in the house, poor house cleaning, blockages or accumulation of debris or discarded items in stairwells, etc.).
 - 4. Holding unannounced fire drills to evacuate the house, especially at night from sleeping rooms.
 - 5. Reporting to the chapter president any member who is uncooperative in helping to eliminate any fire hazard in or around the house.
 - 6. Soliciting the cooperation of all members to report any fire hazard they cannot correct themselves.
 - 7. Making a report at all chapter and corporation meetings on the activities of his office.
- D. That undergraduates inform the College and the alumni corporation of anyone residing in the house during each vacation period, and that they take certain precautions which should include the inspection of locking hardware prior to each vacation to insure its proper operation and the requesting of daily security checks by College security staff.

Recommendations of the Board of Trustees Regarding Maintenance and Safety.

That undergraduate chapters establish, in conjunction with alumni corporations, certain procedures to insure adequate day-to-day maintenance. In day-to-day maintenance, it is vital that undergraduates clearly understand their responsibility; alumni corporations should make special efforts to inform each newly elected president and "house manager" of who pays for what and how repairs are initiated. We recommend that alumni corporations and undergraduates establish a dollar limit beneath which the undergraduate chapter should initiate repairs immediately and above which consultation with the alumni corporation must occur before repairs are initiated. With regard to emergency repairs, such as broken pipes, we recommend that the active brothers initiate these repairs by hiring the proper mechanic, after which an alumni officer who has the right of approval should be contacted.

III. Recommendations of the Board of Trustees Regarding Organizations and Program.

- A. That the alumni corporations actively support the Alumni Interfraternity/Sorority Board so that its full potential may be realized.
- B. That alumni corporations hold four meetings each year at which matters of finance and maintenance are discussed. Attending these meetings should be the undergraduate president, the undergraduate treasurer, the undergraduate commissar, and other undergraduates as requested by the alumni or felt appropriate by the undergraduate president.

- C. That alumni corporations counsel undergraduates on matters such as scholarship, social issues, and extra-curricular activities.
- D. That each alumni corporation take steps to actively encourage the undergraduate chapter to adopt all recommendations addressed to them in this report.
- E. That fraternities be encouraged to cooperate and interact more among themselves and with the rest of the College community in the area of social, community service, and educational activities, which usually occur on the same weekend; fraternities could reduce special budgets and promote more of a community spirit by planning social activities together on given weekends. Also, since fraternity members seem to desire more community service activities, fraternities could avoid duplication of efforts by coordinating their efforts and having members from several houses participate in a given community service or educational activity. Finally, more interaction with the entire College community in these areas would help eliminate some of the atmosphere of isolation, which seems to be fostered by the fraternities.
- F. That officers of fraternities be encouraged to obtain complete information on the services available from their national headquarters, and to inform their members of these services and encourage them to utilize them to the fullest extent. That fraternities keep the College informed of the services, which their respective Nationals offer.
- G. That undergraduate officers extend every encouragement to members regarding that attainment and maintenance of scholastic excellence and strive to assure living conditions in fraternities that are conducive to scholastic achievement.

Trustee Committee on
Athletics and Student Affairs
10.17.80

Updated 01.2008 by the Office of the Vice President for Business Affairs to reflect current standards

Fraternity Cleaning and Outside Grounds Care Policy

All fraternities at the College that privately own their facility are required to contract services for the interior and exterior maintenance of their facilities.

1) Interior maintenance:

Must contract services for at least 20 hours per week for the following:

*General housekeeping

-Common areas

-Hallways

-Bathrooms

-Kitchen/dining room

2) Exterior maintenance:

The Office of Plant Operations provides grounds care for fraternity houses. This care will include cutting of the grass, snow removal, and maintenance of existing shrubbery. Enhancements to grounds will continue to be the responsibility of the fraternity.

Contract for services on a regularly scheduled basis for grounds maintenance:

-Exterior cleaning

- Houses may contract either Lafayette College or an approved private contractor for services. Proof of contract due to the Associate Director of Residence Life/Advisor to Fraternities and Sororities before August 1 of each year. Terms of contract should run on a yearly basis.
- Inspections for cleanliness and ground care may occur weekly by the Department of Plant Operations.
- If an organization has, or establishes, a history of superior levels of maintenance (both internally and externally) they may petition for a release from this policy.

Office of VPSA/DOS

02-05-99

Section III
Lafayette College Policy

Code of Conduct and Other College Regulations

The Lafayette College Student Handbook, available online at <http://studentlife.lafayette.edu/files/2016/01/Student-Handbook-2015-16-Revised-January-2016.pdf> outlines the College's Code of Conduct and provides a detailed review of the policies related to living groups and student life. Living group officers and individual members should consult this document for information related to alcohol policies and other College regulations, as well as a review of the College's disciplinary procedures for living groups and individuals.

A Statement of Fraternal Values and Ethics

(Adopted by North American Interfraternity Conference)

Basic Expectations

In an effort to lessen the disparity between fraternal ideals and individual behavior and to personalize these ideals in the daily undergraduate experience, the following Basic Expectations of fraternity/sorority membership have been established:

I

I will know and understand the ideals expressed in my chapter Ritual and will strive to incorporate them in my daily life.

II

I will strive for academic achievement and practice academic integrity.

III

I will respect the dignity of all persons; therefore, I will not physically, mentally, psychologically or sexually abuse or haze any human being.

IV

I will protect the health and safety of all human beings.

V

I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.

VI

I will meet my financial obligations in a timely manner.

VII

I will neither use nor support the use of illegal drugs; I will neither abuse nor support the abuse of alcohol.

VIII

I acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, I will do all in my power to see that the chapter property is properly cleaned and maintained.

IX

I will challenge all my fraternity/sorority members to abide by these fraternal expectations and will confront those who violate them.

Corporate Responsibility

The special nature of membership in a fraternal organization requires that each member assume responsibility for the actions and well-being of the other members of the group, as well as him/ herself. Fraternal organizations must, therefore, assume a major responsibility for the conduct of their members. As a result, a fraternity/sorority and individual members may be held responsible for violations of the policies of Lafayette College.

Group misconduct need not be officially sanctioned by the entire membership in order to be considered grounds for possible disciplinary action against the entire group. An appropriate test to determine whether a group may be held accountable is to ask whether it is likely that the individuals would have been involved in the incident if they were not members of the group or if, by group action, the incident might have been prevented.

Policy on Joining and New Member Education

In April of 1995, the faculty of the College passed a resolution put forth by the Faculty Committee on Student Life and approved by the Board of Trustees stating that beginning with the fall semester of 1995, no student may join a living group until the first semester of their sophomore year (individual must have completed at least 6 courses at the College to be considered a sophomore). Also, passed within the same resolution was the proclamation that new member education (formerly known as pledging) would be no more than three weeks in length.

Penalties for Violating Sophomore Recruitment

For fraternities and sororities:

- 1st violation: One year Social Probation
- 2nd violation: no recruitment and/or initiation of new members the following semester/year
- 3rd violation: recommend withdrawal of recognition by the College

For individuals:

- First year students will be placed on disciplinary probation and will not be permitted to join a fraternity or sorority during the period of probation.

The above penalties are guidelines and may be modified depending on the circumstances of the violation.

Inspections by Health Inspector

City of Easton

Lafayette College fraternities are subject to periodic inspections by the City of Easton Health Inspector, Fire Marshall, and City Building Codes Inspector. While the inspectors are not required to give advance notice of inspections, each fraternity can usually anticipate three inspections per academic year. Every fraternity is responsible for monitoring its compliance with the mandates of the City officials.

City Health Inspector	Joe Gill	610-250-6729
City Fire Marshall	John Bast	610-250-6671
City Fire Inspector	Terry Foulk	610-250-6608
City Buildings Code Adm.	Cindy Cawley	610-250-6724
Code Compliance Officer	Scott Hoch	610-250-6608
Code Compliance Officer	Dwayne Tillman	610-250-6608
Asst. Code Administrator	Keith George	610-250-6608

Public Safety Contact Information

Director	Jeff Troxell	610-330-5330
Associate Director, Investigations	Kevin Heil	610-330-5330
Associate Director, Health & Safety	Matt Hammerstone	610-330-5330

Policy on Fraternity Occupancy

(Part A)

The College Administration will implement the following policies to facilitate efficient and maximum use of fraternity housing:

- A. There shall be an assessment and determination by the College of each fraternity's normal and maximum occupancy. The standards to be used in determining such occupancy levels will include the City of Easton zoning ordinances as they pertain to occupancy and average existing occupancy conditions in College residence halls.
- B. The College will deny residence hall housing to any fraternity member whose fraternity house is not fully assigned to the level determined by the College to be the normal occupancy level.
- C. The College will deny off-campus housing permission to any fraternity member whose fraternity house is not fully assigned to the level determined by the College to be the normal occupancy level.

Effective September, 1975

Policy on Fraternity Occupancy

(Part B)

- A. At times when other College housing is not available, and when there are insufficient members to maintain full occupancy, in accordance with lease provisions, Lafayette College shall require fraternities to house non-members (preferably members of other fraternities). Those non-members residing in the house shall be afforded full resident privileges except in those matters that reasonably apply to members of the fraternity (secret rituals, access to chapter room, fraternity functions of ceremonial or strictly fraternity order, etc.). Non-member residents shall be afforded those privileges paid for and shall not be entitled to access to fraternity functions limited to fraternity members and their invited guests.
- B. Any fraternity whose membership occupancy for three consecutive years or three years out of five falls below 85% of the normal occupancy level as determined by the College shall be considered by the Board for withdrawal of recognition. In determining whether occupancy level achieves the 85% requirement, only bona fide members of the fraternity will be taken into account.
- C. If the defined conditions require consideration of withdrawing recognition of a fraternity, the Board of Trustees, through its Committee on Athletics and Student Affairs, will examine the financial condition and potential of the undergraduate chapter and alumni corporation and the general strength of the alumni and undergraduate bodies of the fraternity and its historical performance on the campus and will consider these factors in any decision that would effect the status of the fraternity at Lafayette.

Effective September, 1977

Fraternity and Sorority House Capacities

<u>FRATERNITIES</u>	<u>STANDARD BED CAPACITY</u>
Delta Kappa Epsilon	25
Delta Upsilon (P.T.Farinon)	30
Phi Kappa Psi	27

<u>SORORITIES</u>	<u>STANDARD BED CAPACITY</u>
Alpha Gamma Delta	24
Alpha Phi	32
Delta Delta Delta	25
Delta Gamma	22
Kappa Kappa Gamma	34
Pi Beta Phi	32

Off-Campus Residence

Residence off-campus is a privilege. Residence in the fraternity or sorority house is typically a requirement of membership. In general, most members live in their chapter house for two semesters. However, based on individual chapter expectations, members may be required to live in their chapter house for a longer period and/or through their senior year.

Because the chapters are self-governing, they monitor and maintain their own housing rosters. Each organization has an established process by which they assign rooms within the chapter house. Fraternities and sororities must submit a housing roster list of active members who will occupy the house and at least four alternate names by the established deadline. The house must be filled to capacity.

If you have questions about fraternity/sorority housing requirements for your chapter, please address them to your chapter president.

If you are a member of a sorority or fraternity, the following policies and conditions apply:

1. If your name appears on a Chapter House roster, you will not be permitted to participate in any Housing Lottery event, reside in private off-campus housing or be granted commuter status.
2. If you are listed as an alternate on a chapter house roster, you will not be permitted to live in Private Off-campus housing.
3. If you are listed as an alternate on a chapter house roster, you will be permitted to participate in the College-owned Off-campus Priority Lottery or other room selection events.
4. Your chapter will determine room assignments and is responsible for informing you of your assignment.
5. Unfilled spaces or vacancies that occur should be filled by chapter members. In College-owned/managed houses, remaining vacancies are available for general assignment as needed

Policy on Second Semester Housing

All students living in residence halls are expected to honor their contracts for the full academic year. Thus, men will not be excused from residence hall contracts for the spring semester to fill spaces in fraternity houses (except under the circumstances noted below), or to move off campus. However, sororities operate under the residence hall contract, will be expected to fill their houses mid-year and are permitted to pull members from the residence halls to do so.

Effective with the spring 2002 semester, the College will permit fraternity members to fill vacancies in non-college operated fraternity houses under the following conditions:

1. The vacancy has occurred because a member who would normally reside in the house is studying abroad.
2. The vacancy has occurred because a member who would normally live in the house is employed by the Office of Residence Life as a Resident Advisor.
3. The vacancy has occurred because a student who would normally live in the house is residing in one of the College's Special Interest Houses such as McKelvy House, the Arts Houses, Haven, etc.
4. The request is to move either the incoming President or House Manager into the house. Chapters may not move more than three students total as a result of filling these offices. The College will not recognize more than one President or two House Managers.
5. The Fraternity must be in good standing at the time the house transfer takes place.

Please note that exceptions **WILL NOT BE GRANTED** for requests to fill beds that were otherwise vacant during the fall semester, and that students residing in fraternities during the fall semester will not be given permission to move into privately owned off-campus residences for the spring semester.

Effective January 2002

Policy on Hazing

Lafayette College requires that no group allow any of its new members, members, or others to participate in any pre-membership ceremony or practice which involves mental or physical exhaustion or abuse, or would in any way interfere with the students' mental or physical ability to perform their work at Lafayette College. These rites must not reflect unfavorably upon either the group or the College or be of a dangerous, rude, or demeaning nature.

What specifically constitutes hazing is sometimes unclear. The following list is illustrative of hazing activities that must be avoided in favor of activities that are creative, constructive, meaningful, and safe. This list is by no means exhaustive and does not reflect all the possible instances of hazing.

1. Pressuring, urging, or encouraging anyone to consume alcohol or drugs.
2. Physical activity (e.g., middle-of-the-night calisthenics) that is not a part of organized activities (e.g. athletic practice).
3. Paddling, shoving, or striking in any manner.
4. Pressuring individuals to wear degrading or uncomfortable clothing.
5. Force-feeding.
6. Disrupting sleep.
7. Depriving individuals of regular meals and the opportunity for adequate personal hygiene.
8. Individual interrogations such as "rat-court" or "kangaroo court"
8. Throwing or pouring substances on anyone.
9. Any activity that interferes with students' attending class or studying.
10. Harassment or disruption of other residences or groups.
11. Any form of restriction of a person's freedom of movement.
12. Nudity as part of an initiation activity.
13. "Line-ups" of any type.
14. Any activity that tends to or actually degrades, humiliates ridicules, embarrasses, or intimidates another person.

POLICY FOR STUDENT ORGANIZATION EVENTS INVOLVING ALCOHOL

Student organizations that intend to host social events at which alcohol is present must adhere to the guidelines outlined below. The Division of Campus Life should be consulted for policy interpretation and clarification. Student organizations that violate the College's Alcohol Policy should expect to receive sanctions as outlined in this code. Some student organizations are accountable to external organizations. The College's Alcohol Policy does not preclude those student organizations from complying with the risk management guidelines imposed by their external organizations and/or insurance carriers. The College encourages these organizations to follow all of their risk management policies pertaining to alcohol, drugs, hazing, sexual assault, etc. Student organizations should consult the guidelines of their external organizations (if applicable) prior to planning an event with alcohol. If the College becomes aware or suspects that a student organization has violated its own risk management guidelines, any external organization's leadership or appropriate representatives may be notified. It should be noted, however, that if an organization's external organization has policies that are less restrictive than those of the College, the College policies must be adhered to.

Fraternalities and Sororities should consult the guidelines of their national organizations prior to planning an event with alcohol. Please also consult the FIPG Guidelines.

1. Organization Events:

Any activity for which the organization pays, directly or indirectly, constitutes an event sponsored by that organization. Also, any event or activity that takes place in an organization's house (where applicable) is the responsibility of the organization. Other factors may be considered by the case administrator or committee in determining whether an event is the responsibility of an organization including, but not limited to, attendance at the event, publicity for the event, and reasonable perception of those in attendance or aware of the event. Organizations that use any private, off-campus facility to host social events may be held accountable by the College for violations of city and Commonwealth laws as well as the applicable policies outlined in the Code of Conduct.

2. Organization Responsibility:

An organization sponsoring an event is responsible for ensuring that the Alcohol Policy is observed, and it will be held responsible for violations of the Policy by individuals in attendance whether or not those attendees are current Lafayette students. Each case will be judged, however, based on the efforts of the organization to ensure compliance. Individual students who violate these rules will also be held accountable and, when appropriate, both individuals and organizations will be subject to the conduct process.

3. Time Parameters:

The Alcohol Policy is in effect at all times, including interim and summer sessions and periods when classes are not in session. A social event with alcohol may last for a maximum of four (4) hours and may be scheduled between 5 p.m. on Friday and 2 a.m. on Saturday or from noon on Saturday to 2 a.m. on Sunday. Hosts of social events must ensure that alcoholic beverages are not served or present after 2 a.m. There will be no alcohol served or present at social events from Sunday 2 a.m. until Friday 5 p.m. Also, alcohol may not be served between the hours of 2 a.m. and noon on Saturday. Any activity meeting the definition in "1" above is prohibited during the week if alcohol is served or available. Social events are allowed during the week if alcohol is neither served nor consumed.

4. Distribution of Alcohol:

It is not uncommon for the majority of those in attendance at social functions to be under 21 years of age; therefore, hosts must identify an alternate location, separate from the main party room, for alcohol to be served

and consumed. Only those 21 or older may enter this room. Wristbands must be provided at the entrance of this room for age verification purposes. The bartender, with training approved by the College, is responsible for all distribution of alcohol and must serve individuals in a responsible manner and only one drink at a time. No one will be permitted to take alcohol into the main party room, and underage guests may not bring alcohol to the event.

5. Security and Safety:

A minimum of two professional security personnel must be employed by the organization to be present during any social event at which alcohol is served or present (the Office of Student Leadership and Involvement will assist in identifying agencies that provide such services). One professional will be stationed at the entrance to the room where alcohol is being served and consumed, with the responsibility for checking Lafayette College IDs and a College birthday book, and monitoring the flow of students into that room. The second professional will provide assistance where needed, in addition to serving as a monitor for the event. The organization also must have a minimum of four of its members designated to maintain security during the entire event. These members will remain alcohol-free during the entire event. The student security personnel will be stationed at appropriate locations to insure that the host is complying with this Policy, that is: monitoring the flow of individuals in and out of the facility or party area; prohibiting those visibly intoxicated from entering; insuring compliance with the maximum capacity limit of the facility or party area; and checking that all guests are either members of the Lafayette College community or their invited guests. The Office of Public Safety will patrol campus and periodically monitor social events at which alcohol is present. College officials reserve the right of access to all areas of any facility on its properties at any time. The use of early warning systems is prohibited.

6. Quantity of Alcohol:

The quantity of alcohol permitted at a social event shall be limited for the number of persons of legal age expected to be present at the event. A reasonable amount of alcohol is that quantity sufficient to serve each person of legal age one drink (12-oz. beer @ 4-5% ABV; 6-oz. wine @ 11-12% ABV; 1.5-oz. hard liquor @ 40% ABV.) per hour of the event.

7. BYOB Events:

College policy prohibits bring your own (BYOB) events without the advanced permission of the Vice President for Campus Life or the Dean of Students.

8. Event Notification:

College officials must be notified three weeks in advance of social events at which alcohol is to be served. This serves to inform College officials of events of sufficient size to require additional security. Event Registration Forms are available through the Office of Student Leadership and Involvement.

9. Training:

All individuals listed on the Event Registration Form assisting with events serving alcohol must have completed the "Events with Alcohol" training provided by the Office of Student Leadership and Involvement prior to the date of the event but within the current academic year.

10. Food and Alternative Beverages:

Social function hosts must provide sufficient food and nonalcoholic beverages (other than water) in proportion to the number of people in attendance throughout the function. These must be readily available at the same location and displayed with prominence during the duration of the event.

11. Cleaning Responsibilities:

All debris resulting from a social event, within the immediate vicinity of that event, must be cleaned up no later than 9 a.m. the following day by the student organization that sponsored the event.

Disciplinary Sanctions for Fraternities and Sororities

The following guidelines are for violations of the Alcohol Policy by fraternities and sororities. In addition to any College imposed sanctions, the national organization and alumni officers of a fraternity or sorority will be notified of a violation of College policy. Student organizations cosponsoring events will be held equally accountable for violations of College policy.

First Offense - \$500 fine and immediate social probation for one semester (15 weeks) with NO alcohol permitted in the chapter house at any time during the probationary period.

Second Offense - \$800 fine and immediate social probation for one academic year. All social fees must be transferred to the House Corporation. NO alcoholic beverages may be present in the chapter house for a five-year period.

Third Offense - A recommendation may be made to the Board of Trustees that the College withdraws recognition of the group. The above penalties are for second and third offenses within two years of the first offense. The dean or the Student Conduct Committee, who will hear these cases, may revise these penalties depending on the circumstances of the case

The above penalties are for second and third offenses within two years of the first offense. The VPSA or the Student Conduct Committee, who will hear these cases, may revise these penalties depending on the circumstances of the case.

If the College becomes aware or suspects that a fraternity or sorority has violated its national risk management guidelines, the organization's alumni leadership and national organization will be notified.

Delinquent Accounts Receivable For Living Groups

If a member of a living group is repeatedly delinquent in paying his/her bills to the chapter, Lafayette College can offer assistance in collection under the following conditions:

1. Amount due is outstanding room, board, standard fee, social dues, or fines for damaged property. Fines for which a "hold" will not be placed include fines for activities such as missing a meeting, clean-up, etc.
2. The student has been advised that the College may withhold registration and/or transcripts for non-payment. It is strongly recommended that the following statement be added to all fraternity and sorority bills. "If any semester charges are unpaid by the end of the semester, the fraternity/sorority will ask the College to withhold transcripts in the case of seniors, or withhold registration for the next semester in the case of undergraduates."
3. The treasurer must indicate to the Associate Director of Residence Life, Advisor to Fraternities & Sororities attempts at collection.
4. Accounts will not be considered delinquent unless they represent charges due from a previous semester.

The treasurer or president must contact the Associate Director of Residence Life, Advisor to Fraternities & Sororities and report the non-paying member. The treasurer or president must also provide the Associate Director of Residence Life, Advisor to Fraternities & Sororities with an itemized list of charges the member owes. In the case of underclass students, registration will be held for the following semester; graduating seniors will be unable to receive a transcript. The "hold" will be lifted when the Associate Director is advised by the treasurer or president that satisfactory financial arrangements have been made.

Section V
General Information

Emergency Procedures Protocol

Your first telephone call is to Public Safety, x5335, followed by the emergency service - police, fire, or ambulance.

Your second telephone call is to your Chapter Advisor or House Corporation President. If you cannot reach her/him, contact another advisor. Assign someone to stay at the telephone and to keep trying to contact the Chapter Advisor and/or House Corporation President.

Your third telephone call is to the Associate Director of Residence Life, Advisor to Fraternities & Sororities.

Your fourth phone call is to your National Headquarters office. Please follow all National policy guidelines related to student injury or death from this point forward.

DO NOT CONTACT PARENTS! College officials, medical or police personnel will communicate with the family.

FIPG, Inc. Risk Management Policy

All student organizations and fraternities and sororities are expected to follow all Lafayette College policies pertaining to the use of alcohol. In particular, fraternities and sororities are also expected to abide by additional rules and regulations governed by their national organizations. The following information is from the FIPG, Inc. (Fraternity Information and Programming Group) and outlines specific guidelines for Greek organizations to follow. Fraternities and sororities that have specific questions related to the FIPG policies should consult with the Associate Director of Residence Life, Advisor to Fraternities & Sororities prior to hosting any social events. A free download of the complete FIPG manual can be obtained at www.fipg.org

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games". The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer

pong”, “century club”, “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night”, “big brother/big sister night” and initiation.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

SEXUAL ABUSE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house are expressly forbidden.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

Trademark License Agreement

If private vendors want to produce and sell items to Greek letter organizations using the Lafayette name and logo, they must enter into an agreement with the College permitting them to do so (entering into this agreement costs the vendor nothing).

The letter below from the manager of the College store provides more information about this process. The actual agreements can be viewed by contacting the Associate Director of Residence Life/Advisor to Fraternities and Sororities, and obtained by contacting the manager of the College store.

TO: Merchants

On behalf of Lafayette College, I am writing to you concerning the sale of items containing the Lafayette College name and logo. Lafayette College has registered its name and logo with the United States Patent Office under the Trademark Act. Accordingly, the College owns all rights to its name and has the right to license parties in connection with the manufacture and/or sale of products containing the Lafayette College name and logo.

I am enclosing two copies of a Trademark License Agreement for your review and signing. You will note that the License Agreement provides for no payment by you for the right to use the name and requires no royalty to be paid to the College. However, it is a legal document and does create certain rights and obligations, and you may wish to review it with your counsel.

In order to continue the sale of Lafayette College items, this document must be signed and returned to me for execution by the College. Failure to execute the Agreement will necessarily result in our taking legal steps to protect our registrations. If you have any questions, I suggest that you call College Counsel Lesley Muhlfelder, at 610-330-5560.

Thank you for your cooperation.

Sincerely,

Chuck Corsi
Lafayette College Store
Farinon College Center
Easton, PA 18042

07.2002

Section VI
Support Personnel

College Personnel Directory

ON CAMPUS

DIVISION OF CAMPUS LIFE

FRATERNITY AND SORORITY COMMUNITY DIRECT CONTACTS

Daniel Ayala, Associate Director of Residence Life EXT. 5580

Grace Reynolds, Director of Residence Life EXT. 5335

Jodie Frey, Associate Dean of Students and
Director of Recreation Services EXT. 5772

Vacant, Dean of Intercultural Development EXT. 5082

Paul J McLoughlin, Dean of Students EXT. 5082

Annette Diorio, Vice President of Student Affairs
& Senior Diversity Officer EXT. 5082

Kristin Cothran, Director of Student Involvement EXT. 5031

Alex Hendrickson, Director of Religious & Spiritual Life
and College Chaplain EXT. 5959

COUNSELING CENTER

Karen Forbes, Director EXT. 5005

OFFICE OF PUBLIC SAFETY

Jeff Troxell, Director EXT. 5330
Emergency
x5333

DINING AND CATERING SERVICES

Joseph A. Binotto, Catering Director EXT. 5343

CAMPUS RESERVATIONS

Teri Richter, Scheduling Coordinator EXT. 5077

Off Campus

Brian McMenamin, Bear Security (215) 536-6154