

# LAFAYETTE

## FRATERNITY AND SORORITY LIFE



## Manual of Policies & 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.

# Lafayette College Mission Statement

## 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 teachers / 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 2019-2020*

## **Campus Life Division Mission Statement**

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.

# *Section II*

## *General College Policies*



## **Continued Recognition of Fraternities and Sororities**

Lafayette College supports a Greek system that complements and enhances the living-learning environment that characterizes Lafayette at its best. Fraternities and Sororities will continue to play an integral role within the College's Connected Communities program. Recognized organizations will be subject to annual accreditation in an effort to effectively measure its viability on a variety of standards. For complete information on the accreditation program, please visit the corresponding section contained within this manual. Students interested in recognizing new or previously recognized organizations should consult Lafayette College's process for Fraternity and Sorority Recognition.

## **Code of Conduct and Other College Regulations**

The Lafayette College [Student Handbook](#), 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, sexual harassment, sexual assault/domestic violence, dating violence, and stalking and other College regulations, as well as a review of the College's disciplinary procedures for living groups and individuals.

## **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.

## **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 Student Involvement 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 Student Involvement and report the non-paying member. The treasurer or president must also provide the Associate Director of Student Involvement 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.

Effective 9/83, Revised 3/85, 11/8

## **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 Marshall. (House Manager/FHA will suffice) The duties of the fire Marshall 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

## HAZING

Lafayette College requires that no student participate in and that no student organization allow any of its prospective members, new members, members, or others to participate in any ceremony or practice that involves mental or physical exhaustion or abuse, or in any way interferes 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. Hazing, whether it occurs on or off campus, is prohibited and will be subject to sanctioning through the conduct process. Hazing is intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causing, coercing or forcing a student to do any of the following:

1. Violate Federal or State criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.
7. Depriving individuals of regular meals and the opportunity for adequate personal hygiene
8. Endure individual interrogations
9. Endure the throwing or pouring of substances on anyone
10. Endure any activity that interferes with students' attending class or studying
11. Endure harassment or disruption of other residences or groups; any form of restriction of a person's freedom of movement; nudity as part of an initiation activity

Penalties for hazing may include:

1. The imposition of fines.
2. The withholding of diplomas or transcripts pending compliance with the rules or payment of fines.
3. The rescission of permission for an organization to operate on campus or school property or to otherwise operate under the sanction or recognition of the institution or secondary school.
4. The imposition of probation, suspension, dismissal or expulsion

## **STUDENT ORGANIZATION EVENTS INVOLVING ALCOHOL**

Student organizations that intend to host social events at which alcohol is present must adhere to the guidelines outlined. 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.

### **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 evaluated, however, based on the efforts of the organization to ensure compliance. Individual students who violate these rules will 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 insure 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 Involvement or Public Safety will assist in identifying agencies that provide such services; these personnel are not employees or agents of the College). 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 must also 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) per hour of the event. Hard liquor is not permitted at events where attendees are primarily students.

#### 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 Involvement.

#### 9. Training:

All individuals listed on the event registration form assisting with events serving alcohol must have completed TIPS training 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 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

Immediate Social Probation for one semester (15 weeks) No alcohol will be permitted in the organization's house (if applicable) at any time during the probationary period

### **Second Offense**

\$1,000 fine

Immediate Social Probation for one academic year

All social fees must be transferred to the organization's external organization, if applicable

No alcohol may be present in the organization's house (if applicable) for a ve-year period

### **Third Offense**

A recommendation may be made to the Board of Trustees or Student Government that the College withdraw recognition of the organization.

**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**

### **Student Cash Advance Policy**

Student Cash Advances should be requested only when all other methods for obtaining goods and services have been exhausted or are impractical. A Student Cash Advance can be a paper check, direct deposit, or cash that will be issued to an individual after they have received approval and before any purchases are made.

Student Cash Advances are particularly useful for paying for items where the final cost is uncertain, for example when organizations travel and must for pay tolls, meals and to refuel vehicles. Meals and food purchases are ineligible for cash advances and reimbursement for approved Student Government organizations.

The recipient of a Student Cash Advance must submit a Travel Expense Reimbursement form within 30 days of the Advance receipt. The Travel Expense Reimbursement form is used to reconcile actual expenses. A reminder email will be sent to individuals who have outstanding advances older than 30 days. If the outstanding advance is not reconciled after a reminder email has been set, all future cash advance privileges may be revoked for that individual and student government organization.

### **Request for the Student Cash Advance**

Advances must be based on a reasonable estimate of the anticipated expenses and must be approved by either Student Government for registered student organizations, Fraternity and Sorority Advising for registered Greek Organizations or appropriate College department head. Examples of the type of expenses may include transportation, food and meals (meals and food will not be reimbursed for approved Student Government organizations), supplies for events, conference fees, and travel. Cash advances must never be used to cover personal expenses.

All requests should be submitted and approved two weeks in advance of the date needed. A Payment Authorization Form (for cash advances) and the Travel Expense Reimbursement Form can be found on the Procurement and Payment Website.

The Payment Authorization Form should be completed with the following information:



- Date
- Vendor L#: This is the student's L#
- Vendor Name: This is the student's name
- Payment Method:
  - Check Pick up at Cashier's Window
  - By: Write CASH, DIRECT DEPOSIT or ADVANCE
- Fund, Organization, Account, Program (FOAP) numbers in the appropriate fields
- Signature at the bottom by the Student Government Adviser, Fraternity and Sorority Adviser, or Department Head
- Deliver to the Controller's Office. A copy of the form needs to be sent to the office that is responsible for the funds.

Finance and Administration will charge the organization or department's budget directly for the entire amount of the cash advance, which may be adjusted upon submission of the Travel Expense Reimbursement form.

### **Reconciling the Student Cash Advance**

Each advance is the personal obligation of the recipient receiving the cash until the expenses have been settled. The student must provide the College with a detailed expense record [Travel Expense Reimbursement Form] substantiating the amount of the advance. Date, places, amounts, original itemized receipts, name of persons and purpose of the advance must be documented. This documentation plus all unspent advances must be returned to Kelly Deemer. Failure to return unused cash advances and/or proper documentation will be reported as taxable income and charged to the student's personal account. The College may revoke an individual's privilege to obtain cash advances if it is determined the student has abused College policy.

# *Section III*

## *Residential Policies*

## Office of Residence Life

As a residential college, Lafayette's housing program facilitates the creation of residential communities which help to promote the development of the whole student. It is our goal that these communities support both academic achievement and the personal growth of each individual student. The Office of Residence Life provides direction in the management of the chapter facility and assistance for students through both Resident Advisors and professional staff.

### **Occupancy Requirements**

Lafayette College shall determine the occupancy rates for all college-owned facilities, including Greek chapter houses and collaborates with Fraternity House Corporation (FHC) boards to determine the occupancy rate for privately owned chapter houses. The standards used in determining occupancy levels include the City of Easton zoning ordinances and average existing occupancy conditions in College housing. It is expected that all Greek facilities (including privately owned houses) be fully occupied throughout the academic year. Residence in the fraternity or sorority house is typically a requirement of membership. In general, most members live in their chapter house for a minimum of two semesters. Based on individual chapter expectations and chapter size, members may be required to live in their chapter house for a longer period and/or through their senior year.

### *Self-Governance Model*

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. Prior to both the Fall and Spring semesters, each fraternity and sorority must submit a housing roster list of active members who will occupy the house.

### *Occupancy Requirements*

Fraternities and sororities in College housing are expected to maintain full occupancy for each semester. In the event the chapter does not have sufficient membership to fill the house and/or a vacancy occurs that cannot be filled by a member, the vacancy will be available for assignment by the Office of Residence Life.

Within privately-owned fraternities, it is expected that the chapter houses be full with members for the fall semester and occupied for the spring in accordance with the Second Semester Housing policy below. 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 will require privately owned fraternities to house non-members.

In any fraternity or sorority chapter house, non-member residents shall be afforded full resident privileges except in those matters that reasonably apply to members of the chapter (e.g. rituals, access to chapter room, chapter functions).

### *Agreements for College-owned chapter houses*

Lafayette provides dedicated living space for most Greek-affiliated organizations with the exception for privately-owned chapter houses, and newly recognized chapters. Annually, the College reaffirms this commitment by providing chapters with a list of responsibilities to maintain high standards of cleanliness, safety, and security for all residents. Additionally, this document identifies responsibilities on the part of the fraternity/sorority. Lastly, the document outlines the process by which facility improvement projects are collected, evaluated, and approved. No initiated member, chapter, or member of an alumni house corporation board shall initiate facility improvements unilaterally, without the express permission of the College.

## Fraternity and Sorority House Occupancy Rates

<b><u>FRATERNITIES</u></b>	<b><u>STANDARD BED CAPACITY</u></b>
Chi Phi	24
Delta Kappa Epsilon	25
Delta Upsilon	30
Phi Kappa Psi	27
Zeta Psi	20

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

Any chapter whose membership occupancy falls below 85% of the normal occupancy level as determined by the College for two consecutive years or three years out of five shall be considered for withdrawal of recognition. In determining whether occupancy level reaches 85%, only full initiated and active members will be taken into account.

### *Second Semester Housing*

All students living in College housing are expected to honor their housing contracts for the full academic year. In order to maintain full occupancy for the spring semester, fraternities and sororities in College housing may reassign members from other College housing into chapter house vacancies.

Within privately-owned fraternity chapter houses, the College will permit members to fill spring semester vacancies (be released from their College housing contract) under the following circumstances:

1. The vacancy has occurred because a member is studying abroad.
2. The vacancy has occurred because a member has been hired by the Office of Residence Life as a Resident Advisor.
3. The request is to move newly elected officers that are required to live-in according to a chapter's bylaws. Maximum number permitted is three.
4. The new occupant is being assigned to a space that was occupied for the fall semester.
5. The chapter is in good standing.

### *Priority Off-Campus (POC) and other Housing Lottery Processes*

All students will be notified by the Residence Life Office of the timeline and process by which this housing option will occur. All rising seniors must meet the eligibility requirements in order to be released by the College to pursue off-campus housing. Greek members may pursue this process upon their release by the chapter of their housing requirements. The following conditions apply to fraternity and sorority members:

- 1) Members will not be permitted to participate in any housing lottery event, reside in off-campus housing, or be granted commuter status if their name appears on a chapter's housing roster;
- 2) Chapters will determine room assignments and are responsible for informing all members of their assignment;
- 3) Unfilled spaces or vacancies will be filled by chapter members. If there is an insufficient number of members to fill the space, or members are unable to fill the space due to an approved accommodation by

the College, the College reserves the right to fill spaces as necessary with unaffiliated members, including spaces in privately-owned chapter houses.

### **Inspections by Health Inspector**

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 (August, December, June), with possible re-inspections that will occur within 10 days following the initiation inspection. Residence Life shall require that a student officer to accompany city officials during inspections in order to answer potential questions that may arise. Every fraternity is responsible for monitoring its compliance with the mandates of the City officials. Failure to comply with mandates or to make improvement requests in a timely manner may result in closure of the facility until such time that the house passes a re-inspection.

### **Fraternity Cleaning and Outside Grounds Care**

**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

## Meal Plans

As a residential college, Lafayette College recognizes the value of offering a robust dining program as part of a comprehensive living experience. Lafayette Dining Services provides students with a variety of healthy dining options for all palates, while working with students to accommodate dietary restrictions and food allergies and sensitivities. The College's residential dining program, spread across six different cafés and dining halls, provides social gathering places and out-of-the-classroom experiences for students. **Meal plans are required of all students.**

Students are permitted to carry smaller Lafayette College meal plan options if they are a member of a Lafayette College recognized fraternity that has a qualifying meal plan. The following policy outlines the parameters that qualifies a chapter to operate a fraternity meal plan and the process for members to enroll in those plans.

**Qualifying Fraternity Meal Plan (QFMP)** – is defined as a meal plan that the fraternity provides to its members. The plan must adhere to the following guidelines in order to be approved by the College.

1. The QFMP must feed a minimum of 51% of all active members of the fraternity. Enrollment must include all live-in residents and is optional for all other members assigned to other housing, not including RA staff.
2. The QFMP must provide a minimum of 10 lunches/dinners per week. The contract terms should also provide a reasonable amount of provisions for breakfasts, snacks, and weekend accommodations.
3. QFMP options must offer alternative menu items for dietary restrictions, religious considerations, and food allergies.
4. Exemptions to the QFMP may be made due to financial concerns.
5. All meals must be prepared on site by a qualified food service provided (see #6) in the chapter house's fully licensed commercial kitchen meeting current local, state, and federal guidelines for food health and safety. The fraternity is responsible for obtaining all licenses and participating in all inspections.
6. A qualified food service provider is defined as a privately hired chef or approved third party service provider with current licensing, including up-to-date proof of food health and safety certification and proof of insurance.
7. The hired chef or third party service provider may not use the fraternity kitchen to provide catering on- or off-campus.
8. The chapter must submit contracts/ written agreements to the Office of Fraternity & Sorority Life for review no later than **May 1** for fall semester or full academic year documents and November 1 for spring semester documents. Chapter student or alumni representatives may NOT sign a contract prior to the review and approval of the Office of Fraternity & Sorority Life.

**Qualifying Fraternity Meal Plan Verification Process** - Current members who were not previously enrolled in a QFMP or newly affiliated members who would like to enroll in a QFMP must enroll according to deadlines determined by the College each semester. A list of students on the QFMP must be submitted to the Office of Fraternity & Sorority Life.

**College Meal Plan Change Process** – Students will be permitted to make adjustments to their assigned College dining meal plan after verification of enrollment in a QFMP. Changes must be processed in MyHousing and completed by the published College deadlines. Students will NOT be permitted to change meal plans once the deadline has passed. For a complete listing of meal plan options, please visit

<https://finadmin.lafayette.edu/information-for-students/student-fees-and-payments/>.

*Section IV*  
*Fraternity & Sorority Advising*  
*Policies*

## Accreditation

The Lafayette College Fraternity & Sorority Advising Chapter Accreditation Program is designed as a mechanism to measure each chapter's performance and viability through key standards: Intellectual Development, Leadership Development, Community Development, Chapter Development, and Living-Learning Community Development. All chapters will receive initial verbal feedback during its annual review from a panel made up of various stakeholders from Lafayette College. Written feedback will be provided to each chapter following their annual review with specific feedback on ways for chapters to implement improvements. Failure to complete annual accreditation, consistent underperformance in one or more standards, or inability to demonstrate meaningful improvement based upon panel recommendations may result in sanctions up to loss of chapter recognition by Lafayette College. For complete information on the Accreditation program visit the Lafayette College Greek Life Advising website.

## Academic Standards

The Office of Fraternity & Sorority Advising (OFSA) establishes high standards for members of fraternities and sororities. All newly affiliated members that have signed a bid card to join a recognized fraternity or sorority will have their academic records reviewed by the Advisor to Fraternities & Sororities. In some cases, this information may be shared with designated individuals within chapters (officers and/or advisors). Affiliated members' mid-term grade report (if applicable) information will be shared with OFSA. Each semester, chapter grade report information will be published on the FSA website.

## Individual Conduct

The Office of Fraternity & Sorority Advising (OFSA) establishes high standards for individual and organizational conduct within the fraternities and sorority system. All newly affiliated members that have signed a bid card to join a recognized fraternity or sorority will have their conduct records reviewed by the Advisor to Fraternities & Sororities. In some cases, this information may be shared with designated individuals within chapters (officers and/or advisors). Each semester, chapter conduct information will be published on the FSA website.

## Expansion/Extension

Lafayette College established the *Process for Fraternity and Sorority Recognition* in 2015. The process outlines the procedures by which students may organize and formally apply for recognition of a fraternity or sorority at Lafayette College. The process establishes a Recognition Committee (RC) comprised of various stakeholders to assess whether the College has the concomitant resources to support an additional fraternity or sorority. Students interested in formulating an interest group for the RC's review must submit these written proposals by October 15<sup>th</sup> of each academic year.

## Fundraising

Fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

### *Guidelines*

1. Only recognized chapters by Fraternity & Sorority Advising will be able to engage in the sale of goods or services for the benefit of a recognized student organization may sell or promote the sale of products or services on Lafayette College owned, operated, or controlled property.
2. To sponsor a fundraising activity, the interested recognized organization must complete a request form and obtain approval from Fraternity & Sorority Advising. **Forms must be turned in 14 days in advance of intended date of fundraiser.**
3. The fundraising activity must contribute to the College community in a manner consistent with the College's mission.
4. Lafayette College reserves the right to approve proposed sponsors and the content of any sponsorship materials.



5. You must purchase a Pennsylvania Small Game of Chance certificate for raffles.
6. You must receive permission from Dining Services to sell food (baked good accepted) on College-owned property.
7. All fundraising must take place on campus in designated or approved areas.
8. At least one currently enrolled student member of the sponsoring organization must be present for the duration of the event.
9. The sponsoring organization is responsible for clean-up and restoring the facility to its pre-use state. The organization may be charged for any cleaning or damage fees incurred during the fundraiser.
10. A detailed log of funds raised must be submitted to Fraternity & Sorority Advising within five business days after the event.

#### *Additional Restrictions and Requirements*

Lafayette College acknowledges a policy of this nature will not encompass all possible issues that could materialize. As such, the College reserves the right to impose reasonable restrictions as to the time, place, and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy.

#### *Enforcement*

Failure to obtain permission to fundraise, or failure to adhere to College policy while hosting an approved fundraising event will be referred to the Office of Student Conduct.

#### *Fundraising with Food*

The College and Dining Services undertake extensive policies, procedures, and training to ensure the safety of the food served at Lafayette College. Dining Services is required to have liability insurance, list Lafayette College as additionally insured, retain ServSafe trained employees, and follow a signed College contract. This contract is in place to protect people from food borne illnesses caused by unsafe handling of food. It is difficult to ensure safety standards and protocols are met when individuals who are not ServSafe certified are producing a product. To that end:

##### **Option 1**

Students and student organizations cannot sell anything they have prepared and must go through Dining Services for all food purchases.

##### **Option 2**

Students may sell homemade baked goods only.

##### **Option 3**

Students may contract with licensed, ServSafe certified vendors to sell food, but must meet with Dining Services to receive instruction on safe handling and serving.

## **Recruitment and New Member Education**

#### *Deferred Recruitment–*

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).

#### *Recruitment Eligibility –*

In order to join a recognized Lafayette College fraternity or sorority all students must meet the class standing above. All students must not be on any type of restrictive conduct probation with the College (Disciplinary Probation Level 1 or higher) by the start of semester of each academic term. Students who do not meet conduct requirements may be eligible to appeal this decision to either the Interfraternity or Panhellenic Councils prior to recruitment weeks commencing at the discretion of the Advisor to Fraternities and Sororities.

For 2018 students will need to obtain a cumulative grade point average of 2.5 or higher (women) and 2.65 or higher (men). Students who do not meet academic requirements may be eligible to appeal this decision to either the Interfraternity or Panhellenic Councils prior to recruitment weeks commencing at the discretion of the Advisor to Fraternities and Sororities.

#### *Recruitment Registration –*

All students who are interested in joining a recognized Lafayette College fraternity or sorority must pre-register to participate in recruitment. Registration information is posted on the OFSA website and sent to eligible students throughout the summer. No student will be permitted to accept a bid to join a chapter unless they have registered and have met the eligibility requirements to join.

#### *Bid Acceptance -*

All new members must complete new member paperwork, including, but not limited to: New Member bid acceptance, Academic & Conduct release forms and acknowledgment on the Policy on Hazing. All new members must complete this information within 7 days of bid acceptance in order to be counted on a chapter's roster. This information will be used to also grant cross-visitation access to a member's respective chapter house.

#### *New Member Education Program & Ritual Registration*

Also, passed within the same resolution by the Faculty Committee on Student Life was the proclamation that new member education (formerly known as pledging) would be no more than three weeks in length. **All recognized chapters must verify their new member education programs by submitting a copy to OFSA.** Copies should be sent electronically to the Advisor to Fraternities and Sororities by August 1 on an annual basis. Chapters that maintain secret rituals must register those through the OFSA website within 7 days of your ritual to ensure advance notice can be sent to Public Safety.

#### *Member Deactivation –*

All new members who deactivate during the 3-week new member education period and are not initiated must complete a new member deactivation form and have this signed by the chapter. This form must be submitted in a timely manner to ensure roster accuracy.

Current members who deactivate should inform their chapter and go through the proper procedures according to National policies. Chapters must notify OFSA staff in a timely manner to ensure roster accuracy.

### **Social Events Registration**

The Office of Fraternity & Sorority Advising recognizes the historical significance of the role social living groups provide in community building at Lafayette College. The following protocols have been developed as a way to provide guidance on social host responsibility for on-campus events as well as events through third party vendors. Any social event, with or without alcohol, located on or off campus is subject to the College's alcohol policy (see General College Policy's section) as well as Pennsylvania State Law concerning alcohol. OFSA has created additional parameters for proper registration and risk management for a variety of events, listed below.

#### **Events with Alcohol** (all social events, including: crush, date, and theme parties)

All social events must be registered with OFSA and approved within **14 days** in advance of the event. In order to register an event, the chapter must list itself as a primary sponsor and list any other organizations that are co-sponsoring the event, if applicable. The event should include the event type, date, location as well as start and end times. For closed events (not open to all campus students), guest lists must be provided, including the date of birth. Chapters may request prop alarms to be disabled and should note that on the event form.

If the event is hosted at the chapter house the chapter is responsible for providing the names of at least four event monitors and phone numbers who will serve as an emergency contact. All bartenders/servers must be certified TIPS servers and copies of certificates should be submitted to OFSA to keep on file. A chapter advisor must approve the event and an emergency contact number should be provided at the time of registration.

If the event is being held through a third party vendor, the chapter is responsible for contacting the vendor and obtaining a copy of its certificate of liability of insurance as well as provide the names and contact number of all event staff. If the chapter pays a deposit or signs a contract, a copy of that contract should be provided to the chapter. A chapter advisor must approve the event and an emergency contact number should be provided at the time of registration.

#### **Events without Alcohol** (events open to all campus students or other social events)

All social events must be registered with OFSA and approved within **7 days** in advance of the event. In order to register an event, the chapter must list itself as a primary sponsor and list any other organizations that are co-sponsoring the event, if applicable. The event should include the event type, date, location as well as start and end times. Chapters may request prop alarms to be disabled and should note that on the event form.

#### **Formal**

The chapter is responsible for contacting the vendor and obtaining a copy of its certificate of liability of insurance as well as provide the names and contact number of all event staff. Before the chapter signs a contract with a third party vendor, a copy of that contract must be submitted to OFSA for review. Formals will not be approved by OFSA until these contracts have been received. The chapter must also provide a written risk management plan that clearly outlines how the event will be managed from an alcohol and safety & security stand point. This plan should also include transportation information to and from the venue that includes the name of the transportation company as well as driver information. If the venue provides transportation, any documentation as well as driver information must be provided. A chapter advisor must approve the event and an emergency contact number should be provided at the time of registration. **Chapters will not be permitted to host formals after the last day of classes of any given semester.**

#### **Philanthropy**

Philanthropy events must be registered with OFSA and approved within **7 days** in advance of the event. In order to register an event, the chapter must list itself as a primary sponsor and list any other organizations that are co-sponsoring the event, if applicable. The event should include the event type, date, location as well as start and end times. Chapters may request prop alarms to be disabled and should note that on the event form.

### **Unrecognized Greek Organizations**

No student may rush, pledge, join, recruit for, participate in, perpetuate, contribute funds to, or otherwise engage in activities as an actual or prospective member of an unrecognized organization while on any property owned or under the control of the College (referred to as the “Lafayette Campus”), including, but not limited to, the public and private areas of the College, residence halls or other living areas on campus, as well as other buildings and facilities, including the grounds, athletic fields, and other property of the College, or while otherwise using Lafayette’s resources, wherever they may be located. (Such conduct is hereinafter referred to as “Prohibited On-Campus Conduct.”) Prohibited On-Campus Conduct also extends to the use of College-provided electronic mail, telephone service, servers, or other College-supplied technology, even when physically off of campus property, if using Lafayette’s resources to reach onto campus to engage in conduct regarding an unrecognized organization. The foregoing broad prohibition on the use of any College property in connection with Prohibited On-Campus Conduct by unrecognized organizations is intended to make clear that any such conduct is undertaken without College approval or endorsement, and constitutes a violation of this Policy.

**Definition:** An unrecognized organization is any fraternity, sorority, or other similar social organization that:

- Previously was recognized by the College but is no longer so recognized; or
- Has a membership and purpose substantially identical to a fraternity or sorority that previously was recognized by the College but is no longer recognized by the College, even if operating under a different name; or
- Purports to be any other fraternity, sorority, or Greek organization not recognized by the College.

The College retains full and final authority to determine whether a particular organization is operating as an unrecognized organization, and to determine whether a particular student is engaging in Prohibited On-Campus Conduct with an unrecognized organization.

Any student who violates the College's policy against Prohibited On-Campus Conduct with an unrecognized organization will automatically be brought before the Faculty Committee on Student Conduct, and be subject to the full range of disciplinary sanctions available at the College, up to and including expulsion. Moreover, any such organization may itself be subject to additional organization-wide discipline, legal action, and in appropriate circumstances, could face civil and criminal penalties.

***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 Student Involvement.

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.

## NIC ALCOHOL & DRUG GUIDELINES

*By September 1, 2019, NIC member organizations will evaluate their documents to determine if they are consistent with the following guidelines. As autonomous and self-governing entities, member organizations have the latitude to codify these guidelines in a way that is consistent with their organization's nomenclature, operations, programming, etc. Member organizations are responsible for enforcing their own policies; the NIC does not play a role in policy enforcement.*

In any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises:

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be:
  - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
  - b. Brought by individual members and guests through a bring your own beverage ("BYOB") system. *The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.*
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).

5. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio, and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “big/little” events or activities, “family” events or activities, and any ritual or ceremony.
10. The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

### **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

07.2002



# *Section VI*

## *Support Personnel*

# College Personnel Directory

## ON CAMPUS

### OFFICE OF STUDENT INVOLVEMENT

<i>Kelly Deemer</i> , Office Coordinator, Student Involvement	EXT. 5337
<i>Melissa Dalrymple</i> , Assistant Director of Student Involvement	EXT. 5556
<i>Daniel Ayala</i> , Associate Director of Student Involvement	EXT. 5580
<i>Vanessa Pearson</i> , Director of Student Involvement	EXT. 5337

### DIVISION OF CAMPUS LIFE LEADERSHIP

<i>Jennifer Dize</i> , Assistant Dean of Students	EXT. 5082
<i>Jodie Frey</i> , Associate Dean of Students and Director of Recreation Services	EXT. 5772
<i>Annette Diorio</i> , Vice President of Campus Life	EXT. 5082

### COLLEGE CHAPLAIN

<i>Alex Hendrickson</i> , Director of Religious & Spiritual Life	EXT. 5959
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### COUNSELING CENTER

<i>Melissa Garrison</i> , Director	EXT. 5005
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### HEALTH CENTER

<i>Jeffrey Goldstein</i> , Director	EXT. 5001
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### PUBLIC SAFETY

<i>Jeff Troxell</i> , Director	EXT. 5330 Emergency EXT. 5333
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### RESIDENCE LIFE

<i>Grace Reynolds</i> , Director of Residence Life	EXT. 5335
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### DINING AND CATERING SERVICES

<i>Desmond Frazer</i> , Catering Director	EXT. 5344
<i>MaryEllen Quain</i> , Catering Manager	EXT. 5343

### CAMPUS RESERVATIONS

<i>Teri Richter</i> , Manager, Scheduling and Events Planning	EXT. 5643
<i>Katrina Wall-Cheatam</i> , Scheduling Assistant	EXT. 5077

## OFF CAMPUS

<i>John Quigley</i> , ESP Security	(610) 597-4526
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