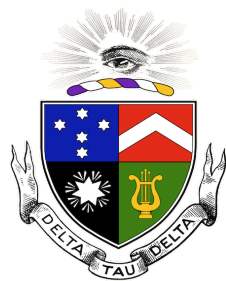
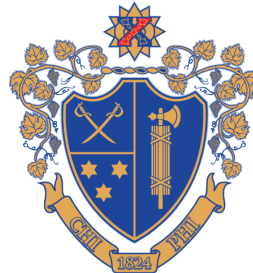
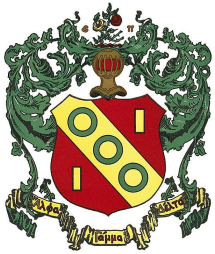


LAFAYETTE

FRATERNITY AND SORORITY LIFE



Manual of Policies & Procedures

Table of Contents

Section I - Mission Statements

Fraternity & Sorority Life Mission.....	3
Terminology.....	3
Lafayette College and Student Life Mission.....	4
Fraternity & Sorority Life Goals.....	4

Section II – General College Policies

Continued Recognition of Fraternities and Sororities.....	5
Code of Conduct and other regulations.....	5
Corporate Responsibilities.....	5
Fraternity and Sorority Management and Activity.....	6
Hazing.....	8
Alcohol/Social Policy.....	8
Trademark License Agreement.....	9

Section III – Residential Policies

Fraternity/Sorority Occupancy Policy.....	10
Agreements for College-Owned Chapter Houses.....	11
Inspections.....	12
Cleaning and Maintenance Policies.....	12
Meal Plans.....	13

Section IV – Fraternity and Sorority Life Policies

Accreditation.....	14
Academic Standards.....	14
Individual Conduct.....	14
Expansion/Extension.....	14
Recruitment/Intake and New Member Education.....	15
Social Events Registration.....	16
Philanthropy.....	17
Fundraising.....	17
Unrecognized Fraternal Organizations.....	18

Section V - General Information

Emergency Protocols.....	19
Umbrella Organizations and Headquarters.....	19

Section VI - Support Personnel

College Personnel Directory.....	22
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Section I

Mission Statements

Fraternity and Sorority Manual of Policies and Procedures

The Mission of Lafayette College's Fraternity and Sorority Life is to be a force for good. The fraternal community aims to provide support, celebrate shared values, aid in the growth and development of members, make a positive impact on the Lafayette community, and to foster an atmosphere that is accessible to all and fun. The Fraternity and Sorority Life members value leadership, personal growth, respect, service, and unity.

With this idea in mind, the Manual of Policies and Procedures has been created. This manual, made available through the Office of Student Involvement, 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.

Terminology

- **Fraternal:** A gender-neutral term to describe the community of fraternity and sorority members.
- **House Corporation:** A legal entity holding title to, or leasing, any real property (land and buildings) for a chapter's living/meeting purposes. This housing corporation has basic responsibilities relative to property ownership and maintenance.
- **Intake:** The formal recruitment process for culturally-based fraternities and sororities.

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.

Student 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.

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

Goals for Lafayette Fraternities and Sororities

- The fraternity and sorority community will focus event programming as a collaborative effort and utilize these collaborations as a method for building unity within the Lafayette community.
- The fraternity and sorority community will host events that empower the growth and development of our members and the Lafayette community.
- The fraternity and sorority community will 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.
- The fraternity and sorority community strives to foster an atmosphere that is inclusive and fun.
- The fraternity and sorority community aims to bridge the gap between them and the Easton community.

Section II

General College Policies

Continued Recognition of Fraternities and Sororities

Lafayette College supports a fraternal system that complements and enhances the living-learning environment that characterizes Lafayette at its best. Fraternities and Sororities will continue to be an important part of the Lafayette College student experience. 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/her/them. 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.

Fraternity and Sorority Management and Activity for Privately-Owned Houses (Chi Phi, Phi Kappa Psi, and Zeta Psi)

1. Insurance Requirements

Alumni Corporations of fraternity owned houses maintain insurance coverage. The following items are considered basic to a minimum coverage program.

1.1. Fire Insurance (if owned by chapter/corporation)

1.1.1. **For Building** – 100% of replacement with no co-insurance value based on a valuation 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.

1.1.2. **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 they should purchase an individual renter's policy.

1.2. **General liability** – Minimum \$1,000,000 per occurrence, with \$3 million in the aggregate. Coverage to be on an occurrence basis for bodily injury and property damage that may arise out of or as the result of the fraternities or sororities and should include the following:

- \$1,000,000 each occurrence
- \$1,000,000 personal and advertising injury
- \$3,000,000 general aggregate
- \$2,000,000 products-completed operations aggregate
- \$1,000,000 each occurrence and \$3,000,000 general aggregate for sexual abuse and molestation
- Umbrella liability at a minimum of \$1,000,000

If chapter distributes or provides alcohol at social events, then **Liquor Liability** of at least \$1,000,000 per occurrence bodily injury and property damage of \$1,000,000 aggregate required. Coverage shall include Lafayette and its trustees, officers, employees, agents, and volunteers as an additional insured.

1.3. **Boiler coverage** (where appropriate) must be maintained and evaluated annually.

1.4. Employment coverages

1.4.1. Unemployment compensation, employee's liability, and worker's compensation coverage are required by law and consequently required by the College of all houses.

1.4.2. 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.

1.5. Copies of policies must be submitted to the Associate Director of Student Involvement/Advisor to Fraternity & Sorority Life.

1.6. At policy renewal, all fraternities and sororities must provide the College with a certificate of insurance indicating that they possess the coverages listed above. 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.

**Fraternity and Sorority Management and Activity for Campus-Owned Houses
(Alpha Gamma Delta, Alpha Phi, Delta Gamma, Delta Kappa Epsilon, Delta Upsilon, Kappa Kappa
Gamma, and Pi Beta Phi)^[JB4]**

1. Insurance Requirements

Alumni Corporations of fraternity owned houses maintain insurance coverage. The following items are considered basic to a minimum coverage program.

1.1. Fire Insurance (if owned by chapter/corporation)

1.1.1. **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 they should purchase an individual renter's policy.

1.2. **General liability** – Minimum \$1,000,000 per occurrence, with \$3 million in the aggregate. Coverage to be on an occurrence basis for bodily injury and property damage that may arise out of or as the result of the fraternities or sororities and should include the following:

1.2.1. \$1,000,000 each occurrence

1.2.2. \$1,000,000 personal and advertising injury

1.2.3. \$3,000,000 general aggregate

1.2.4. \$2,000,000 products-completed operations aggregate

1.2.5. \$1,000,000 each occurrence and \$3,000,000 general aggregate for sexual abuse and molestation

1.2.6. Umbrella liability at a minimum of \$1,000,000

1.3. **Liquor Liability** of at least \$1,000,000 per occurrence bodily injury and property damage of \$1,000,000 aggregate required. Coverage shall include Lafayette and its trustees, officers, employees, agents, and volunteers as an additional insured.

1.4. **Boiler coverage** (where appropriate) must be maintained and evaluated annually.

Trustee Committee on
Athletics and Student Affairs
10.17.80

Updated 10.19.2022 by the Office of the Vice President for Finance & Administration 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

If your organization is planning on hosting an event involving alcohol, please review the Student Code of Conduct to ensure compliance.

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.

Additional disciplinary sanctions may be applicable based on the violation. For understanding of the conduct process, go to <https://conduct.lafayette.edu/student-handbook/the-conduct-process/>.

Trademark License Agreement

For information regarding private vendors utilizing the Lafayette name and logo, please view the webpage below.

Section III

Residential Policies

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 the academic achievement and the personal growth of each individual student. In the fraternity and sorority chapter houses, the Office of Residence Life provides direction in the management of the 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 fraternal 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 standard occupancy levels include the City of Easton zoning ordinances and average existing occupancy conditions in College housing. It is expected that all fraternal 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, chapter size, and normal occupancy rate for the chapter house, members may be required to live in their chapter house for a longer period and/or through their senior year.

Fraternities and sororities in College housing are expected to assign members to meet full occupancy for each semester. In the event the chapter does not have sufficient membership to fill the house and/or a vacancy occurs prior to the start of the semester that cannot be filled by an alternate member, the vacancy will be available for assignment by the Office of Residence Life. Chapters may be required to modify room assignments to facilitate assignment of non-members.

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).

Self-Governance Model and Room Assignments

As self-governing organizations, each chapter is responsible for monitoring and maintaining its own housing rosters. Each organization must have an established process to determine which members live in the house, how rooms are assigned, and which members will be reassigned to fill vacancies that occur prior to the start of the semesters (alternates). Chapters are responsible for informing members of this process and responding to member questions or concerns. Chapter room assignment processes must assign members in accordance with the College's housing accommodations process. Prior to both the Fall and Spring semesters, each fraternity and sorority must submit a housing roster of active members who will occupy the house in accordance with the

specific instructions and timeline distributed by the Office of Residence Life. Prior to the Fall semester, each chapter will also submit a list of alternates who may be reassigned from within College housing to fill vacancies in the house that occur before the start of the Fall semester.

Occupancy Expectations

Any chapter whose membership occupancy falls below 95% of the normal occupancy level (as determined by the College) in the Fall semester and/or below 90% in the Spring semester for two consecutive years or three years out of five will have their living group recognition suspended (College-owned facilities) and shall be considered for withdrawal of recognition. In determining whether occupancy level reaches the above percentages, only fully 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 are expected to reassign members from other College-owned housing into chapter house vacancies. Members residing in the McCartney Residences are not eligible for reassignment into chapter houses.

The College will permit fraternities in privately-owned houses to reassign members from College-owned housing (be released from their College housing contract) under the following conditions:

1. The chapter is in good standing AND
2. The house roster space was occupied in the Fall and became open for the Spring AND
3. The open house roster space occurred because a member is studying abroad, graduated, or was hired to be a Resident Advisor (outside the chapter house).

Private Off-Campus Housing

Each year, the Office of Residence Life notifies rising seniors of the timeline and process by which students may become eligible to request release from their College housing requirement in order to live in private off-campus housing. (POC). Members of fraternities and sororities who are listed on their chapter housing list for the upcoming Fall semester (as occupants or alternates) are not eligible for private off-campus release.

College-owned Off-Campus Housing and other Housing Assignment Processes

Members of fraternities and sororities who are listed on their chapter housing list for the upcoming Fall semester as occupants are not eligible for any other housing assignment. Members listed as alternates may participate in any College-owned or affiliated housing lottery or application process, including College-owned off-campus housing and the McCartney Residences.

Agreements for College-owned chapter houses

Lafayette has allocated dedicated living space within the College housing inventory for many fraternally-affiliated organizations. The College provides chapters with a list of their responsibilities to maintain high standards of cleanliness, safety, and security for all residents. The College manages chapter house facilities consistently within the overall student housing inventory. As a living group, chapters may request permission for facility improvement projects outside the regular improvement cycle. Typically, these projects are funded all or in part by the chapter. The College has a process by which such facility improvement project requests are collected, evaluated, and approved. No member, chapter, or member of an alumni house corporation board may initiate facility improvements without the express permission of the College. Chapters are expected to meet or exceed these expectations and requirements to retain status as a living group.

Inspections

City of Easton Officials

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 anticipate three inspections per academic year (August, December, June), with possible re-inspections that will occur within a few weeks following the initiation inspection. The College has a student officer to accompany city officials during inspections in order to answer potential questions that may arise. In privately owned chapter houses, alumni house advisors should also attend. 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.

Lafayette College staff

Lafayette College staff accompany City of Easton personnel on inspections and may issue instructions for facilities corrections as well. At the conclusion of each semester, College staff conduct facilities closing inspections in the College owned properties. Chapter house must be left in a clean and orderly condition, consistent with general residence hall closing expectations and any additional guidance provided specific to the chapter house. Deficiencies and violations will be documented and chapters will be responsible for costs beyond standard building turnover work.

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 Facilities 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/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 Facilities 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.

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 multiple venues, 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 qualify 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 Life 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's Office of Fraternity & Sorority Life website or click the hyperlink above.

Academic Standards

The Office of Fraternity & Sorority Life (OFSL) 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 OFSL. Each semester, chapter grade report information will be published on the FSL website.

Individual Conduct

The Office of Fraternity & Sorority Life (OFSL) establishes high standards for individual and organizational conduct within the fraternity 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 FSL 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) composed 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 15th of each academic year.

Recruitment/Intake 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/Intake 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.

Since 2018, students will need to obtain a cumulative grade point average of 2.6 or higher (sororities) and 2.65 or higher (fraternities). 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 OFSL 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.

Intake Interest -

All students who are interested in joining a Lafayette College-recognized historically multicultural fraternity or sorority, should reach out to their chapter leadership or the Advisor to Fraternity & Sorority Life. This process often includes attendance to an interest event/Ladies' Night, social and philanthropic engagement with members of the chapter, and then the creation of a portfolio on who you are. That portfolio is aided by the chapter and then sent to their Headquarters for final review. Once approved, new members/neophytes will be able to participate in the new member/education process.

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 OFSL website within 7 days of your ritual to ensure advance notice can be sent to Public Safety.

Member Deactivation –

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

Social Events Registration

The Office of Fraternity & Sorority Life 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. OFSL 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 OFSL 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 OFSL 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.

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.**

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

All social events must be registered with OFSL 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.

Philanthropy

Philanthropy events must be registered with OFSL 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. **Additionally, the chapter is required to inform the OFSL Advisor of how much was raised (if money was raised) and then will need to a confirmation email from the benefiting organization that they received the correct funds within 2 weeks of the events ending.**

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 Life 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 Life. **Forms must be turned in 7 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. You must receive permission from Dining Services to sell food (baked good accepted) on College-owned property.
8. All fundraising must take place on campus in designated or approved areas.
9. At least one currently enrolled student member of the sponsoring organization must be present for the duration of the event.
10. 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.
11. 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.

Unrecognized Fraternal 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 9-1-1, followed by Public Safety, x4444.

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 Fraternity & Sorority Life.

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.

Umbrella Organizations

NIC

The North American Interfraternity Conference is the umbrella organization that unifies Lafayette College's Interfraternity Council and our 6 fraternities (Chi Phi, Delta Kappa Epsilon, Delta Tau Delta, Delta Upsilon, Phi Kappa Psi, and Zeta Psi). Our 6 fraternities are required to abide by the policies put in place by the NIC and their own inter/national organization. For access to information about the NIC, click the links below.

NIC Standards

<https://nicfraternity.org/nic-standards/>

Constitution and Bylaws

<https://nicfraternity.org/wp-content/uploads/2021/05/NIC-Constitution-and-Bylaws-L.R.-12.03.20.pdf>

Alcohol and Drug Guidelines

<https://nicfraternity.org/nic-alcohol-drug-guidelines/>

Operating Procedures

<https://nicfraternity.org/ifcsop/>

NPC

The National Panhellenic Conference is the umbrella organization that unifies 5 of Lafayette College's sororities (Alpha Gamma Delta, Alpha Phi, Delta Gamma, Kappa Kappa Gamma, and Pi Beta Phi) and our Panhellenic Association on campus. The above-mentioned chapters are required to abide by the policies put in place by the NPC and their own inter/national organization. For access to information about the NPC, click the links below.

Mission, Vision, and Purpose

<https://www.npcwomen.org/about/mission-vision-and-purpose/>

The Manual of Information

<https://www.npcwomen.org/wp-content/uploads/sites/2037/2017/11/NPC-Manual-of-Information.pdf>

NMGC

The National Multicultural Greek Council is the umbrella organization that represents Mu Sigma Upsilon Sorority, Inc. on Lafayette College's campus. They are required to abide by the policies put in place by the NMGC and their inter/national organization. For access to information about the NMGC, click the links below.

Bylaws

<http://nationalmgc.org/wp-content/uploads/2017/12/Amended-and-Restated-NMGC-Bylaws-2016.pdf>

Code of Ethics

<http://nationalmgc.org/wp-content/uploads/2017/12/NMGC-Preamble-and-Code-of-Ethics.pdf>

Headquarters

Alpha Gamma Delta

<https://alphagammadelta.org/>

Alpha Phi

<https://alphaphi.org/>

Chi Phi

<http://chphi.org/>

Delta Gamma

<https://www.deltagamma.org/>

Delta Kappa Epsilon

<https://dke.org/>

Delta Tau Delta

<https://www.delts.org/>

Delta Upsilon

<https://www.deltatau.org/>

Kappa Kappa Gamma

<https://www.kappakappagamma.org/>

Mu Sigma Upsilon, Inc.

<https://www.msu1981.org/>

Phi Kappa Psi

<https://www.phikappapsi.com/>

Pi Beta Phi

<https://www.pibetaphi.org/>

Zeta Psi

<https://zetapsi.org/>

Section VI

Support Personnel

College Personnel Directory

ON CAMPUS

OFFICE OF STUDENT INVOLVEMENT

Kelly Deemer, Office Coordinator, Student Involvement EXT. 5337
Melissa Dalrymple, Associate Director of Student Involvement EXT. 5556
Jake Bates, Associate Director of Fraternity & Sorority Life EXT. 5580
Vanessa Pearson, Director of Student Involvement EXT. 5337

DIVISION OF CAMPUS LIFE LEADERSHIP

Jennifer Dize, Assistant Dean of Students EXT. 5082
Jodie Frey, Associate Dean of Students and
Director of Recreation Services EXT. 5772
Brian Samble, Dean of Students EXT. 5082
Jim Krivoski, Interim Vice President of Student Life EXT. 5082

COLLEGE CHAPLAIN

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

COUNSELING CENTER

Melissa Garrison, Director EXT. 5005

HEALTH CENTER

Jeffrey Goldstein, Director EXT. 5001

PUBLIC SAFETY

Jeff Troxell, Director EXT. 5330
Emergency
EXT. 5333

RESIDENCE LIFE

Grace Reynolds, Director of Residence Life

EXT. 5335

DINING AND CATERING SERVICES

Desmond Frazer, Catering Director

EXT. 5344

MaryEllen Quain, Catering Manager

EXT. 5343

CAMPUS RESERVATIONS

Teri Richter, Manager, Scheduling and Events Planning

EXT. 5643

Katrina Wall-Cheatam, Scheduling Assistant

EXT. 5077

OFF CAMPUS

John Quigley, ESP Security

(610) 597-4526