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Louisiana State University is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment.

It is a community that fosters individual development and the creation of bonds that transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will:

- accept responsibility for my actions;
- hold myself and others to the highest standards of academic, personal, and social integrity;
- practice justice, equality, and compassion in human relations;
- respect the dignity of all persons and accept individual differences;
- respect the environment and the rights and property of others and the University;
- contribute positively to the life of the campus and surrounding community; and
- use my LSU experience to be an active citizen in an international and interdependent world.

The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles.

*Adopted as a “Statement of University Position” on behalf of the Louisiana State University and Agricultural & Mechanical College community on the fifth of May in the year 1995.*
Greek Life Contact Information

Greek Life Office
LSU Student Union, Rm. 472
225-578-2171 office phone
225-578-2450 fax
Office Hours: M-F 8:00am – 4:30pm
www.students.lsu.edu/greeks

Angela Guillory, Associate Dean of Students/Director of Greek Life/GBOD Advisor
225-578-5850, cell 225-278-2509, angelagu@lsu.edu

Dr. Jonathan Sanders, Assistant Dean/Associate Director of Greek Life/IFC Advisor
225-578-6876, cell 225-588-5945, jsanders@lsu.edu

Teresia Greer, Assistant Director of Greek Life/NPHC Advisor
225-578-6056, cell 225-223-1027, rgreer7@lsu.edu

Beth Newell, Assistant Director of Greek Life/PHC Advisor
225-578-7788, cell 225-571-6390, enewel4@lsu.edu

Ashton White, Coordinator
225-578-2171, greeks@lsu.edu

Suzannah Grubb, Graduate Assistant/PHC
225-578-3632, cell 434-203-7391, sgrubb2@tigers.lsu.edu

Zach Carr, Graduate Assistant/IFC
225-578-3632, cell 601-916-6676, zcarr1@lsu.edu

Isaiah Mayfield, Graduate Assistant/NPHC
225-578-3632, cell, 504-931-0531, imayfieldk4@gmail.com
University Emergency Contact Information

In case of a chapter emergency including but not limited to:

- Physical injury, assault or death of a member or guest
- Any situation for which medical attention is warranted (eg. injury, excessive alcohol consumption, etc.)
- House Fire
- Any event for which you call 911
- Any event for which the media has contacted you or otherwise become involved

Immediately call the following numbers until you have reached a staff member- Day or Night

Angela Guillory cell 225-278-2509
Jonathan Sanders cell 225-588-5945
Teresa Greer cell 225-223-1027
Beth Newell cell 225-571-6390

University Emergency 911
LSU Police 578-3231
Student Health Center 578-6271
Wellness Education 578-5718
Mental Health Center 578-8774
Dean of Students 578-4307
Center for Academic Success 578-2872
Parking & Traffic 578-5000
Residential Life 578-8663
Student Union 578-5141
Career Services 578-2162
UREC 578-8601
Bursar 578-3681
Student Advocacy & Accountability 578-4307
Emergency Procedures

Please complete by entering the respective telephone numbers for each person and place these guidelines in an easily accessible place. This form should not however, be placed by the chapter telephone. This form should be updated and reviewed each semester. For use in case of medical emergency, natural disaster, or death.

Officer in Charge
The president is the officer in charge of every emergency. Final authority rests with the officer in charge. President:

1. ______________________ ph.# ______________

If the president is not available, contact the following officers in rank order:

2. ______________________ ph.# ______________
3. ______________________ ph.# ______________
4. ______________________ ph.# ______________
5. ______________________ ph.# ______________

Contact Officer in charge & the Director of Greek Life

Restrict assess & phone use

Follow-up

Refer to national procedures for more specifics

- Be calm and concise
- Provide complete information to the dispatcher
- Call through the list of advisors until someone has been reached
- Contact the president
- If the president is not available, contact the next responsible officer.
- The officer in charge has final authority
- Contact the Director of Greek Life.

- Assign members to restrict individuals from leaving or entering the chapter house/room
- Assign a responsible member to answer the chapter phone and take messages.
- Keep members off personal phones to avoid rumors
- Have an officer assemble those present.
- Do not discuss the situation with the public including the media. All request for information should be directed to the appropriate people (national communications director, LSU Public Affairs, etc.).
- Confirm with the police or medical official that they have contacted the family. You do not contact the family.
- Address the membership.
- Explain that the officer in charge is the sole spokesperson for the chapter
- Ask members to decline comment until the situation us under control
- In the event of a death relocate roommates and restrict access to the member’s room/possessions.
- Arrange for notification of insurance companies or attorneys.
- Coordinate communication with injured person.
- Coordinate attendance for funeral.
- Plan memorial service for the chapter and college community.

If necessary call 911

Call the Advisor

Advisor

Your third call must be made immediately to your advisor board. Proceed through this list, in order, until you reach someone. Explain that there is an emergency and provide details.

1. ______________________ ph.# ______________
2. ______________________ ph.# ______________
3. ______________________ ph.# ______________
4. ______________________ ph.# ______________
5. ______________________ ph.# ______________

Do not hesitate to call at any hour, regardless of the seriousness of the situation!

Director of Greek Life & Staff
Angela Guillory    cell 225-278-2509
Jonathan Sanders  cell 225-588-5945
Teresia Greer    cell 225-223-1027
Beth Newell        cell 225-571-6390
2015
House Director Spring
Emergency Calling Plan

Jonathan

Teresa

Angela

Delta Zeta

Beth

Ashton

kkK
FIJI
Alpha Gamma
Rho
Sigma Nu

DKE
Alpha Phi
KA
Sigma Phi Epsilon

Chi Omega
Delta Gamma
Delta Delta Delta

Phi Mu
Pi Beta Phi
Sigma Alpha Mu
Zeta Tau Alpha

Acacia
Kappa Delta
Kappa Sigma
Lambda Chi
Alpha

Phi Delta
Theta
Pi Kappa
Alpha
Pi Kappa
Phi
Delta Chi
Phi Kappa
Psi
Sigma Chi

Sigma Chi

Tau Kappa
Epsilon
Theta Xi

KAT
Common Greek Acronyms

North-American Interfraternity Conference
3901 W 86th Street, Suite 390
Indianapolis IN 46268
317/872-1112; fax 317/872-1134
Click the logo to the left or visit www.nicindy.org

National Panhellenic Conference
3905 Vincennes Road, Suite 105
Indianapolis IN 46268
317/872-3185; fax 317/8872-3912
Click the logo to the left or visit www.npcwomen.org

National Pan-Hellenic Council, Inc.
3951 Snapfinger Parkway, Suite 218
Decatur, GA 30035
404/592-6145; fax 404/806-9943
Click the logo to the left or visit www.nphchq.org

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

IFC  The undergraduate organization of college men’s fraternities.

NIC  Since 1909, the North-American Interfraternity Conference has been serving the men’s college fraternity community in Canada and the United States. Through 63 member fraternities, the NIC represents almost 4.5 million alumni and 400,000 college students in over 5,500 chapters on more than 800 college campuses. The NIC advocates the needs of fraternities through the enrichment of the Greek experience, advancement and growth of the fraternities and enhancement of the educational mission of the host institutions.

PHC  The undergraduate council of college women’s fraternities.
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBGLC</td>
<td>The National Black Greek Leadership Conference (NBGLC) was created in 1986 as a means to give undergraduate members of Black Greek Lettered Organizations (BGLOs) the opportunity to network and dialogue on issues that face them on predominately white campuses.</td>
</tr>
<tr>
<td>NPC</td>
<td>National Panhellenic Conference, founded in 1902, is an umbrella organization for 26 inter/national women’s fraternities and sororities. Each member group is autonomous as a social, Greek-letter society of college women and alumnae. Members are represented on over 620 college and university campuses in the United States and Canada and in over 5,300 alumnae associations, making up a population of over 3 million sorority women in the world. “The mission of the National Panhellenic Conference is to support and promote women’s fraternities as a positive element of the higher education experience.”</td>
</tr>
<tr>
<td>NPHC</td>
<td>The National Pan-Hellenic Council is the national coordinating body for the nine historically African American fraternities and sororities. The NPHC is currently composed of over 900,000 affiliated members in undergraduate and alumni councils in all regions of the United States and abroad. The NPHC stresses and provides action strategies on matters of mutual concern and serves as the conduit through which these action plans are put into effect. NPHC organizations are unique with respect to other Greek letter organizations in that they have profound commitment to providing community service and to uplifting/promoting the general public welfare. This acronym is also used for the undergraduate council as well.</td>
</tr>
<tr>
<td>FIPG</td>
<td>Originally formed in 1987, the original concept behind the Fraternity Insurance Purchasing Group was simple and two-fold: to adopt a risk management plan that would help reduce exposure to risk, and use the group buying power of many national organizations as leverage to obtain more extensive coverage at lower prices. Today, though the title has remained the same, the organization is actually a risk management group. Men’s and women’s fraternities join FIPG, adopt its risk management policy, and make every effort to reduce their exposure to claims, but are not required to purchase insurance from the same carrier.</td>
</tr>
<tr>
<td>SEPC</td>
<td>The Southeast Panhellenic Conference is a regional association for Panhellenic Councils. SEPC and SEIFC hold separate annual meetings.</td>
</tr>
<tr>
<td>SEIFC</td>
<td>The Southeast Interfraternity Conference is an educational association for Interfraternity Councils in southeast region of the United States.</td>
</tr>
<tr>
<td>UIFI</td>
<td>The Undergraduate Interfraternity Institute (UIFI) is a 5-day institute that offers a unified curriculum to student participants.</td>
</tr>
</tbody>
</table>
History and Purpose of Greek Assessment at LSU

After the death of a new member on bid night in the IFC community in August 1997, Dr. William L. Jenkins, Chancellor, appointed a 21 member Task Force on Greek Life and Related Issues to study the Greek community at Louisiana State University. In August 1998, after months of careful study and research, the Task Force made their recommendations to the Chancellor. In November, 1998, one of the recommendations was the development of an assessment team for Greek chapters based on guidelines determined by the Task Force.

In March 1999, the first Greek Assessment Team gathered information and reviewed self-reported statistics and documentation provided by each chapter and in April interviewed five officers from each of the recognized Greek organizations. Chapters were assessed in four areas:

1. Campus Involvement and Community Service
2. Education for New and Continuing Members
   - Health and Wellness
   - Academic Support
   - Hazing Prevention
   - Leadership Training
   - Transition to Post-Graduate-Life Activities
   - Substance Free Events
   - Multi-cultural Activities
3. Academics
4. Operations

In the following years, areas like Participation in council and Greek events were added.

Although the Greek Assessment process continues to be a tool to measure a chapter’s accomplishments, it currently serves as a mechanism to annually discuss a chapter’s individual strengths and weaknesses discussed at the meeting between the chapter’s leadership and the Greek Life staff. It has fostered closer relations between the University and the Greek community.

There are two cycles: A- chapters that elect on the calendar year and B-chapters that elect on the academic year. Recommendations can be made at any time.
**Greek Assessment 2016**

November 5, 2014 through November 5, 2015
April 2, 2015 through April 8, 2016

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Level Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>86-100</td>
<td>Gold level</td>
</tr>
<tr>
<td>70-85</td>
<td>Silver level</td>
</tr>
<tr>
<td>69 and below</td>
<td>Immediate change required</td>
</tr>
</tbody>
</table>

95+ Order of Omega Outstanding Chapter

**Unhoused** will use a scale based on 10 points lower 85+ Order of Omega Outstanding Chapter.

There are 37 bonus points opportunities

**BOLD Italics** is required - meet minimum level adds to 70/60 for unhoused chapters

**BOLD Arial** is Bonus Points - Total possible points 107/97 for unhoused chapters

<table>
<thead>
<tr>
<th>Pts Available</th>
<th>Score</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter GPA improved since the last scoring</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Active GPA at or above the All-Mens or All-Womens</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Fall New Member GPA at or above the AMA/AWA</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Five year graduation rate is at or above Greek average</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Chapter maintains 90% of the new member class</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>90% of chapter attends a Academic, Wellness, Career,</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Sexual Assault</strong> or Diversity program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90% of chapter attends a leadership development program</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>90% of chapter attends the Greek Life presented Hazing &amp; Alcohol Policy Education program</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td><strong>80% of chapter attends</strong></td>
<td>16</td>
<td></td>
</tr>
<tr>
<td><strong>70% of chapter attends</strong></td>
<td>14</td>
<td></td>
</tr>
<tr>
<td><strong>60% of chapter attends</strong></td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operations</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Service</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Non-Chapter Philanthropy/Service Project</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Campus Involvement</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>20% of the Chapter Participates in Greek Week</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>80% of members write one letter for GW</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Timely submission of materials to Greek Life</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Attendance at Presidents Cabinet, IFC, NPHC, or PHC meetings</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Attendance at Tri-Council Workshop</strong></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Attendance at Council Risk Mgmt Edu. Workshop</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Attendance at EMPOWER Weekend</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Attendance at officer training workshop</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Financial standing with LSU, governing council, and HQ</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Compliance with PM-68 (housed chapters only)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Functioning Judicial/Standards process in place</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Functioning printed New Member/Intake process in place</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Violations of University or council policy (disciplinary status)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Penalty for failure to set up Assmt. Mtg. by the required date</td>
<td>-10</td>
<td></td>
</tr>
<tr>
<td>Final Meeting Attendance - Bonus Points</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td><strong>107</strong></td>
<td></td>
</tr>
</tbody>
</table>

**EXPLANATION OF EACH CATEGORY**

<table>
<thead>
<tr>
<th><strong>Academics</strong></th>
<th><strong>Pts available</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter GPA improved since last scoring</strong></td>
<td>1</td>
</tr>
<tr>
<td>Calculated by the Office of Greek Life</td>
<td></td>
</tr>
<tr>
<td><strong>Active GPA at or above the All-Mens or All-Womens</strong></td>
<td>1</td>
</tr>
<tr>
<td>Calculated by the Office of Greek Life</td>
<td></td>
</tr>
<tr>
<td><strong>New member GPA at or above the All-Mens or All-Womens</strong></td>
<td>1</td>
</tr>
<tr>
<td>Calculated by the Office of Greek Life for fall new members - IFC/PHC</td>
<td></td>
</tr>
<tr>
<td><strong>Five year graduation rate is at or above Greek average</strong></td>
<td>1</td>
</tr>
<tr>
<td>Calculated by the Office of Greek Life</td>
<td></td>
</tr>
<tr>
<td><strong>Chapter maintains 90% of the new member class</strong></td>
<td>1</td>
</tr>
<tr>
<td>Calculated by the Office of Greek Life for fall new members - IFC/PHC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Education</strong></th>
<th><strong>Pts available</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>90% of chapter attends a Academic, Wellness, Career, Sexual Assault or Diversity program in either semester</strong></td>
<td>5</td>
</tr>
<tr>
<td>Workshop may be coordinated by chapter or attend one hosted by another entity. Attendance Submitted to Greek Life for scoring following program, using the designated format on Greek Life website. New members will be counted in total.</td>
<td></td>
</tr>
<tr>
<td>80% of chapter attends</td>
<td>4</td>
</tr>
<tr>
<td>70% of chapter attends</td>
<td>3</td>
</tr>
<tr>
<td>60% of chapter attends</td>
<td>2</td>
</tr>
<tr>
<td><strong>90% of chapter attends a leadership development program in either semester.</strong></td>
<td>5</td>
</tr>
<tr>
<td>Workshop may be coordinated by chapter or attend one hosted by another entity. Attendance Submitted to Greek Life for scoring following program, using the designated format on Greek Life website. New members will be counted in total.</td>
<td></td>
</tr>
<tr>
<td>80% of chapter attends</td>
<td>4</td>
</tr>
<tr>
<td>70% of chapter attends</td>
<td>3</td>
</tr>
<tr>
<td>60% of chapter attends</td>
<td>2</td>
</tr>
<tr>
<td><strong>90% of chapter attends Greek Life Presented Hazing &amp; Alcohol Policy at Chapter mtg.</strong></td>
<td>18</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Workshop presented by a <em>staff member</em> in Greek Life in the first month of the fall semester. New Members attend a separate session, but counted in the chapter attendance average.</td>
<td></td>
</tr>
<tr>
<td>Attendance taken at the time of the workshop.</td>
<td></td>
</tr>
<tr>
<td>80% of chapter attends</td>
<td>16</td>
</tr>
<tr>
<td>70% of chapter attends</td>
<td>14</td>
</tr>
<tr>
<td>60% of chapter attends</td>
<td>12</td>
</tr>
<tr>
<td>Attendance taken at all programs: valid excuses (class, medical, family) count toward attendance as submitted by president.</td>
<td></td>
</tr>
</tbody>
</table>

**Operations**

<table>
<thead>
<tr>
<th><strong>Non-Chapter Community Service (Does not include participation in other Greek organization's philanthropy events)</strong></th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each member from fall or spring semester shall be involved in at least 1 hour each semester of non-chapter related CS to receive all 5 points.</td>
<td></td>
</tr>
<tr>
<td>80% of chapter participates</td>
<td>4</td>
</tr>
<tr>
<td>70% of chapter participates</td>
<td>3</td>
</tr>
<tr>
<td>60% of chapter participates</td>
<td>2</td>
</tr>
<tr>
<td>Spreadsheet provided by chptr. Format on GL website</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Chapter Philanthropy/Service Project</strong></th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each member from fall or spring semester shall be involved in at least 1 hour each semester in the chapter's philanthropy to receive all 5 points.</td>
<td></td>
</tr>
<tr>
<td>80% of chapter participates</td>
<td>4</td>
</tr>
<tr>
<td>70% of chapter participates</td>
<td>3</td>
</tr>
<tr>
<td>60% of chapter participates</td>
<td>2</td>
</tr>
<tr>
<td>Spreadsheet provided by chptr. Format on GL website.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Campus Involvement</strong></th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each member from fall or spring semester shall be involved in 1 other campus organization each semester to receive all 5 points.</td>
<td></td>
</tr>
<tr>
<td>80% of chapter participates</td>
<td>4</td>
</tr>
<tr>
<td>70% of chapter participates</td>
<td>3</td>
</tr>
<tr>
<td>60% of chapter participates</td>
<td>2</td>
</tr>
<tr>
<td>Spreadsheet provided by chapter. Format on GL website.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>20% of the Chapter Participates in Greek Week</strong></th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% of the Chapter Participates in Greek Week.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>80% of member writes one letter for fundraising for Greek Week</strong></th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Timely submission of materials to Greek Life-Emergency Plan added</em></td>
<td>10</td>
</tr>
<tr>
<td>Calculated by the Office of Greek Life. 1 pt. Deducted for every 2 late and/or 2 missing items.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Attendance at Presidents Cabinet, IFC, NPHC, or PHC meetings</strong></th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculated by the Office of Greek Life. 1 pt. deducted for every 1 missed meeting.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Attendance at Council/GL sponsored Risk Mgmt Edu. Workshop</strong></th>
<th>2</th>
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<tbody>
<tr>
<td>Requirement</td>
<td>Points</td>
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<tr>
<td>----------------------------------------------------------------------------</td>
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<tr>
<td>3 chapter officers or 2 chapter officers and 1 advisor must attend to get all points</td>
<td></td>
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<tr>
<td><strong>Attendance at Tri-Council Workshop</strong></td>
<td>2</td>
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<tr>
<td>Designated officers must attend to receive all points</td>
<td></td>
</tr>
<tr>
<td><strong>Attendance at EMPOWER Weekend</strong></td>
<td>4</td>
</tr>
<tr>
<td>Calculated by the Office of Greek Life. 1 or 2, depending on chapter size (2 for 70+), must attend</td>
<td></td>
</tr>
<tr>
<td><strong>Attendance at Officer Training workshop</strong></td>
<td>4</td>
</tr>
<tr>
<td>Calculated by the Office of Greek Life. 1 pt. deducted for every officer not attending.</td>
<td></td>
</tr>
<tr>
<td><strong>Financial standing with LSU, governing council, and HQ</strong></td>
<td>3</td>
</tr>
<tr>
<td>Calculated by the Office of Greek Life. 1 pt. Deducted for not being current with an entity at the time of scoring - Nov. 10</td>
<td></td>
</tr>
<tr>
<td><strong>Compliance with PM-68 (housed chapters only)</strong></td>
<td>10</td>
</tr>
<tr>
<td>Calculated by the Office of Greek Life. 2 pts. Deducted for every item late and missing. Deadline - Sept. 30</td>
<td></td>
</tr>
<tr>
<td><strong>Functioning printed Judicial/Standards process in place</strong></td>
<td>1</td>
</tr>
<tr>
<td>Verified by Headquarters.</td>
<td></td>
</tr>
<tr>
<td><strong>Functioning printed New Member/Intake process in place</strong></td>
<td>1</td>
</tr>
<tr>
<td>Verified by Headquarters.</td>
<td></td>
</tr>
<tr>
<td><strong>Violations of University or council policy (disciplinary status)</strong></td>
<td>15</td>
</tr>
<tr>
<td>Calculated by the Office of Greek Life. 2 pts. deducted for every council violation. 5 pts. deducted for alcohol violations. 10 pts. deducted for hazing violations.</td>
<td></td>
</tr>
<tr>
<td><strong>Penalty for failure to set up Assmt. Mtg by the required date.</strong></td>
<td>-10</td>
</tr>
<tr>
<td><strong>Final Meeting Attendance - Bonus Points</strong></td>
<td>3</td>
</tr>
<tr>
<td>At least three of the following must attend to receive all three points: Outgoing &amp; incoming chapter president, chapter advisor, university advisor, house corporation president</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>107</td>
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</table>
Greek Assessment Education Workshop TEMPLATE

*Please complete this after the educational workshop for Assessment Bonus Points. This workshop may only be conducted by a non-student to receive points.*

Chapter: ______________________________

Date of Program: _______________  Time:______________________________

Speaker: ____________________________  Title:______________________________

Speaker Contact Information:  ____________________________________________

Program Topic: _____________________________________________________________________

Program Outline: Include handouts if possible.

________________________________________________________________________

President’s Signature ___________________________  Date _________________________

I hereby verify that this is truthful and accurate information.

Attach sign in sheet of members attending program.
**Assessment Bonus Point Opportunities**

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Campus involvement</th>
<th>Non-Chapter Rel. Comm. Service</th>
<th>Chapter Philanthropy</th>
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<tr>
<td></td>
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<td>Each member from fall or spring shall be involved in one other campus org.</td>
<td>Each member from fall or spring semester shall be involved in at least 1 hr comm. service</td>
<td>Each member from fall or spring semester shall be involved in at least 1 hr of chapt. Phil.</td>
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*Note this will also include New Members of the chapter for the semester submitted.*
Policy Statement Number: **PS-108**  
Title/Topic: **Prohibition of Hazing**  
Effective Date: 01/23/2003  
Revision Number: **PS108.R00**

**PROHIBITION OF HAZING**

**PURPOSE**

In accordance with the purpose and philosophy of Louisiana State University (LSU) and the laws of the State of Louisiana, this policy is consistent with the belief that true fraternalism can be nurtured only in an atmosphere of social and moral responsibility, respect for human dignity, adherence to the principles of true living-learning communities. This policy prohibits all forms of hazing, and holds that its practice is antithetical to the principles of LSU and incongruent with the responsibility of student organizations to provide constructive and educational experiences to their members.

**DEFINITIONS**

**Hazing** -- As stated in Section 5.2.B.3. of the *Code of Student Conduct*:

Hazing is defined as any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that subjects a student to an unreasonable risk of physical, mental, emotional or academic harm for reasons related to that student's status at the University or for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the University. Hazing includes, but is not limited to, any type of physical assault or restraint; placement of an undesirable substance on or in the body; any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; any activity or expectation which is so time consuming as to significantly interfere with class work or study time; any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects the student to an unreasonable risk of harm or that is unpleasant; any activity that would subject a reasonable person to intimidation, shame, belittlement, humiliation, embarrassment or undue mental stress, including, but not limited to personal servitude, pranks, assigning or endorsing the wearing of apparel that is conspicuous and not normally in good taste, line-ups and verbal abuse; or any activity that induces, encourages, causes, or requires the student to engage in an activity that involves a violation of law or University policy.

Activities that violate the University’s prohibition against hazing include, but are not limited to,

- Activities or events that facilitate rapid drinking, drinking games, intoxication or impairment.
- Activities or expectations that are so time consuming as to significantly interfere with
class work or study time.

- Any action taken or situation created which may foreseeably cause pain, injury, undue physical stress, or fatigue. This includes, but is not limited to, paddling, caning, slapping, pushing, shoving, burning, shocking, tackling, and exercise that is not part of a reasonable all-organization athletic event.
- Activities including any type of confinement, restraint, kidnapping, or transportation and abandonment.
- Activities involving lineups, interrogation or verbal abuse.
- Any activity that encourages or endorses the consumption of unpalatable foods, or unpalatable combination of foods, or the placement of unpleasant or undesirable objects or liquids on another person.
- Activities that cause psychological stress, including, but not limited to, any deception designed to convince a student that he/she will not be initiated, will be removed, or will be injured during any activity.
- Activities that involve personal servitude and/or purchasing items for others.
- Work assignments, tasks or exercise that primarily includes new members.
- Assigning, encouraging, endorsing or carelessly allowing conduct that is illegal or in violation of University policy, including, but not limited to, theft, burglary, trespassing, defacement, subjecting any animal to risk, providing false information, academic dishonesty or that could be morally objectionable to an individual.
- Creating any situation for a student that is extremely uncomfortable due to temperature, noise, size, or air quality.
- Encouraging or expecting the carrying of items by an individual that have no immediate personal utility.
- Encouraging or facilitating stunts, acts of buffoonery, and the wearing of apparel that is conspicuous and not normally in good taste, including, but not limited to dressing like animals.

Activities that may, depending on the circumstances, violate the University’s prohibition against hazing include, but are not limited to
- Scavenger hunts
- Road trips
- Blindfolding

**Office of the Dean of Students** -- For the purposes of this policy, the terms “Office of the Dean of Students” and “Dean of Students” refer to the Dean of Students or the Dean's designee.

**GENERAL POLICY**
No individual student, group of students or student organization shall conduct or participate in any activity, occurring on or off campus, which includes hazing. Hazing with or without the consent of the student being hazed is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.
Individual Violations
A person commits a hazing offense under this policy if that person does one or more of the following:

1. Engages in hazing, including submitting to hazing;
2. Solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
3. Carelessly allows hazing to occur; or
4. Has knowledge of the planning of a specific hazing incident, or has knowledge that a specific hazing incident has occurred, and fails to report that knowledge in writing to the Dean of Students.

Students who violate the University’s prohibition against hazing are subject to sanctions in accordance with the procedures outlined in the Code of Student Conduct. The sanctioning of individual members of a student organization in no way precludes the sanctioning of that organization, or the imposition of civil or criminal penalties. Louisiana State University employees that violate the University’s prohibition against hazing are subject to sanctions, including termination of employment.

Organizational Violations
An organization commits a hazing offense under this policy if the organization condones, encourages or recklessly allows hazing or if an officer or any combination of members, new members, prospective members, or alumni of the organization commits or assists in the commission of hazing.

Organizations that violate the University’s prohibition against hazing are subject to sanctions in accordance with the procedures outlined in Policy Statement 52. The sanctioning of a student organization in no way precludes the sanctioning of individual members of that organization, or the imposition of civil or criminal penalties.

STATE LAW
Louisiana Revised Statutes 17:1801 Hazing prohibited; penalties
Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited.

Whoever violates the provisions of this Section shall be fined not less than ten dollars nor more than one hundred dollars, or imprisoned for not less than ten days nor more than thirty days, or both, and in addition, shall be expelled from the educational institution and not permitted to return during the current session or term in which the violation occurs.

REPORTING
A faculty member, staff member, or student who becomes aware of possible hazing of LSU students must immediately report the matter to the Dean of Students, 116 Johnston Hall, 578-4307, or to the LSU PD, 578-3231.
Permanent Memorandum: 73
Title/Topic: Title IX and Sexual Misconduct Policy
Effective Date: 07/18/2014

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance”

Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 is a federal law intended to end sex discrimination in all areas of education
- Applies to non-discrimination based on gender to all recipients of federal funds, both public and private institutions
- Applies to issues of program equity, such as in athletics and also to sexual harassment and sexual assault.

The following is an excerpt from the PM 73:

In accordance with Title IX and other applicable law, Louisiana State University ("LSU") is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSU prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

Sex discrimination and sexual misconduct violate an individual’s fundamental rights and personal dignity. LSU considers sex discrimination and sexual misconduct in all of its forms to be serious offenses. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes a mechanism for determining when rights have been violated in employment, student life, campus support services, LSU programs and/or an academic environment.

In accordance with Title IX and other applicable law, LSU has developed this policy to reaffirm misconduct in all of its forms to be serious offenses. This policy has been developed to provide recourse for individuals whose rights have been violated and to establish a mechanism for determining when rights have been violated in employment, student life, campus support services, LSU programs and/or an academic environment.
This policy shall apply to conduct that occurs on an LSU Campus, at LSU sponsored activities, and/or when the Student or Employee is representing LSU.

LSU shall have discretion to extend jurisdiction over conduct that occurs off campus when the conduct adversely and significantly affects the learning environment or LSU community and would be a violation of this policy and/or any applicable campus policy or code of conduct, if the conduct had occurred on campus.

Any student or employee who believes that he or she has been subjected to discrimination, harassment or sexual misconduct or any other violation of this policy has a right to report the conduct to the Campus Title IX Coordinator or to any other responsible party which includes: the campus administrator with responsibility for human resources management, student conduct or the dept. head of the relevant academic department.

Persons who may have experienced criminal sexual misconduct are strongly encouraged to report the offense to campus police or local law enforcement, as well as the Campus Title IX Coordinator or the persons name.

The Complainant has the legal right not to provide a statement to campus police or law enforcement.

**Informal Resolution** - Must be agreed upon by all parties involved and deemed appropriate for alleged offenses. Will not be appropriate for, or applied in, cases involving violence or non-consensual sexual intercourse

**Formal Resolution** - Formal Investigation conducted by a trained investigator. Investigate the facts and circumstances of complaint. Investigator will provide a written summary and submit to the Title IX Coordinator.

**Students** - Violations of the Policy may result in outcomes such as residential like contract cancellation, deferred suspension, suspension, expulsion, class only restriction and separation of employment (student).

- Events at Chapter Houses/Grad Chapter Houses
  - Alcohol
  - Inadequate space
  - Lack of Bathrooms for opposite to use
- Off Campus Events
  - Alcohol/Non-Alcohol
- Dating Violence
- Stalking (on or off campus)
- Harassment (cyber, physical, sexual)
  - Tiger Droppings
  - Yik Yak
  - Total Frat Move
  - Exploitation (voyeurism, videos, pictures)
Sexual Assault Support, Services and Resources for Students
Louisiana State University is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination, on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation.
LSU has developed policies and procedures to protect our students, employees, and our community from acts of sexual misconduct. LSU urges people who have been the victim of sex-based offenses to pursue criminal charges against the person or persons they believe to have committed the crime. A criminal charge and a disciplinary charge may be pursued at the same time; however, students may pursue a disciplinary complaint without pursuing criminal charges. Support and resources are available even if a student elects not to pursue criminal charges or University disciplinary action.
Individuals having knowledge of a sex-based offense (including dating violence, domestic violence and stalking) also are strongly encouraged to timely report that crime to the LSU police, Campus Title IX Coordinator, the Office of the Dean of Students, or the Office of Human Resource Management.

LSU Police Department: Non Emergencies: 225-578-3231
Emergency: Dial 911
211 S Stadium Dr, Baton Rouge, LA 70803

LSU Administration Title IX Coordinator: Jim Marchand
LSU Administration
124 University Administration Building
Baton Rouge, LA 70803
225-578-0337; jimarch@lsu.edu

LSU Campus Title IX Coordinator: Gaston Reinoso
Office of Human Resource Management
110 Thomas Boyd Hall, Baton Rouge, LA 70803
225-578-8200; gastonr@lsu.edu

Office of the Dean of Students: Dr. Kathleen C. White
Office of the Dean of Students
333 LSU Student Union. Baton Rouge, LA 70803
225-578-9442; dos@lsu.edu
Louisiana State University offers educational programs and prevention programs designed to inform the campus or community on the negative impact of sexual violence. Our resources include:

- The Lighthouse Program
  The Lighthouse program provides violence prevention, advocacy, and support to student survivors of sexual assault, dating violence, domestic violence, and stalking.  
  [Website](http://www.lsu.edu/lighthouse)

- LSU Student Health Center: [www.shc.lsu.edu](http://www.shc.lsu.edu)

- LSU Police Department: [www.lsu.edu/police](http://www.lsu.edu/police)

- Student Advocacy & Accountability Office (SAA): [www.saa.lsu.edu/code](http://www.saa.lsu.edu/code)

Off Campus Resources:

- Baton Rouge City Police* • 225-389-3800
- Baton Rouge Sheriff* • 225-389-5000
- Iris Domestic Violence Shelter* • 225-389-3001
- State-Wide Hotline • 1-800-541-9706
- RAINN Hotline* • 1-800-656-4673
- RAINN Online Hotline* • [www.rainn.org](http://www.rainn.org)
- STAR • 225-389-3456, 225-383-7273* Sexual Trauma Awareness and Response
  [Website](http://www.brstar.org)
- National Center for Victims of Crime • [www.victimsofcrime.org/src](http://www.victimsofcrime.org/src)
- The Phone (Crisis Line)* • 225-924-5781
- Not Alone • [www.notalone.gov](http://www.notalone.gov)

* 24-hour assistance

Additional resources can be found at:

[http://uiswcmsweb.prod.lsu.edu/hrm/Policies_and_Procedures/item71342.html](http://uiswcmsweb.prod.lsu.edu/hrm/Policies_and_Procedures/item71342.html)
Policy Statement Number: PS 78
Title/Topic: Serving, Possessing, and Consuming of Alcoholic Beverages on Campus
Effective Date: 08/15/2005
Revision Number: PS078.R05

Purpose
Policies of the LSU Board of Supervisors are applicable to the serving, possessing, and consuming of alcoholic beverages within its facilities and in accordance with applicable laws including but not limited to the following: “Alcoholic beverages, including beer and wine, may be served at registered social events sponsored by registered campus organizations and at events sponsored by the University or a department of the University, and at events or under circumstances for which prior written consent has been obtained from the appropriate Chancellor.” This Policy Statement sets forth the policies and procedures specifically applicable to Louisiana State University and A&M College regarding the serving, possessing, and consuming of alcoholic beverages on the campus by students, University personnel, and their guests.

Principles
Louisiana State University is committed to maintaining a safe, healthful environment that supports its educational mission. The abuse of alcoholic beverages by its students, University personnel, and their guests interferes with the accomplishment of this mission. More specifically, the abuse of alcohol (1) negatively impacts the life and well-being of citizens; (2) interferes with student learning, student retention, and student graduation; (3) generates a cost to the University through personal injury, crimes, property damage, and risk management; and (4) negatively affects the image of the University.

Because Louisiana State University seeks to create a social environment that enhances learning, the following values with regard to alcohol will be upheld: (1) abstinence, as an option, is always supported and should never be discouraged; (2) although moderate and legal alcohol use may be permitted, the drinking of alcohol is never encouraged; (3) abusive consumption of alcohol is always discouraged; and (4) participation in illegal behaviors involving alcohol is not tolerated.

Furthermore, the possession, use, sale, distribution, or manufacture of alcohol may be done only in accordance with the provisions of federal and state laws, local laws and ordinances, and University regulations, including this policy.

Inappropriate behaviors and associated negative consequences of alcohol misuse will not be tolerated. All persons on campus regardless of their status (e.g., students, personnel, and guests) must adhere to the LSU alcohol policies herein. The enforcement of community standards is a shared responsibility among all community members.
**Definitions**

**Alcohol**: Beer, wine, or distilled spirits (liquor) as defined by state law.

**Alcohol Service Certification**: A form supplied by the University and completed by the host/sponsor of a registered social event at which alcoholic beverages are to be served, which specifies the conditions of alcohol service and certifies that the host/sponsor both understands and agrees to abide by University policies and applicable federal, state and local laws governing such alcoholic beverage service. The certification must be submitted by the host/sponsor to the Office of the Dean of Students (for student organizations) or to the Office of Finance and Administrative Services (for non-students) at least 3 working days prior to the event.

**Authorized Vendors/Servers**: Caterers who have been licensed by the University through its Office of Purchasing to engage in the sale and service of alcoholic beverages on the LSU campus under applicable law and University policy. Requirements for Authorized Vendors/Servers include but are not limited to: (1) Any required governmental permits or licenses; (2) completion of Responsible Alcohol Service Training required by state law; (3) agreement to adhere to University policies and regulations, city ordinances and state laws; (4) LSU required insurance; and (5) that Vendors/Servers performing such services on the LSU campus must be 21 years or older and may not be members or affiliates of the host/sponsor organization/department.

**Possession**: Any situation in which an individual is or reasonably can be assumed to be holding, drinking, or transporting an alcoholic beverage. The totality of the circumstances, including the presence of alcoholic beverage containers and the number of people present under age 21, may indicate evidence of possession.

**Responsible Parties**: Those individuals and the entities they represent who sign the Alcohol Service Certification.

**Site Permit**: Written permission to serve alcohol at any location other than a University Approved Site at a specific date and time. The form to request a Site Permit is available at the Office of the Dean of Students (for student organizations) and the Office of Finance and Administrative Services (for non-students). Site Permits may not be granted for the following sites: a) Parade Ground, b) Greek Theatre, c) athletic fields and grounds assigned to the University Recreation, and d) in academic buildings in or around rooms in which classes are in session.

**University Approved Sites**: Sites designed by the University as approved locations for the service and consumption of alcohol whether as a part of fixed retail food and beverage operations or as professionally catered events. The Office of the Dean of Students and the Office of Finance and Administrative Services maintain a list of University Approved Sites (e.g. Faculty Club, LSU Union, the Tiger Den Suites, and the Club Seating Area).
University Regulations
The serving, possessing, and consuming of alcoholic beverages on the campus of LSU may be done only in accordance with the provisions of the State and local laws and ordinances, and applicable University regulations. The following University policies shall apply:

1. No alcoholic beverages may be possessed, distributed, served, or consumed on campus by persons under the age of 21.

2. In campus residences (including fraternity and sorority houses), alcohol may be possessed/consumed by persons at least 21 years-of-age only in private rooms/apartments, unless the entire facility is designated as alcohol-free. Alcohol is not permitted in the lobby, public areas, and immediate adjacent property of campus residences except when a Site Permit has been granted.

3. In all other cases, persons age 21 or older may possess and consume alcohol on campus only when the following conditions are met:
   a. when the alcohol is served by a University Authorized Vendor/Server; and
   b. when alcoholic beverages are served and consumed at a University Approved Site or at an event granted a Site Permit; and
   c. other than as part of a University Approved Site retail food and beverage operations, when an Alcoholic Service Certification signed by responsible parties has been accepted by the appropriate office consistent with applicable policy.

4. A Site Permit must be obtained for alcohol to be possessed, distributed, served, or consumed at any location other than a University Approved Site. At least 3 working days before the proposed event, a request for a Site Permit must be completed, submitted to, and approved by the appropriate office (Office of the Dean of Students for student organizations and Greek houses; Office of Finance and Administrative Services for all other requests).

5. The following policies pertain to the sale, purchase, and cost of alcohol on campus:
   a. Alcohol may not be distributed free-of-charge by an alcohol company or distributor at any University event or under any other circumstances on campus.
   b. Alcohol may not be sold on campus by an alcohol wholesaler or distributor.
c. University units may not distribute alcohol free-of-charge to the general public (i.e. – persons not members of the groups or their specifically invited guests).

d. Alcoholic beverages may not be furnished as an award or prize.  
e. LSU funds may not be used to purchase alcoholic beverages.

6. The following regulations govern the serving of alcohol at social events:

a. The vendor/server is responsible for assuring that no person under the age of 21 is served alcohol.

b. Alcoholic beverages are to be served as an adjunct to social events and may not be the primary focus of the event. For this reason, non-alcoholic beverages and food also must be served.

c. All alcohol will be stored and legally dispensed in a designated service area within the approved site. The supply of alcoholic beverages must not be accessible to anyone except the server.

7. The sponsoring organization is responsible for ensuring that members and invited guests display responsible behavior. To that end:

a. It is prohibited to host an event where there is explicit or implicit pressure or an expectation for anyone to consume alcohol, or where there is no diversion from drinking alcohol, or where lewd, abusive or sexually degrading behavior occurs in conjunction with alcohol consumption.

b. Activities or events which encourage rapid drinking, drinking games, or drunkenness are prohibited.

c. Obviously intoxicated persons shall not be admitted or served alcohol at activities or social events.

d. Engaging in such high-risk activities or events may be considered aggravating circumstances if corrective measures are necessary.

8. Persons representing LSU off-campus or who reasonably could be construed as doing so (e.g., at conferences, seminars, competitions, performers, other activities/events) must behave legally and responsibly regarding the use of alcohol, abiding by the laws and policies of the states and/or institutions where they are visiting. The University may take action against individuals who engage in off-campus consumption of alcohol when it has negatively impacted or threatened to negatively impact the University’s mission or activities or the health, safety, or welfare of the University community.
9. Tailgating will be allowed on campus before and after the game in a manner and in areas deemed acceptable by the University.

Consumption of alcohol is not advised. Anyone under the age of 21 possessing/consuming alcohol, or anyone giving alcohol to an underage person, will be subject to arrest. Under no circumstances will any alcoholic beverages be permitted in Tiger Stadium other than at University Approved Sites. Anyone found in possession of alcohol either entering the stadium or inside the stadium is subject to being ejected without a refund of ticket price and will be subject to arrest.

This provision does not allow the staging of events that would otherwise not be permitted.

Notwithstanding this provision, possession and/or consumption of alcohol at Greek houses must be in compliance with all other requirements stated herein at all times.

**Registered Student Organization Events**

In addition to the above regulations, the following policies shall apply:

1. All registered student organizations must complete and file an Alcohol Service Certification and/or Site Permit with the Office of the Dean of Students or its designee 3 days prior to a proposed event.

2. The following rules apply when alcohol is served at an event hosted by a registered student organization:

   a. All registered student organizations wishing to hold social events at which alcohol may be served must have an advisor and at least three of their current executive officers participate in an alcohol policy training program at the beginning of each academic year. Additionally, in any semester in which the organization wishes to hold a social event with alcohol, at least three current executive officers must have attended the alcohol policy training program. This educational program will be presented by the Wellness Education Department of the LSU Student Health Center.

   b. No cover charge or admission charge shall be imposed at social events at which alcoholic beverages are served nor may alcohol be provided free in return for the purchase of another item (i.e. cup), and groups may not sell alcohol to participants (only Authorized Vendor/Servers may do this).

   c. Alcohol may be present only in the form of commercially prepared packages of 12 ounces or less of a beverage that contains no more than 6 percent alcohol, with the exception that wine or champagne containing no more than 12 percent alcohol may be served at catered events provided all other rules and regulations herein are followed. Open source containers (e.g. kegs, party balls, punch bowls with an alcoholic beverage) are never permitted.
d. Individuals determined to be eligible to consume alcoholic beverages must be identified with a non-removable wrist band.

e. If an organization has received a Site Permit for a function to occur in a residential facility (including a Greek house), alcohol must be confined to the public areas of the building and grounds. Guests of the function are not allowed to enter the private living areas of the facility during the function. In addition, members of the organization may not drink alcohol in the private living areas of the facility during the social function nor bring alcohol into the function from their private living quarters.

f. Individuals may not return to a social function after they have exited the function and consumed alcohol while absent from the function.

g. Alcohol may not be served at social events open to the public.

h. Student organizations may not accept donations of alcoholic beverages. i.

No student organization may promote and/or sell alcoholic beverages. Alcoholic beverages may not be served at any fundraising activity, whether it occurs on or off campus.

**Regulations for Social Functions**

Hours: Registered social functions involving the serving, possessing, or consuming of alcoholic beverages may not begin before 4:30 p.m. on Monday through Thursday and 3:30 p.m. on Friday. Registered social events must end by 11:00 p.m. Sunday through Thursday and 2:00 a.m. on Saturday and Sunday following events on Friday and Saturday. Bands and amplification equipment must cease no later than 11:59 p.m. on Friday or Saturday night if outside. The administrator with whom the function must be registered may allow appropriate exceptions to the normally approved hours for social functions.

Security: Organizations must arrange security with LSU PD if required by the facility’s management, University policy or as otherwise deemed appropriate by the University. Security is typically required at events where alcohol is served, the event is open to the public, the event is late night, a large crowd is anticipated, or the event coincides with other major events. LSU PD requires at least 10 days advance notice. Outside security companies may only be used with the permission of LSU PD. The University reserves the right to determine the number of officers and other security measures required for an activity. Organizations that fail to arrange security through LSU PD, or that fail to arrange payment for security in a timely manner are subject to University sanctions, including the loss of the privilege to have events on campus.
1. **Event Approval**: Registered student organizations are required to register all meetings on campus and events (to include classroom space requests and fundraisers) 10 business days before they are scheduled to occur. *Chapter Advisors must approve the registration form before Greek Life will review all on-campus events. Events where alcohol is being served, must be submitted to LSUPD with a signed security contract delivered to their office at least 10 business days prior to the event along with submitting the registration form. Greek Life will approve at least three days in advance only when the chapter advisor, LSUPD, Alcohol Beverage Control, and vendor have approved the registration form. Events held at chapter houses that do not require security, vendors, Facility Services or Parking and Transportation services that a chapter would like placed on the Greek Life calendar must be submitted 10 days prior to the event.*

**Forms will only be approved** if the organization is current with the following:

- Greek related forms/requirements (PM-68, roster updates, chapter advisor, intake forms, Greek Assessment items, financial obligations, etc.).
- Campus Life forms/requirements (university advisor, current list of officers, attendance at org. orientation, constitution on file).
- Respective Council requirements (dues and in good standing).
- In good standing with the University Bursars’ Office.

2. **Philanthropy Events/Service Projects**. Approved philanthropy events/service projects *involving the participation of other chapters*, will be listed on the Greek Life calendar on a first come, first serve basis. One sorority and one fraternity will occupy each date. If a chapter wants to host their event on a booked date, the president requesting the event shall seek permission from the president(s) with the secured date and provide an email to the respective Council advisor confirming their consent.

- NPHC organizations shall abide by the NPHC Council Program Agreement.
- Panhellenic/IFC groups abide by the LSU Panhellenic/IFC Philanthropy resolution.

3. **IFC/PHC Pledging and Initiation**

   To support students’ academic success, pledging, initiation meetings, activities and ceremonies will cease from the day before Thanksgiving through the first week prior to the spring semester. For the spring semester, all activities and ceremonies
must cease prior April 25, through the last day of finals. Recognizing that some inter/national organizations require the first semester GPA in order to initiate and activities must take place during this time, an “exception letter” shall be submitted to Greek Life no later than October 1, and March 1, each year from the inter/headquarters requesting an exemption, for the respective semester.

4. **NPHC Membership Intake Process (MIP) and New Member Presentation**
   a. **NPHC Greek 101** - Greek Life in conjunction with the NPHC of LSU will sponsor a semesterly informational session called Greek 101, in an effort to provide information to students. Each NPHC member organization will give a brief overview of membership, the Greek experience and information on university policy. Two Greek 101 sessions will be offered during the academic year, at the beginning of the Fall and Spring semesters.
   b. **Membership Intake Process/New Member Presentation policies** will be followed in accordance with Greek Life policies.
   c. NPHC organizations must complete intake processes on or before Thursday, October 23, 2014 @ 4:00 p.m. for the Fall semester; and March 26, 2015 @ 4:00 p.m. Spring semester.
   d. **Fall semester new member presentation date is October 24, 2014; Spring semester March 27, 2015.** All NPHC organizations must participate in the new member presentation. Any exceptions will be made based on information presented to the Director of Greek Life.
   e. **NPHC New Member Orientation:** All NPHC members are required to attend the new member orientation, within the semester of their initiation. **Fall- October 27, 2014; Spring- March 30, 2015.**
   f. Membership selection for NPHC is prohibited during the summer months.

5. **Greek Organizations in Transitional Status**

   **Registered** Greek organizations that fall below five members do not meet the minimum requirements of a student organization as defined by LSU, regulated through Campus Life. As a result, those organizations shall be placed on a transitional status with Greek Life and Campus Life.

   Transitional status is defined as “not registered with the University and therefore not afforded the rights and responsibilities of a student organization.” As a result, events will be registered through Greek Life by a member of the Greek Life staff.

   Transitional organizations shall only be eligible to sponsor programs and activities that support the recruitment efforts of the organization. Thus, all other events will not be approved. Intake/recruitment paperwork must be received and approved by Greek Life, according to office policy, prior to any programs or activities being approved.

   During this transitional period, the organization is not responsible for meeting the standards of the Greek Assessment process or the requirements of their respective
councils, but may attend NPHC council meetings and intake/recruitment related events for the purpose of remaining informed and to promote the organization.

An organization in transitional status for more than three consecutive semesters shall be considered inactive and will need to begin the student organization registration process with Campus Life upon meeting the University’s minimum requirements.

6. Formation of a new Social Greek organization.
   See policy. www.greek.lsu.edu/University and Greek Life Policies

7. **Membership Roster Additions/Deletions**
   Organizations are responsible for maintaining an accurate roster. The president and/or his/her designee may not edit the roster during the final examination period. Additions may be made using the Grade Release spreadsheet. Deletions may be made under the following conditions.
   a. Member/new member is no longer an LSU student.
   b. Member/new member has been separated from the chapter. If deemed necessary, this will be verified by the chapter advisor and/or the local or inter/national organization.
   c. Member/new member has graduated from the University.

**Reminders:**
Per Campus Life guidelines for registered student organizations, only LSU students may be members of LSU student organizations.

Per PM-68, only LSU students who are members of the organization may reside in fraternity and sorority housing. Freshmen may not live in a fraternity/sorority house without following the guidelines. **Please submit proposed names to Greek Life for verification prior to allowing them to move in to ensure the freshman qualifies under the guidelines set by the University.**
General Rights and Responsibilities

All students are to be familiar with the LSU Code of Student Conduct, hereto referred to as “the Code”, found at http://www.lsu.edu/saa/. Students are bound by the Code, as well as all University Policy Statements and Permanent Memoranda, and must abide by the policies or receive University sanctions for violations of the Code.

Purpose of the LSU Code of Student Conduct

The proper use of the University's disciplinary power is to promote the academic environment of the campus, and to safeguard the health and safety of all members of the University community, and to protect university property.

The University has the legal right to establish standards for academic and personal conduct, for membership and continued membership in the University community, to deny membership to those applicants who do not meet these standards, and to impose sanctions on students who are found in violation of these standards. The rules of evidence applicable to civil and criminal cases shall not apply to University conduct proceedings.

Being held accountable for one’s actions is an essential part of the educational process, and the University conduct system strives to foster self-reflection and an understanding of the connection between one’s actions and the subsequent consequences.

Counseling of students is one component of the educational process. The University has long held that the counseling involved in student conduct is an integral part of the University’s overall effort to accomplish its educational objectives. The effectiveness of such counseling is largely dependent upon cooperation by the student.

Within the Office of the Dean of Students, Student Advocacy and Accountability is responsible for administering the Code. Student Advocacy and Accountability cannot make public comment on any individual’s case, as per the Family Educational Rights and Protection Act (or FERPA, see http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). However, in limited circumstances, as required by FERPA, information relative to sanctions may be disclosed.

Faculty and staff are required to follow the procedures outlined in this Code when they become aware of behavior that may violate the standards of conduct listed herein.

The Code of Student Conduct can be found at: http://saa.lsu.edu/code-student-conduct
Greek Accountability Process

A student organization may be invited to participate in the University's partnership process if there has been a violation of University policy. The University Accountability Process flow chart details out how the partnership process works with PS-52 (Due Process for Student Organizations). By participating in the partnership process, the organization will be asked to submit a report and may require an enhancement plan.

Report Expectation Guidance
The report is reviewed by the staff of Student Advocacy and Accountability, Dean of Students, and Greek Life. The report should detail what occurred, when (specific dates and times), where it happened, who was involved (specific names, were chapter officers present or aware, and what was their involvement), how it happened, and why it happened. The greater the detail, the more efficient the process. The report should either directly or indirectly indicate whether or not the organization accepts responsibility for the incident. For example, “As a result of our internal chapter investigation, we violated our own policies as well as the University’s policy on hazing.”

Enhancement Plan Expectation Guidance
As a result of the incident that occurred on ______ involving ________, the following action steps have been or will be taken.

Individuals
1. ________ member(s) will write an apology letter which will be reviewed by _________ and sent by ___________ with copies to ____________.
2. ________ member(s) will be on probation through ________, which will include the following lack of privileges. Violation of the probation will result in __________.

Chapter
1. The Chapter will
   a. Complete the following action items created to address the issue;
      i. Retreat with ______ facilitator to be delivered by _________ with _____% of the members attending. A chapter advisor will be present. Documentation provided to Greek Life by __________.
      ii. Attend ________, etc
      iii. The chapter or individual(s) will volunteer ______ hours of community service by __________ with documentation must be provided to Greek Life by ________.
   b. Lose the following privileges _______ through _________. Further violation(s) will result in ________.

Closing Statement
__________ chapter has reviewed and agreed to the presented Enhancement Plan at a chapter meeting on ____________.

______________________________  ________________________________
Date                                      President’s Signature
Greek Organization Accountability Process – Updated Fall, 2011

**Partnership Process**

Chapter Officers & Advisors meet with Greek Life & Student Advocacy & Accountability (SAA) representatives within 3 days of receipt of notification. Group discusses chapter internal investigation strategy and provides a written report to Greek Life & SAA within 7 days of the meeting.

Chapter Officers & Advisors meet with Greek Life, SAA & council representative to discuss information discovered in internal investigation through written report. Chapter accepts responsibility and prepares an initial draft of the Chapter Enhancement Plan where appropriate.

Enhancement Plan further developed by chapter officers, stakeholders, advisors, and Greek Life, SAA, & council reps within 7 days of report. Chapter officers then get chapter buy-in within 7-10 days at an all-chapter meeting where an accountability outcome is signed and dated by the chapter pres. If necessary, the chapter is issued a University accountability status, which includes the mutually agreed upon Chapter Enhancement Plan.

Within 3 days, Rep. of SAA formalizes University accountability status with chapter officers, which is indicated on Greek Life website. PROCESS ENDS

If the chapter misses any deadlines or violates the Enhancement Plan, it is charged with Code of Conduct violation(s), including but not limited to, failure to comply. The chapter will participate in the University Accountability Process.

**Incident Report**

**Received from:**

- Police
- Informant
- Self-Report

Notification letter of allegation(s) and invitation to meet with Greek Life & Student Advocacy & Accountability (SAA) comes from Greek Life within 3 days of receipt of the incident. In case of a student’s dangerous misconduct and/or death/injury, the University may inform the inter/national organization.

Chapter does not accept responsibility, obstructs the process, provides false or inaccurate information, or omits information. Prehearing scheduled within 3 days of the delay.

Information points to individual concerns or is not adequate to support org. charges. Allegation is dismissed. Individual held responsible if applicable. ORG. PROCESS ENDS

**Accountability Process PS-52**

Student Advocacy & Accountability (SAA) schedules a Pre-Hearing within 10 days of notification, upon receipt of alleged violation of the student code of conduct

**Pre-Hearing with DOS, Rep. of SAA, & council representative**

Charge(s) is dismissed PROCESS ENDS

**DOS ISSUES CHARGE(S)**

**HEARING PANEL OR GREEK JUDICIAL BOARD MEET**

Organization accepts formal chargers.

Sanctions Issued

**Organization has the right to appeal to the chancellor within 7 days, with copy to DOS. Chancellor renders decision.**

35
Leadership &
Your Role
Motivating Members

One way of offering recognition is to compliment a member on her/his achievement, in private and in front of others. Emphasize success and offer criticism lightly, constructively and privately. “Rewards” can include notes and letters of appreciation, an invitation to lunch or a note of congratulations on a bulletin board.

A president can also motivate by listening with interest to the officer’s ideas. He/she can encourage the involvement of others by encouraging the officer to delegate responsibility, allow the committee to initiate its own idea or plan and let individual committee members offer ideas and input in discussions. Make sure everyone understands the committee goal.

Self-satisfaction is another motivation, which is encouraged when members are allowed to take responsibility for their own tasks. Encourage the officer or chairman to trust members to carry out duties without constant supervision; advisors in turn should trust their officers and chairmen to function. With that in mind, avoid stepping in with a definite “no” unless this response is required to avoid serious chapter difficulties or conflict with fraternity or university policies.

Above all, a great way to motivate a chapter is to give the members a distinct vision and purpose. Each member should feel like he/she can claim ownership into any chapter goals that have been established. They should also understand what the chapter’s purpose—or mission—is. A great time to create a mission would be during a time when members are focused on building for the future, like a beginning-of-the-year retreat or during officer transition.

Three questions should be answered in order to create an effective mission:

- **What:** What do we stand for? What are we trying to accomplish as a chapter. What is expected from each member?

- **Why:** Why is this important? Why should we live up to these ideals?

- **How:** How do we plan on accomplishing these tasks? How do we want to be perceived by others?

Once these questions have been answered, the chapter should be able to create a mission statement based on the responses given. Using that, it should become much easier to establish chapter goals. The best way of creating goals is by using the SMART format:

- **Specific:** Is there a specific number placed on the goal, or is it too vague? (e.g.: Instead of saying, “We want more members,” say, “We want to recruit 20 new members this semester.”)

- **Measurable:** Break down the original goal into smaller goals in order to measure the process. (e.g.: “In order to sign 20 members this semester, we will need to hold biweekly informal recruitment events and make weekly phone calls to prospective members.”)
• **Attainable:** Can this goal be realistically accomplished? A goal should be something that makes you reach, but is not out of reach. (e.g.: If your chapter has not recruited more than ten members in a semester over the last couple years, 15 would be a more realistic goal than 20. Which is not to say you can’t still get 20, but it might lower chapter confidence and morale if that was the original goal and it wasn’t accomplished)

• **Relevant:** Make sure the top goals become top priority. (e.g.: If the chapter has the highest membership on campus but the lowest grades, make sure that the goal to improve grades is higher on the priority list than recruitment)

• **Timely:** In order to ensure accountability, put a deadline to every goal. (e.g.: “We want to recruit 20 new members by December 1st”)

**Being a Team Leader**

Building a cohesive unit begins with being a team leader. As a team leader, you must see to it that your team is trained, informed and has whatever it needs to do the job. Good leaders see that their team members are equipped with the skills and resources they need to carry out the responsibilities delegated to them. Being a team leader means creating an environment in which members will want to participate, want to take part. People support what they help create. Being a team leader also means guiding the membership toward accomplishing group goals, giving each member a role to play. To do this, you must understand the membership first. And to understand the members, you must listen to them.

**The Active Listener**

Active listening is the most effective level of listening. To be an active listener, you must devote complete attention to what is being said. If you do not have the time to listen, or the energy or patience, be honest and tell the speaker you would like to listen another time. While listening, an active listener makes sure there are no interruptions. Effective listening is much more difficult when controversial or alien ideas are introduced. The effective listener will actually suspend her own feelings, attempt to remain neutral, and not let emotions get in the way of understanding what the speaker is trying to say. He/she must be tolerant of opinions inconsistent with her/his own and remain respectful of the speaker. If something is said that you don’t agree with, you will mentally start arguing and stop listening — unless you keep an open mind. Listen for and try to isolate facts, paying close attention to what is being said instead of thinking your own thoughts.

A good listener must be patient, and not interrupt. You must give the speaker time to say what she needs to say. Good listeners also paraphrase what has been said, let the speaker know how they feel about what is being said (without being dismissive, preachy or directing), ask questions, and get an agreement on what has been said before ending the conversation. A good listener actually saves time by listening effectively.
Serving as a Facilitator

Another position you will have is to serve in a facilitating capacity during chapter meetings. In these situations, you should ideally see yourself as serving the group, rather than controlling it. When the chapter members realize that you have a clear sense of the meeting’s purpose and a desire to reach the best conclusions as quickly as possible, they will view you as a leader. You essentially become the meeting guide, leading the group through the agenda on a path toward achieving the meeting’s purpose and goals, keeping in mind your time allotted and encouraging the group to speed up the pace when necessary.

If there are other active alumni involved, you may also consider rotating meeting facilitation to others on your committee or council to give them experience.

The following are ways to best serve as a facilitator:

- Stay neutral and avoid giving your own opinion before others have had a chance to give theirs. Instead, ask the group or individuals, “What do you think we should do?”

- Encourage everyone to participate, drawing out those who are silent. If you see heads nodding, acknowledge them and ask for thoughts from those doing the nodding. By the same token, if someone seems tense or unhappy, note that.

- Focus on the task at hand. Know the purpose of the meeting and keep the discussion focused.

- Be supportive. Show you are interested in the ideas of members by smiling, nodding your head and giving your attention. Acknowledge everyone’s ideas.

- When needed, paraphrase, synthesize and look for missing components in what the group is saying, to clarify ideas.

- Summarize actions immediately after they have been taken. This serves not only as a summary to the group, giving them a sense of accomplishment, but can serve as dictation to the secretary for the minutes.

- Protect ideas from attack. Make it clear that all ideas are welcome, so that participants will not become inhibited or cowed by others’ comments.

- Suggest alternate methods and procedures.

- Don’t let discussion go on too long on minor urgent matters to the exclusion of more important, long-term subjects. Act as timekeeper and remind the group of the other items requiring attention. (This can be handled in advance by giving important items distinct time slots on the agenda. Remember the 15-minute principle discussed under Agenda Planning.)
The following is a list of times when discussion should discontinue:

- When progress cannot be made without more facts.
- When a decision cannot be made without the views of members who are absent.
- When members need more time to think about the item.
- When there is not enough time at this meeting to cover the subject properly.
- When a committee or small group could come up with a solution outside the meeting and report later.
- When anticipated events in the near future could make the decision moot or require that it be decided again and changed.
Dealing with Difficult Situations

A number of difficult situations may arise during your tenure as president. Some members may refuse to participate; others may blatantly disregard rules and policies. Still others will try to dominate meetings or complain. When these situations occur, it is best to acknowledge what is going on and take action. To ignore the problem could result in an ineffective meeting and a waste of valuable time.

Upon confronting individual members (or the entire chapter, if necessary), it is essential to have resources at your disposal for support. The two most important documents of any Greek organization are its constitution and Ritual. Both give the chapter membership purpose, direction, and guidance. It dictates expectations, not only as a group, but also for each individual. It also clearly defines what the fraternity/sorority stands for, and what is was founded upon.

It is also important that you do not become interrogating or patronizing. You want to make it clear that you are approaching them because you care about them and the chapter, not because you are a cop and it’s your job to uphold the law.

**The Seven Step Plan for Confrontation:**

**Step One: Initiate Contact**
Understandably, you must first make contact with the person to be confronted in an appropriate setting. It is best to pick a private place where neither individual feels threatened.

**Step Two: Establish Rapport**
Create a sense of mutual trust—a sense that both people present really care about each other.

**Step Three: Identify the Problem**
Work with the person to identify the issue or problem that prompted you to seek him/her out. They must agree that there is a problem. If not, you must return to Step Two. During the problem identification process, it is important that you not ask the question, “why?” If you do, you will be told why—and that becomes the reason or excuse for the behavior.

**Step Four: Agree Upon the Problem**
The individual being confronted must agree that a problem does, in fact, exist. Otherwise, the person will not buy into the following steps—he/she will lack the necessary motivation. If he/she does not agree that a problem exists, you must return to Step Two or Three.

**Step Five: Obtain Attainable Commitment**
After the person agrees that a problem exists, you must mutually agree upon an attainable commitment on his/her part. It must be a commitment which the person has the potential to fulfill. You must provide the person with an opportunity to win, to succeed.
Step Six: Keep Commitment
On a mutually predetermined date and time, get together again with the individual to determine whether or not he has been able to keep the commitment. If so, move to Step Seven. If not, return to Step Five and redefine what is an attainable commitment from the person.

Step Seven: Praise Success
When success is realized, offer praise and positive feedback. Then obtain a commitment for further changes by returning to the fifth step and extending what was an attainable commitment.
Working with a University Advisor

STEPS TO A POSITIVE RELATIONSHIP WITH YOUR UNIVERSITY ADVISOR
University Advisors are the link between students and faculty, between your chapter and the campus leadership. The responsibility for building a positive, rewarding relationship is shared between the advisor and the organization. These strategies will help you establish a solid foundation for working with a University Advisor.

- Keeping the advisor informed of what is happening in the organization, both positive and negative.
- Taking the advisor’s schedule into consideration when arranging meetings and events.
- Agreeing to support the rules and regulations of the university.
- Making the advisor feel like a welcome member of the group.
- Extending appropriate courtesies to the advisor and his or her guests.
- Being honest and open with the advisor.
- Designating liaisons, such as the “Scholarship Chair” and/or the President.
- Informing the advisor of problems and issues in the Greek community.
- Designating class liaisons from new member classes.
- Inviting the advisor to activities, including social events.
- Keeping the advisor informed of all organizational activities, meetings, issues and agendas.
- Meeting regularly with the advisor to discuss organizational challenges.
- Informing the advisor of programs and services sponsored by the organization.
- Informing the advisor of any potential problems or concerns with the chapter regarding academics.

BUILDING RELATIONSHIPS THAT WORK
FOR YOUR ADVISOR, ALWAYS TRY TO:

- Invite to lunch or dinner (at the house) if possible.
- Invite to the scholarship banquet.
- Invite to a University Appreciation tea/coffee.
- Invite to present a study skills seminar to the chapter and/or new member class
- Invite to Parents’ Day activities. Give the advisor an opportunity to speak to the parents about the education their daughters are gaining.


• Have Big/Little Sisters visit the University Advisor together. The purpose of this visit is to obtain assistance for the new member in an area in which she would like to improve.

• Host a scholarship dinner where each member invites and brings a faculty member. Present the chapter’s scholarship awards at this time. Honor your chapter University Advisor at this event.

• Ask the University Advisor to assist the scholarship chairman in developing an academic calendar of events which could be posted on the chapter bulletin board or Web site.

• Declare ‘You are Special Day” throughout campus by use of newspapers personals, posters, and buttons.

• Invite to attend and participate in community events.

• Send a memo on recruitment dates and times.

• Send a copy of your monthly newsletter.

• Send campus E-mail about positive Greek events.

• Invite to annual Greek Awards and Recognition Ceremony.

• Baby-sit for University Advisor’s children.

• Nominate advisor for University Professor of the Year awards.

• Send birthday and holiday cards.

• Invite to IFC/PHC/NPHC banquet / awards banquet.

• Ask to speak at a Founders’ Day celebration.
Resolutions
Philanthropy Event Details  
Form for IFC Fraternities 2015  
*Per IFC/PHC Resolution See Below*

**Registration Information**

**Chapter:**

**Philanthropy Title:**

**Philanthropy will Benefit:** (checks will be made to the philanthropy)

**Date of Event:**

**Registration Fee:**

**T-shirt Fee and Expectation of sorority to participate:**

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**Event Details: Please indicate all events involved in philanthropy whether they are point based or not**

(If needed list further description below and add boxes as necessary)

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<th>Name and date of event:</th>
<th>Beginning And Ending Time:</th>
<th>Location:</th>
<th>Event Objective:</th>
<th>Rules Regarding Event:</th>
<th>Expectation of Participants:</th>
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Please return to the Panhellenic President **21 Days Prior to Event** for sorority participation. Thank you.  
lsuphpcpresident@gmail.com
Philanthropy Event Details
Form for PHC Sororities 2015
Per IFC/PHC Resolution See Below

Registration Information

Chapter:

Philanthropy Title:

Philanthropy will Benefit: (checks will be made to the philanthropy)

Date of Event:

Registration Fee:

T-shirt Fee and Expectation of sorority to participate:

Event Details: Please indicate all events involved in philanthropy whether they are point based or not
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Please return to the Interfraternity President 21 Days Prior to Event for fraternity participation. Thank you.  lsuifcpresident@gmail.com
LSU IFC Fraternity/PHC Sorority Philanthropy Resolution

Rationale: The demand for philanthropic participation of Greek members is consistently high, and has further created a negative effect on the Greek Community of Louisiana State University through: (1) financially straining fraternity and sorority chapters, (2) over-programming our fraternity and sorority chapter members, and (3) compromising the risk management policies of fraternity and sorority chapters.

We, as the members of the Louisiana State University Interfraternity and Panhellenic Association establish the following for fraternity and sorority participation in ALL philanthropic events for the purpose of promoting positive philanthropic events and overall spirit in our Greek Community.

1. Chapters are able to participate in Philanthropy events if registered by the second day of the classes if the event is within the first 14 days of the semester. All other events must be registered by the 14th day of classes. Dates and details of the philanthropic events should be communicated to the IFC and PHC President. This applies to IFC and PHC philanthropy and is the first step. After that, Greek Life policies go into effect (“All completed forms will be listed on the Greek Life calendar on a first come, first serve basis. One sorority and one fraternity will occupy a weekend. If a chapter wants to host their event on a booked weekend, the president requesting the weekend shall seek permission from the president(s) securing the weekend and provide an email to the Greek Life confirming their consent”).

   Effective January 7, 2013

2. Dates may not be changed after the event has been approved unless weather conditions prohibit the event from occurring. Should dates change after it is approved, fraternity or sorority chapters will determine their participation based on the new information and the consensus of the presidents.

3. Chapter participation is limited to two days which includes only a one point based event each day.
   a. Fraternities must provide the PHC President with a detailed description of events on a separate form, with date, time and place, stating the purpose of the point based event, specific rules and the expectations of the sororities, including t-shirt prices, scoring of events, etc. at least twenty-one (21) calendar days prior to the event. Should the event fall within the first 21 days of a new semester, the details will need to be submitted over the holiday. Until approved, no chapter announcements will be allowed.

   b. Sororities must provide the IFC President with a detailed description of events on a separate form, with date, time and place, stating the purpose of the point based event, specific rules and the expectations of the sororities, including t-shirt prices, scoring of events, etc. at least twenty-one (21) calendar days prior to the event. Should the event fall within the first 21 days of a new semester, the details will need to be
4. Upon agreement of participation in activities by the presidents, the IFC and PHC Presidents will vote by a majority on the philanthropy events of the opposite’s council. All fraternities and sororities must comply with the majority vote. Chapters may not require participants to purchase t-shirts or any specialty items for the event. Individual chapter members may attend non-point based events; however chapters may not encourage, suggest, or require that members attend.

5. ALL chapters may **pay no more than $100 registration fee to a philanthropic event.** Additional individual members may participate separately from their chapter, as long as they pay their own fee and do not associate themselves with the chapter (i.e. cannot compete for their chapter, win points for their chapter, wear chapter letters, have a team name that corresponds to their chapter, etc.) Chapters will write the check directly to the philanthropy.

6. No Kidnapping.

7. LSU Student Organization rules and policies must be followed to include no auction of members, scavenger hunts, no alcohol related activities, and prior approval of forms.

8. Violation of these guidelines:
   
   a. By Panhellenic Association members deemed by the Panhellenic Executive Board shall be referred to the Panhellenic judicial board.

   b. By Interfraternity Council Members deemed by the Interfraternity Executive Board shall be referred to the Interfraternity judicial board.

Effective August 1st, 2013
Steps for Approval of IFC Philanthropy Events by PHC Sororities

1. Submit on-line registration of event to Jonathan Sanders by January 28, 2015. At the same time, submit completed PHC Event Form (electronically or written) to the PHC president.

2. PHC president receives and communicates PHC Event Form to PHC sorority presidents for review and approval or further discussion. If further clarification required, PHC president communicates back to IFC fraternity on behalf of the PHC presidents.

3. PHC president waits for approval from Jonathan of Event registration.

4. PHC president communicates final approval to IFC chapter and PHC chapters.

5. Following approval, IFC chapter allowed to publicize and make chapter visits.
LSU IFC Fraternity/PHC Sorority Social Contract
Regarding Exchanges

It is agreed by all fraternities and sororities hereto signed; to abide by the following rules that will govern exchanges at local bars:

1) The contract between the restaurant/bar and the Greek chapter will be for rental of the facility ONLY.

2) In the agreement, the restaurant/bar may offer “specials” where drink prices are lower than the normally charged prices, but are still sold for a “reasonable” price. Negotiated prices on alcoholic drink specials shall not drop below these “reasonable” prices:
   - $2.00 premium brand mixed drinks, high-balls, cocktails, or frozen drinks,
   - $1.50 bar brand/”well” mixed drinks, high-balls, cocktails, or frozen drinks,
   - $1.00 long neck beers,
   - $0.50 for 8 oz. draft, $0.75 for 12 oz. draft,
   - For cup sizes other than 8oz. or 12 oz., the “reasonable” price is $0.25 per 4 oz. draft beer.
   - Draft beer will not be sold in quantities smaller than 8 oz.
   - Shots are prohibited.
   (Although these prices are recommended, collective bargaining may be beneficial.)

3) Each person in attendance will purchase drinks on his/her own free will individually and/or for any guest he or she chooses.

4) There will be NO OPEN BAR or bar tabs paid for by the fraternity or sorority, by an individual member on behalf of the chapter, or by a third party on behalf of the chapter, under any circumstances. Money, either cash or a credit to an individual credit card must exchange hands between the patrons and the staff with each drink purchase. However, subject to the above provisions, this provision (#4) is not designed to prohibit individual members from opening bar tabs under his/her own name to purchase drinks.

5) If the fraternity/sorority hosting the Exchange is found to be in violation of items 2, 3 or 4, by any party, the highest ranking officer of each group will meet immediately at the event and review the matter to assure compliance. If the issue cannot be resolved, the restaurant/bar and all fraternity/sorority members will be notified and all will leave the exchange immediately. The exchange will end and no refunds should be granted.

6) If a fraternity/sorority is charged with a violation and the charged party disputes the violation, the dispute shall be brought before a joint meeting of the IFC and PHC Judicial Boards at their next regularly scheduled meeting. The majority decision of this joint panel shall be final. If the disputing chapter is found by the joint Judicial Board not to have been in violation of this contract, then the accusing chapter shall refund the monetary loss incurred by the disputing chapter because of the alleged violation.
7) If a fraternity/sorority is found to have violated provisions 2, 3 or 4 of the contract after a complete review of the reported violation(s) as set forth immediately above, no fraternities/sororities shall participate with the offending fraternity/sorority in an exchange for the remainder of the semester. A second violation within the six-month period will result in no fraternities/sororities participating in an Exchange with this chapter for six months or the remainder of the academic year, whichever is longer. All chapter advisors will be notified of any violation by email by the chapter advisor of the reporting fraternity/sorority.

8) This contract will be executed each spring semester at the first joint meeting of chapter presidents and advisors.

9) Only fraternities and sororities who execute this contract will participate with each other in Exchanges.

Effective February 22, 2008

**Pledge Pick-up Resolution**

1. The practice of pledge pick up will no longer include alcohol during the pick up, riding in the back of trucks, and the physical lifting of sorority new members over the shoulders of fraternity new members.

Adopted by IFC and PHC presidents and advisors November 4, 2004
Explanation of Forms
Forms and other required items
All Forms can be accessed at [www.students.lsu.edu/greeks](http://www.students.lsu.edu/greeks)

I. Now that you have new members/members, report

i. **IFC/PHC New Members to Greek Life/Grade Release**
   - **IFC/PHC** Complete the form with the new member’s name, signature, and 89 number within 7 days of formal pledging to Greek Life.
   - **NPHC** Complete the forms per Greek Life policy for Intake.

ii. **New Member Report/Initiation Verification**
   - **IFC/PHC** Complete the form which includes new member names and information and initiation details and submit it to Greek Life.
   - **NPHC** Complete the forms per Greek Life policy for Intake.

iii. **Changing of University Meal Plan for freshmen:** Complete the LSU Dining- Greek Meal Change opportunity distributed fall semester ONLY.

OTHER FORMS:

iv. **Membership Rosters**
   - This list of members drives the chapter’s grade report, Greek charge, as well as the dues paid to the respective councils. Twice a semester, Greek Life hosts Roster Day to edit your roster, but a president may add or delete members at any time.

v. **Parking Change Status Form**
   - Used when a member moves in or out of the house. The original list used for the beginning of the academic year, August, is due in May. Greek Life will provide that in April.

II. Event Registration Guidelines for Registered Student Organizations

These guidelines apply to any event held on campus to include fundraising events, regardless of location. Most events must be registered at least 10 business days in advance by using the online registration system (Simplicity) that can be found on the homepage of the Greek Life website at [www.students.lsu.edu/greeks](http://www.students.lsu.edu/greeks)

Arrangements must be made for all space reservations by using the online registration system and clean-up is arranged directly through Facility Services.
**Fundraising**

Fundraising activities occurring on campus must be registered **at least 10 business days in advance** using the online registration process (Tigerlink) and approved by the chapter advisor, Greek Life, space provider (if not at chapter house), and Finance and Administrative Services if you are soliciting sponsors or selling/making items with the LSU logo or name (see next two categories).

**Corporate Sponsors**

If the organization is interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administrative Services. A list of all potential donors/sponsors must be emailed to sponsorrequests@lsu.edu for approval prior to gaining approval for the event from Greek Life.

**Using the LSU Name or Logo with my organization**

Student organizations may use the LSU logo or other indicia if approval is granted from Finance & Administrative Services. This approval includes, but is not limited to, t-shirts, hats, calendars, decals, banners, or any other apparel or non-apparel items. The approval is obtained by emailing trademark@lsu.edu with the product design. For a current list of licensed screen printers and embroiders see http://www.fas.lsu.edu/purchasing/promotional.htm

It must say/use “Alpha Omega Sorority of Louisiana State University” NOT “LSU Alpha Omega Sorority”

**Blood Drives**

Blood drives must be approved by the Health Promotions Department **at least 30 days in advance** by contacting Kathy Saichuk at ksaichuk@lsu.edu, before submitting the online registration form 10 business days in advance.

**Security**

When security is required for an event, an LSU Police Services Contract must be filled out and submitted to LSUPD **at least 10 working days in advance** of the event. The LSU Police Services Contract is located on the LSUPD website under the Police Services tab.

**Alcohol**

When alcohol will be present for an event on campus, you must arrange security through LSUPD (see above). The online registration form (simplicity) will also need to be submitted **10 business days in advance** and approved by chapter advisor, approved LSU caterer, LSUPD, Baton Rouge ABC, and then final approval will be given by Greek Life. The organization must adhere to the alcohol policy (PS-78) for all events held with alcohol on campus.
**House/Lawn Modification Permit**

The House Modification Permit must be completed and submitted anytime a fraternity or sorority wants to modify their lawn or house for an event. The permit can be found on the Greek Life website under Forms. The permit must be signed and approved by the chapter president and chapter advisor and then must be submitted to Facility Services for approval. If approval is granted by facility services, then the form needs to be submitted to Greek Life at least 10 days in advance of the event for final approval.

**III. Permanent Memorandum 68**

This is the University’s policy for organizations that house chapter members. Due September 30 of each year. House Corporation Presidents receive the prompt, this is an FYI. It’s also a Greek Assessment point of 10 points.

1. Proof of liability insurance
2. Proof of property insurance
3. Fire Marshall Inspection
4. House director employed
5. List of House Corporation officers on file with Greek Life

**IV. Potential New Officer Eligibility Form**

Campus Life oversees the registration process for all student organizations and facilitates the officer eligibility process for those organizations. The policies are communicated through the Student Organization Handbook, as well as during Organizational Workshops and workshops facilitated by Greek Life.

**Authorization to Release Information form:**
*(See Form on page 51)*

**When?** As soon as you have nominations and/or slating for new officers  
**Why?** To make sure all potential officers are eligible.  
**How Often?** Every time officers change within organization  
**Goes to:** Greek Life

**Student Organization Handbook 2014**

**Policy 3 - Officers**

The student organization officers on the organization’s Student Org Community roster are required to meet the eligibility criteria listed below and maintain their eligibility throughout their term as an officer. Eligibility requirements will be verified by Campus Life and individuals will be contacted if they are not eligible to serve or continue to serve.

- Undergraduate students must be enrolled as full-time students at Louisiana State University (Baton Rouge); graduate students must be enrolled as part-time (with at least 6 hours) or full-time students at LSU;
Students must have at least a 2.0 cumulative GPA, 3.0 for graduate students, and be in good academic standing with the University;
- Students must not be on disciplinary probation or deferred suspension. This includes newly elected officers, as well as continuing officers. Students may continue organizational membership if on disciplinary probation.
- Students must meet all other academic standards established by the student organization and included in the organization’s constitution and/or bylaws.
- Graduating seniors who are not registered full-time may still hold office in a student organization during the semester in which they are scheduled to graduate.

V. Student Organization Annual Registration Process

A. Student Organization Annual Registration Form
   When? As soon as you have new officers.
   Why? To remain a registered student organization.
   How Often? Every time officers change within organization
   Goes to: Greek Life

B. Registered Student Organization Advisor Agreement
   Who? University Advisor
   How Often? When university advisors change within organization
   Goes to: Greek Life

C. Greek Life Officer Form
   When? As soon as you have new officers.
   Why? To communicate with relevant officers
   Goes to: Greek Life

VI. House Break Forms
   When? Required by LSU prior to a school break
   Why? To verify members and/or House Director living in the house should there be a fire
   Goes to: Greek Life
Greek Organization
Potential New Officer Eligibility Form

I understand the responsibilities and requirements for being an officer in my organization at Louisiana State University. I affirm that I am currently:

- Enrolled as a full time student
- Have at least a 2.0 cumulative GPA and be in good academic standing with the University;
- Not be on disciplinary probation or deferred suspension.
- In compliance with all other academic standards established by the student organization and included in the organization’s constitution and/or bylaws.

If elected, I agree to share with the advisor if my full time student status, academic, or accountability standing changes during the year.

I hereby authorize Student Advocacy and Accountability and Greek Life verify the above information and to release information and accountability and grade standing at LSU to my fraternity/sorority ____________________________ (organization here) in order that they may certify qualifications for this position.

_________________________________________  _______________________
Student Name-Printed                                                      Student 89 number

_________________________________________  _______________________
Student Signature                                                          Date

***Accountability Standing means any referral to the Student Advocacy and Accountability office where a student is found responsible for a violation of the LSU code of Student Conduct and issued a sanction of Disciplinary Probation, Deferred Suspension or Suspension. For further clarification, please refer to www.saa.lsu.edu and the full text of the LSU Code of Student Conduct.

1-20-10
Registering an Event or Fundraiser Online

TigerLink is a website database that will assist you with managing your student organizations while tracking your personal involvement at LSU. It provides Involvement Records (an extracurricular résumé), accurate tracking of membership rosters and service hours, and social media integration. Its user-friendly layout will simplify managing your involvement at LSU, but first there are a few things that we need you to complete.

Populate your personal profile!
As an LSU student, you have a profile within TigerLink. Complete the following steps to populate that profile.
1. Select TigerLink (https://lsu.collegiatelink.net)
2. Select the ‘Log In’ icon in the upper right corner of the screen.
a. Enter your PAWS ID and password in the designated areas. (If this is your first time logging in, a second log-in screen will appear. Please enter your PAWS information.)
b. Congratulations! You have logged into your profile.
i. Your name should appear in the top left corner of the screen.
ii. A stock photo will appear as your profile picture
3. Click on ‘Edit Profile’.
a. Your first name, last name, and email will appear in the designated areas. You will not be able to change this information.
b. Select ‘Change Picture’, beneath the stock photo, to edit your profile picture.
c. The ‘Demographics’ information is preset based on information uploaded to TigerLink from the Officer of the Registrar. You will not be able to change this information.
d. Select ‘Social Media Profile Links’.
i. Link your personal social media sites to your TigerLink profile, by listing them here.
e. Select the green ‘Update’ button at the bottom of the screen to save your edits.
4. In the left column, select ‘Privacy Settings’.
a. Select ‘Show’ for your profile picture and for one of the email address options.
b. Select the green ‘Save’ button.
c. Select ‘Organization Roster Settings’. (This option may not appear until you have registered or joined at least one organization.)
i. Select ‘Show’ for each organization (unless you prefer that the membership is private).

5. In the left column, select ‘Notifications’.
a. Set your preferences for ‘general email notifications’ and ‘comment wall notifications’.
b. It is recommended that you leave your settings on ‘System Inbox and Email’.
i. Students who submit event requests, forms, and submissions will have correspondence within TigerLink. The ‘System Inbox and Email’ setting will guarantee an email prompt to the ‘@lsu.edu’ account on file.

Establishing Personal Profile Interests
At this point, your personal profile is complete.
Complete the following steps if you would like to set interests for your profile. Interests will be used to match your profile with potential involvement opportunities.
1. Select ‘Home’ on the left side of the menu bar.
2. Beneath your profile picture, locate and select the option stating ‘Select your interests to find opportunities’.
3. From the Selected Interests list, you can select items of importance for your involvement. Each item that is selected will appear in the ‘Ranked Interests’ list.
   a. Within the ‘Ranked Interests’ column, list/rearrange the items in order of preference.

**Populating a Student Organization Profile**

As a representative of your fraternity/sorority, you have access to the organization profile. Once the organization profile is complete, invite all organization members to the organization page with their ‘@lsu.edu’ email (an option located under the roster tab in the left column) to help you further develop your organization roster.

1. Click on ‘Organizations’ tab (located above your profile picture).
2. In the search window (left column of the page), enter the name of your fraternity/sorority. *(You can also search for the organization name within the directory.)*
3. Select your ‘fraternity/sorority’.
4. If you are not a member of the profile, select ‘Join Organization’ so that the current roster officers can confirm the request.
5. If the fraternity/sorority profile is without a profile image, the account has not been established.
   a. Select ‘Register this Organization’, listed beneath the organization name to begin the process.
      i. Read through the instructions and select ‘Next’ to begin the 8-step registration process.
      ii. Note that you will need an electronic copy of your organization constitution.
      iii. Step 5 focuses on interests that represent your organization. For example, if your organization these interests will serve as ‘tags’ for your organization profile and will allow all students to locate your group. These ‘tags’ are also used to match students to organizations.
      iv. In step 6, select categories that best describe your organization.
      v. You will upload an organization profile picture in Step 7. The picture is designed to fit the traditional Instagram square.
      vi. Enter your organization advisor information in Step 8. This is your campus advisor.
         1. If you are an organization affiliated with Greek Life, select ‘yes’ within the second screen of step 8.
         2. If you are an organization within the Religious/Spiritual category, select ‘yes’ within the third screen of step 8.
         3. If you are an organization within the Sports Club category, select ‘yes’ within the fourth screen of step 8.
      vii. Review your organization’s submission, prior to selecting ‘Submit for Approval’.

Questions should go to

**Kathy S. Jones, M.S.**

Assistant Director – Involvement, LSU Campus Life
350 LSU Student Union Building
Baton Rouge, LA 70803
225-578-5160
kathyj@lsu.edu
Officer Eligibility

Potential New Officer Eligibility Form

Registering an Event or Fundraiser Online