



Fraternity and
Sorority Life
Advisor's Manual

2019

Acknowledgments

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Chapter One: Conceptualizing the Basics

Campus professionals, chapter volunteers, and representatives from the inter/national organizations must work collaboratively. Because students have so many people interested in their well-being and working to support them, it can become confusing. They might even ask, “Who do we ‘belong’ to?” This can be confusing to professionals and volunteers as well. Students are responsible to both their institution and their inter/national organizations. As partners supporting and advising these students, we too must model this collaboration.

There are times when our undergraduate members complain that the basketball team, band, or even chess club doesn’t face the scrutiny that fraternities and sororities do. Our collective expectations of our members and our chapters are much higher than those for average campus organization. Perhaps it is because we have higher ideals to live up to. Perhaps it is because when fraternity and sorority members are at their worst they are at their most visible. Perhaps it is because so many people care about the students having a great fraternal experience that we feel let down when they don’t.

Fraternity and sorority members have many additional layers of support than the typical campus organization has. They have a paid campus advisor, and there are layers in the inter/national organization with district and regional volunteers, national and board volunteers. They have inter/national organization staff members dedicated to their improvement. They have housing corporations and volunteers supporting those efforts. If they are lucky, they have one dedicated chapter advisor and/or an entire chapter advisory team.

In 1968 Lucille Ball and Henry Fonda made a classic movie, “Yours, Mine, and Ours” about a widow with 10 children and a widower with 8 children who form a new family of 20 people! Chapter members also have a “yours, mine, and ours” experience with many coaching and parental figures in their lives. This chapter will focus on three main support groups available to chapters: chapter advisors, campus professionals, and headquarters staff/national volunteers.

The Chapter Advisor: Basic Expectations

Every inter/national organization has minimum expectations of their chapter advisors. Leaders know that advising a chapter takes a personal investment of time and they want to be respectful of the time you’re devoting – away from your work responsibilities, family, and other volunteer commitments. They will have a solid list of basic responsibilities for you to follow.

Be sure to read your own organization’s chapter advisor manual to see the overlaps and the differences in expectations within that document and this manual. Comparing these two resources with your co-advisors would be a great discussion starter.

Expanded Expectations: The Great Advisor

Think back to the first time you said, “Yes!” when someone asked you to serve as a chapter advisor. You may have been excited about the possibilities of shaping young lives. You may have been nervous about the time commitment. You may have been apprehensive about the knowledge required for this leadership

position. The good advisor meets the basic expectations of the chapter and inter/national organization. The great advisor discusses expanded expectations with the chapter and works to meet them together.

The expanded expectations of chapter advisors are:

COMMUNICATE, COMMUNICATE, COMMUNICATE

Most often you are the liaison between the chapter and the university and the chapter and the inter/national organization. Don't wait until problems come up. Be proactive and introduce yourself to the campus professional to establish that relationship. Set up a face-to face meeting to begin building this important relationship. Discuss mutually acceptable times to call the campus professional at home or on another personal line.

Be sure to email and call the inter/national organization staff and/or your immediate volunteer supervisor for pertinent resources, materials, and training opportunities.

Talk with your specific chapter advisees to see how to best communicate with them. Some students are night owls and respond best to email at midnight. Others have their cell phones with them at all times and regularly check their voice mail. Still others may prefer quick text messaging for short and quick answers.

LEAD WITH INTEGRITY

Follow the "do as I do" philosophy. When inter/national organizations recruit new members for their colonies they are often told, "Recruit in your image." That means that alumni members must be vigilant about leading with values such as responsibility, trust, honesty, fairness, civility, and caring.

Undergraduates have you as a unique connector to the inter/national organization. You represent an individual as well as a leadership position to aspire to. Make yourself worthy of their respect.

BE PRESENT

Attend and be an active participant in chapter meetings to create and sustain your relationships with the undergraduates. Negotiate with the chapter on the number of meetings they would like you to attend. You will find it easier to advise them when you have a two-way trusting relationship. Attending at least two meetings a month will help cement those relationships. Discuss how long meetings last. If they are consistently two hours or longer, the chapter leadership may need some coaching on how to manage their meetings.

Attend special chapter events such as Initiation, Founder's Day, alumni events, parent/family events, recruitment, officer training and transition, retreats, etc.

BE RESPECTFUL OF THE CHAPTER AND CAMPUS CULTURE

The chapter you advise may or may not be your chapter of initiation. You may be fresh out of school or more removed from the college experience. You would benefit from asking probing questions about "the way we do things around here" as you determine your style of interacting with students, other volunteers, and campus officials.

GET INFORMATION ON YOUR ORGANIZATION'S LIABILITY INSURANCE TO PUT YOUR MIND AT EASE

In order to be covered by your organization's insurance policy, you may need to pay annual per capita dues. Some organizations include this in your alumni dues. Be sure to contact your immediate volunteer supervisor to discuss your specific responsibilities and liability. Dues vary from group to group but usually average about \$35 per year.

KNOW THE BOUNDARIES FOR THE CHAPTER – AND KEEP THEM ON FILE

The chapter's representative to the undergraduate governing council should have a copy of that organization's constitution and by-laws. If there is a formalized university expectations document, office of fraternity and sorority life standards document, or other policies, these are good resources to have in your files.

KNOW THE END GOAL OF ADVISEMENT

From a college student development point of view, the main goal of the advisor is to help the chapter and the individual members become accountable for their actions. We are coaching them to be self-sufficient and self-directed adults. Remember, most of our founders created fraternities and sororities at the ripe old age of 16-18 (students were much younger back then). Students today have more resources, knowledge, and support from all fraternity/sorority stakeholders than ever before. They just need direction on where to find these resources and how to make good decisions with the information they have.

KNOW THE RESPONSIBILITIES OF THE ADVISORY TEAM

Some chapters are fortunate to have one involved alumnus to advise them. Others are even more fortunate to have an entire team of volunteers working to support the members in their personal development and the chapter in its organizational development. Know and understand the team's responsibilities to maximize your volunteer time and work smarter, not harder.

Basic Advisory Team Expectations:

- Share your expectations of and definitions of chapter success
- Meet monthly as a team for a commitment to effective communication
- Set goals and objectives for the advising team, not the chapter
- Work as a collaborative unit to provide services and resources to the chapter
- Help each other become competent, confident, and caring professionals

HELP THE CHAPTER LOOK TO THE FUTURE

Remind the chapter that four years (or so) go by very quickly. Before they know it, they will be alumni members...just like you. They should think about what they want to do as a unit to contribute to the long-term health of the chapter. Help them create a meaningful goal setting retreat that they can facilitate on their own or involve others. Connect the skills they are using to the strategic planning used in corporations and volunteer organizations. Help them understand the importance of creating and maintaining an organization that has enough momentum and strength so they can have an organizational home to return to Homecoming.

Utilize the resources already at your fingertips. One good standard of excellence is your own organization's award criteria or other campus award criteria. Work with other chapter advisors, the campus fraternity/sorority advising professional, and other inter/national resources to develop productive activities for the retreat.

You should also look to the future by planning with the end in mind. Who will replace you as the chapter advisor? What type of succession planning are you modeling for the chapter? Create a solid chapter advisor's file with your own lessons learned, helpful people list, and other notes so your successor can continue your good work. Remember, many chapter advisors are the long-term knowledge base for the chapter. You and others on the advising team will want to know the history, habits, and traditions of the chapter.

Your Support System

THE CAMPUS ADVISOR

This partner is yet another service provider helping to ensure a positive chapter experience for the undergraduate members. Each campus has its division of student affairs or student life department. Some campus advisors split their time with several other student leadership, programming, and student development responsibilities. They may have as little as 10% or as much as 100% of their time devoted to the fraternity/sorority community. Sometimes this individual is housed in student activities, sometimes in residential life, other times in the Dean of Students office.

The focus of this individual is on the big picture. S/he looks at the overall health of the community and works with the undergraduate leaders to empower them with knowledge, skills, and resources to lead their governing councils and chapters. S/he is not responsible for the success or failure of a community. Chapters are student-led, student governed organizations. The campus advisor works to challenge the community with high expectations, new learning experiences, and appropriate sanctions in the event of judicial proceedings.

The campus advisor also works to support the students with caring, concern, and empathy to create a positive fraternity experience for their own members.

THE INTER/NATIONAL ORGANIZATION STAFF/VOLUNTEER SUPERVISORS

The inter/national organization staff work to preserve the overall health of the inter/national organizations' chapters. They work to create resources and experiences to support the chapters. They consult with chapter leaders individually through chapter visits. Staff members offer feedback and sometimes directives to get a chapter on track with the organization's policies and standards. Depending on the resources available, a headquarters staff may consist of a lead staff member (executive director), chapter services/development department, traveling leadership consultants, and a host of other individuals dedicated deeply to the values and mission of the organization.

Some organizations are more volunteer-driven with fewer staff members and a greater number of volunteers supporting the chapters and the members.

Don't their responsibilities sound a lot like the responsibilities of the campus professional? They should. Sometimes the only real difference lies in the proximity of the service providers to the chapters.

30 Reminders for Effective Advising

1. Care about the students you advise by showing empathy, understanding, and respect.
2. Establish a warm, genuine, and open professional relationship.
3. Show interest, helpful intent, and involvement.
4. Be a good listener.
5. Establish rapport by remembering personal information about students that you advise.
6. Be available; keep office hours and appointments.
7. Provide accurate information.
8. When in doubt, refer to the college/university student handbook and advisor's manual.
9. Know how and when to make referrals and be familiar with referral sources.
10. Don't refer too hastily; but don't attempt to handle situations for which you are not qualified.
11. Have students contact referral sources in your presence.
12. Contact students you advise frequently; don't always wait for students to come to you.
13. Don't make decisions for students; help them make their own decisions.
14. Focus on students' strengths and potential rather than limitations.
15. Seek out students you advise in informal settings.
16. Monitor students' progress toward educational goals.
17. Determine reasons for poor academic performance and direct students to support services.
18. Be realistic with the students you advise.
19. Use all available information sources.
20. Clearly and professionally outline students' responsibilities.
21. Follow up on commitments made to the students you advise.
22. Encourage students to consider and develop career alternatives when appropriate.
23. Keep an anecdotal record of significant conversations for future reference.
24. Evaluate the effectiveness of your advising.
25. Don't be critical of faculty or staff to students.
26. Be knowledgeable about career opportunities and job outlook for various majors.
27. Encourage students to talk by asking open-ended questions.
28. Don't betray confidential information.
29. Categorize students' questions; are they seeking action, information, or involvement and understanding.
30. Be yourself and allow students to be themselves.

(Source: www.umich.edu/~salead/advisor/handbook.html#roles)

Chapter 2: Campus Resources

Student Organization Disciplinary Procedures

SA/PPS No. 07.06

Issue No. 5

Effective Date: 04/21/2016 Next Review Date: 04/01/2020

Sr. Reviewer: Associate Vice President for Student Affairs/ Dean of Students

01. POLICY STATEMENTS

01.01 This SA/PPS provides the university's student disciplinary procedures for registered and chartered student organizations. The development and enforcement of standards of conduct for students is an educational endeavor which fosters students' personal and social development; students should assume a significant role in developing and enforcing such regulations in order that they and their members might be better prepared for the responsibilities of citizenship.

01.02 Standards of conduct form the basis for behavioral expectations in the academic community. The enforcement of such standards should protect the rights, health, and safety of members of that community in order that they may pursue their educational goals without undue interference.

01.03 Integrity, wisdom, and empathy are among the characteristics most important to the administration of student conduct standards; officials who have such responsibilities must exercise them impartially and fairly.

01.04 As a state-supported institution of higher education, Texas State has the authority to regulate the conduct of its students, both individually and in the context of student organizational activities. University officials have a duty to act in such a manner as to preserve the integrity of the educational mission of the university and to maintain a positive public image of the institution as a state agency.

01.05 The University encourages and expects its currently enrolled students to act responsibly at all times, whether on or off campus. As a minimum, students are expected to comply with all local, state and federal laws, and to engage in conduct which reflects a positive image of the University as an institution of higher education.

01.06 Student organizations may not co-sponsor any event, solicitation, posting, social or program with a suspended student organization or any of its affiliates (alumni, auxiliary, etc.).

01.07 Members of student organizations are expected to regulate the conduct of their members, guests, and alumni at all organizational activities. Organizations are expected to impose appropriate sanctions on an individual member or members for rule or policy violations when behavior is not consistent with the educational mission of the university set forth in Regents' Rules; university policies; state, federal and local law; and respective local, regional, or national affiliations rules, policies and procedures. Failure to do so may constitute organizational misconduct.

01.08 Independent of sanctions imposed by national governing bodies, student discipline boards, and/or other legal entities, the University may impose sanctions on organizations, which engage in misconduct.

01.09 Individual misconduct may also be associated with organizational misconduct when viewed in relation to the total facts of a case. Individual student misconduct will be adjudicated by Student Justice following procedures established in the Code of Conduct and organization misconduct will be adjudicated by Student Involvement @ LBJSC following this SA/PPS. Allegations of organization misconduct should be reported to Student Involvement @ LBJSC, herein referred to Student Involvement, located on the fourth floor of the LBJ Student Center.

02. DEFINITIONS

02.01 Administrative Review – a process where an appointed employee of Student Involvement conducts an investigation into an allegation or report and may recommend an appropriate sanction(s) if the organization is determined to be responsible for the allegation(s) during the course of the administrative review.

02.02 Chartered Student Organization – a chartered student organization, is also a registered student organization and represents a partnership between a university office or department and the chartered organization's executive body (SA/PPS No. 07.04, Chartered Student Organizations). Chartered student organizations are held to a higher standard with higher expectations than other student organizations because they serve as an extension of the department and/or university entity that sponsors it and due to the privileges afforded to them because of this sponsorship.

02.03 Major Violations – include, but are not limited to conduct which injures or threatens the safety of others or property; violates local, state, or federal laws; or causes significant or prolonged disruptions to the functions of the university, the university community, or the public. Examples include sexual or physical assault; hazing; illicit drug use, distribution, or possession; alcohol violations; theft; property damage; providing false information; disruptive behavior; and any actions which violate local, state or federal laws.

02.04 Minor Violations – include, but are not limited to conduct which violates university policies regarding the administration of student organizations; violates organizational governing documents; or causes less than significant or prolonged disruption to the functions of the university, the university community, or the public. Examples include violations of solicitation; amplified sound; or posting policies or procedures.

02.05 Organization Conduct Review (OCR) – a Hearing Board comprised of a minimum of two currently enrolled Texas State students and one university employee. The board's primary purpose is to investigate allegations of organizational misconduct assigned to it through Student Involvement.

- a. The Dean of Students will appoint all members who serve on OCR based on recommendations submitted by the Associate Director for Student Involvement.
- b. The Dean of Students, herein referred to as "Dean", reserves the right to remove any member for just cause.
- c. Judicial training for all members will be coordinated through Student Involvement.
- d. If a vacancy occurs on the OCR and/or there is a conflict of interest, the Dean can replace member(s) as needed.

e. Members selected for OCR have to be in good academic and disciplinary standing.

02.06 Organization Conduct Appeals Board (OCAB) – a Hearing Board comprised of a minimum two currently enrolled Texas State students and one university employee. The board’s primary purpose is to investigate appeals of decisions provided by the Organization Conduct Review.

a. The Dean will appoint all members who serve on OCAB.

b. The Dean reserves the right to remove any member for just cause.

c. Judicial training for all members will be coordinated through the Dean of Students Office.

d. If a vacancy occurs on the OCAB and/or there is a conflict of interest, the Dean can replace member(s) as needed.

e. Members selected for OCAB have to be in good academic and disciplinary standing.

02.07 Preponderance of Evidence – means the greater weight of credible evidence. It means the strongest evidence, however slight the difference might be. Preponderance of evidence is satisfied if the action is more likely to have occurred than not.

02.08 Probation – the organization is found in violation of allegation(s) and the organization may continue to be recognized as a registered student organization by the University but must remain in good disciplinary standing, and/or complete additional sanctions, during a determined time frame.

02.09 Registered Student Organization – a student organization which has met the university’s organization registration requirements and whose purpose and activities enhance the social, cultural, recreational, educational opportunities and/or development of currently enrolled students.

02.10 Student Judicial Review Board – Respective student judicial body to include Interfraternity Council, Panhellenic Association, National Pan-Hellenic Council, Multicultural Greek Council, the Sport Club Advisory Council, and the Student Organizations Council.

02.11 Suspension – means the withdrawal of the University’s recognition of an organization for a definite term.

03. PROCEDURES

03.01 All cases involving alleged disciplinary violations by student organizations or its members should be reported to the Associate Director for Student Involvement. The Associate Director, or designee, will conduct an initial review within 7 business days of receipt of the allegation to determine an appropriate course of action to include one of the following:

a. for Minor Violations, refer the allegation/report to the appropriate student judicial board.;

b. for Major Violations, Associate Director meets with student organization representative(s) to determine the next course of action:

1) administrative Review conducted by the Associate Director (in some cases the Associate Director may refer a case directly to the OCR based on the allegation(s) received); or

2) allegation/report forwarded to OCR for adjudication;

c. forward individual(s) to Student Justice, if appropriate; or

d. determine no action is to be taken at that time. Determination must be based on lack of credible or verifiable information. The report should be placed in an information file and maintained according to appropriate record maintenance and retention rules. If new or additional information is brought forward at a later date, the case may be reviewed further.

03.02 Student Judicial Review Board

a. Each respective student judicial body must have their own established judicial rules, including appeals, on file with Student Involvement. The procedures should be adhered to as outlined by appropriate Judicial Boards including the Interfraternity Council, Panhellenic Association, National Pan-Hellenic Council, Multi-Cultural Greek Council, the Sports Club Advisory Council, and the Student Organizations Council.

b. Cases forwarded to a student judicial body may also be investigated through an Administrative Review or OCR.

03.03 Administrative Review

a. Conduct investigation including;

1) summoning authorized representatives and members of the accused registered student organization; requesting documents from the registered student organization; reviewing organizational records; reviewing information received by off-campus persons or organizations, including law enforcement; reviewing information received by an academic or administrative unit; and calling witnesses. Registered student organizations that fail to respond to meeting request(s) from Student Involvement may be subject to interim disciplinary actions. The student organization may be accompanied by an advisor. Student Involvement must have 24-hour written notice that the advisor will attend the meeting.

b. Based on investigation the Associate Director will either:

- 1) dismiss the allegation due to lack of credibility or information;
- 2) determine that based on a preponderance of evidence the violation(s) occurred. The organization will be found responsible and appropriate sanction(s) will be imposed; or
- 3) determine that the organization is found not responsible.

c. The Associate Director, or designee, will provide the decision and sanctions in writing to the student organization President, or designee of the organization, including any other individuals who have a legitimate need to know. The written decision will be provided no later than seven business days after the close of the investigation.

d. If the organization disagrees with the decision, it has the right to appeal the decision to the Organization Conduct Appeals Board (OCAB). Sanctions are imposed after all appeals are exhausted but depending on the severity of the case the President of the University, the VPSA, or the Dean of Students, or designee, has the discretion to continue interim suspension between appeals.

A written appeal must be received in Student Involvement and to the Dean of Students Office located in the LBJ Student Center 5-9.1, within seven business days of notification of the sanction(s). The organization may appeal based on the following reasons:

- 1) a substantial procedural error that impacted the hearing;
- 2) the sanction(s) considered too extensive for violation(s); or
- 3) new information of a substantive nature not available during the original investigation was provided, prior to a decision being rendered.

03.04 Organization Conduct Review

- a. OCR will initiate an investigation within seven days of receiving the following:
 - 1) the organization representative(s) request an OCR investigation, rather than Administrative Review; or
 - 2) per request of the Student Involvement staff administrative reviewer of the case.
- b. OCR investigation procedures include:
 - 1) summoning authorized representatives and members of the accused registered student organization; requesting documents from the registered student organization; reviewing organizational records; reviewing information received by off-campus persons or organizations, including law enforcement; reviewing information received by an academic or administrative unit; and calling witnesses;
 - 2) allowing the organization the right to present witnesses or testimony in defense of the allegations. A written list of witnesses must be received in Student Involvement no later than three business days before the date of the committee hearing; and
 - 3) the OCR may conduct a hearing and make a determination in the absence of a student if the student does not respond within the time period specified in notice provided.
- c. Based on investigation the OCR may:
 - 1) dismiss the allegation;
 - 2) determine that based on a preponderance of evidence the violation occurred. The organization will be found responsible and appropriate sanction(s) will be imposed;
 - 3) determine that the organization is found not responsible; or
 - 4) submit written notification to the organization's President, or designee, within seven days of completion of the investigation.

03.05 Organization Conduct Appeals Board (OCAB)

- a. An organization sanctioned under the provision herein, may appeal the decision of the Administrative Review or OCR to the OCAB within seven business days to the Dean of Students Office.
- b. OCAB investigation procedures include:
 - 1) summoning authorized representatives and members of the accused registered student organization; requesting documents from the registered student organization; reviewing organizational records; reviewing information received by off-campus persons or organizations,

including law enforcement; reviewing information received by an academic or administrative unit; and calling witnesses;

2) allowing the organization the right to present witnesses or testimony in defense of the allegations. A written list of witnesses must be received by the Dean of Student Office no later than three business days before the date of the committee hearing; and

3) the OCAB may conduct a hearing and make a determination in the absence of a student if the student does not respond within the time period specified in notice provided.

c. An appeal may be resolved in one of the following ways:

1) the original decision may be upheld;

2) modified sanctions, either greater or lesser, may be imposed;

3) the case may be remanded back to the previous level for a new review; or

4) all allegations may be dismissed.

d. Written notification will be submitted to the organization's President, or designee, within seven days of completion of the investigation.

03.06 Vice President for Student Affairs Review

a. An organization sanctioned under the provision under 03.03 d., may appeal the decision of the OCAB to the Vice President for Student Affairs (VPSA). Sanctions are imposed after all appeals are exhausted but depending on the severity of the case the President of the University, the VPSA, or the Dean of Students, or designee, has the discretion to continue interim suspension between appeals. Written appeals must be submitted, within seven business days to the VPSA's office located in the JC Kellam building, room 980.

b. The appeal will be based on the information and material in the case file; a summary of the evidence submitted; findings and recommendations; and the student organization's written request for an appeal;

c. An appeal may be resolved in one of the following ways:

1) the original decision may be upheld;

2) modified sanctions, either greater or lesser, may be imposed;

3) the case may be remanded back to the previous level for a new review; or

4) all allegations may be dismissed.

d. Written notification will be submitted to the organization's President, or designee, within seven days of completion of the appeal review.

e. The decision of the VPSA is final.

03.07 Interim Disciplinary Action

a. The President of the University, the VPSA or the Dean of Students, or designee may take immediate interim disciplinary action, including suspension pending an administrative review or

hearing against an organization when the organization's operation is reasonably believed to pose a danger to persons or property or an ongoing threat of disrupting the university process.

b. The university official involved shall notify the student organization of the interim disciplinary action by the most expeditious means available. Thereafter, the Dean, or designee may offer the student organization an opportunity to have an administrative review or to immediately initiate the OCR hearing procedures.

03.08 Individual misconduct may be investigated by the Assistant Dean of Students responsible for Student Justice, or designee, in accordance with disciplinary procedures outlined in the Code of Student Conduct located in the Texas State Student Handbook.

04. SANCTIONS

04.01 Sanctions imposed upon organizations may be cumulative and in addition to disciplinary penalties imposed upon individual students. The number, frequency, and recentness of prior violations and prior sanctions may be considered when assessing a sanction for a new violation or for a violation occurring while an organization is already on probation or suspension. Organizational sanctions may include, but are not limited to, the following:

a. Restriction of participation in university activities (such as Greek Week, Homecoming, or Intramurals);

b. Special Projects (such as community service or written reports);

c. Attendance at a special class or lecture;

d. Restriction of an organization's privilege to use university facilities;

e. Withdrawal of financial support;

f. Restitution (payment for property damage or loss);

g. Prohibition of the use of alcohol beverages at one or more organization activities;

h. Social probation or suspension;

i. Probation;

j. Interim Suspension (see 03.07);

k. Deferred suspension (a determined time frame which allows the organization to complete or adhere to written conditions or requirements in lieu of immediate suspension);

l. Suspension; and

m. Other incident appropriate sanction(s)

04.02 Other than interim disciplinary action taken by the President, VPSA, or the Dean, or designee, sanctions may not be imposed upon an organization until an appropriate judicial investigation or administrative review has been conducted.

04.03 Student Involvement should be made aware of all reported hazing and major allegations.

05. RELEASE OF DISCIPLINARY RECORD

05.01 Release of Disciplinary Records will be made in accordance with applicable federal and state statutes and after consultation by the Dean of Student’s Office with The Texas State University System Office of General Counsel. Individual students found in violation of the Code of Student Conduct during an OCR investigation, will be referred to Student Justice. The disciplinary record of such student(s) adjudicated through Student Justice is protected under the Family Educational Rights and Privacy Act (FERPA) and are not released to the general public.

06. REVIEWERS OF THIS PPS

06.01 Reviewers of this PPS include the following:

Position	Date
Associate Vice President and Dean of Students	April 1 E4Y
Associate Director, LBJ Student Center	April 1 E4Y

07. CERTIFICATION STATEMENT

This PPS has been approved by following individuals in their official capacities and represents Texas State Student Affairs policy and procedure from the date of this document until superseded.

Associate Vice President and Dean of Students; senior reviewer of this PPS

Vice President for Student Affairs

Fraternity and Sorority Life Policies

SA/PPS No. 07.08

Issue No. 5

Effective Date: 02/19/2019

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Sr. Reviewer: Assistant Dean of Students-Fraternity and Sorority Life

01. POLICY STATEMENTS

01.01 The Student Affairs division is committed to the recruiting and retention of a diverse and qualified student body, to providing services that enhance their personal development, and contributing to the fulfillment of their goals. The following procedures contribute to the implementation of this policy.

01.02 Texas State University desires to continue its healthy working relationship with the fraternity and sorority life community and all its member organizations.

01.03 This policy shall be in conformity with the guidelines and procedures for the governance and registration of student organizations, as published in [Student Organizations](#) and the [Texas State Student Handbook](#).

02. DEFINITIONS

02.01 Fraternity and Sorority Life – a component of the Dean of Students Office (DOS). Fraternity and Sorority Life is a Texas State Student Affairs office that provides guidance, advising, educational programming, support and assistance for university-recognized social fraternities and sororities and affiliates (e.g., Order of Omega, Programming Board, Fraternal Values Society and Epsilon Lambda Alpha – Emerging Leaders Academy). Fraternity and Sorority Life also serves as a liaison to the surrounding university community and organizational inter/national headquarters regarding the affairs affecting the Texas State social fraternity and sorority community.

02.02 Social Fraternity and Sorority Chapters – social-, service-, and value-based organizations recognized by the university and chartered by inter/national organizations.

02.03 Fraternity and Sorority Governing Councils – include the Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), and Panhellenic Council (PHC). The four governing councils are chartered student organizations under the guidance of the DOS–Fraternity and Sorority Life Office. These self-governing bodies are representative councils for member fraternities and sororities. Fraternity and sorority membership in a governing council will be determined by requirements of the respective council. Maintaining recognition by their respective inter/national organization is required for membership in said council.

02.04 Interfraternity Council (IFC) – the governing body for men’s collegiate fraternities affiliated with a social- and value-based local chapter of an inter/national organization that has traditionally been associated with the North-American Interfraternal Conference (NIC). Included among its main responsibilities are facilitating membership recruitment in the fall and spring, operating judicial processes, and setting standards for its member fraternities.

02.05 National Pan-Hellenic Council (NPHC) – the governing body for all fraternities and sororities that are affiliated with the National Pan-Hellenic Council, Inc. The council serves as a coordinating body for all social activities, workshops, seminars, and philanthropic work in which its member fraternities and

sororities are engaged. Included among its main responsibilities are operating judicial processes and setting standards for its member fraternities and sororities.

02.06 Panhellenic Council (PHC) – the governing body for all women’s fraternities and sororities affiliated with the National Panhellenic Conference (NPC). It serves as coordinator and sponsor of various educational and social programs and membership recruitment activities, and promotes cooperation among its member organizations. Included among its main responsibilities are operating judicial processes and setting standards for member sororities.

02.07 Multicultural Greek Council (MGC) – the governing body for all culturally-based fraternities and sororities traditionally associated with the National Association of Latino Fraternal Organizations, Inc. (NALFO). The council serves as a coordinating body for all social activities, educational programming, and philanthropic work in which its member fraternities and sororities are engaged. Included among its main responsibilities are facilitating membership recruitment in the fall and spring, operating judicial processes, and setting standards for its member fraternities and sororities.

02.08 Fraternity and Sorority Life Programming Board – a chartered student organization responsible for planning, coordinating, and implementing community-wide programs, including leadership development, community service, philanthropy, and Bobcat Spirit for the Texas State fraternity and sorority community.

02.09 Fraternal Values Society – a member organization through the Fraternity and Sorority Life Programming Board that engages the fraternity and sorority community in critical conversations focused on assessing cultures, strengthening values, and initiating values-based changes in the fraternity and sorority community, when necessary.

02.10 Epsilon Lambda Alpha (Emerging Leaders Academy – ELA) – a member organization of the Fraternity and Sorority Life Programming Board that provides new members to the fraternity and sorority community with enhanced learning opportunities for continued personal and communal growth as developing leaders, members of the fraternity and sorority community, and of the Texas State campus as a whole.

02.11 Order of Omega – a member organization of the Fraternity and Sorority Life Programming Board that recognizes men and women who have attained a high standard of leadership in interfraternal activities and supports outstanding leadership in a fraternity and sorority community on college and university campuses.

03. PROCEDURES FOR COUNCIL MANAGEMENT

03.01 DOS will provide guidance and administrative support for the activities of the fraternity and sorority governing councils and their officers, including office and meeting spaces.

03.02 The fraternity and sorority governing councils shall be registered as chartered student organizations (CSOs) and will follow university policies and practices expected and attributable to a CSO. A CSO is a registered student organization that has been created to support an ongoing interest of the university. CSOs serve to coordinate programs and services and are affiliated with a university office or department (for more information on CSOs, see [SA/PPS No. 07.04, Chartered Student Organizations](#)).

03.03 Each governing council shall maintain a constitution, by-laws, and rules and are expected to abide by their respective governing documents.

03.04 In accordance with their respective constitutions, by-laws, and rules, officers of the four governing councils are elected representatives of the students they govern. All officers of governing councils must be in good academic and disciplinary standing with the university and their affiliated member organization in order to maintain eligibility to hold office.

03.05 Each respective governing council's staff advisors shall actively monitor the conduct of officers related to their official duties while in office and may recommend remediation to the appropriate governing council through the council's established procedures for executive officer removal from their elected office.

04. PROCEDURES FOR FRATERNITY AND SORORITY COMMUNITY EXPANSION

04.01 Before an inter/national fraternity or sorority chapter or colony is officially recognized by the university, they must:

- a. receive preliminary approval from DOS;
- b. fulfill the requirements of a Texas State registered student organization;
- c. be a social- and value-based local chapter recognized by an inter/national organization provided they qualify under the provision of [Section 86.14](#) of the regulations promulgated under [Title IX of the U.S. Education Act of 1972](#), which requires that the organization be exempt from taxation under [Section 501\(a\)](#) of the Internal Revenue Code; and
- d. fulfill the requirements of the appropriate governing councils' procedures for membership.

04.02 Upon the completion of all requirements, official recognition will be granted to the fraternity or sorority by the university through the vice president for Student Affairs, or designee.

05. PROCEDURES FOR FRATERNITY OR SORORITY OFFICIAL RECOGNITION

05.01 The official recognition of each fraternity or sorority at Texas State must be maintained through the organization's adherence to all university policies and procedures, including those outlined in this policy, the [Code of Student Conduct](#), the [Student Organizations Handbook](#), appropriate governing council constitution, by-laws, and rules and all other related governing documents and policies.

05.02 Texas State, with due process, may suspend or remove the official recognition of any fraternity or sorority as necessary (see [SA/PPS No. 07.06, Student Organization Disciplinary Procedures](#)).

05.03 All social fraternities and sororities are required to apply for, obtain, and retain membership in one of four recognized governing councils. Membership in a governing council requires that the member organization be in compliance with all rules and activities as interpreted by said governing council.

05.04 Texas State does not allow and will not recognize opposite gender auxiliary (little sister or brother) organizations. Recognized fraternities and sororities are prohibited from recruiting new members for, supporting of, or recognizing auxiliary student organizations.

05.05 Texas State will hold social fraternities and sororities officially recognized by the university accountable to Texas State's requirements of a registered student organization, as well as any requirements implemented by their governing council. Governing councils are encouraged to adopt

academic performance standards consistent with their national organizations and associated governance groups. Governing councils must enforce accountability on their member organizations including for unsatisfactory scholarship, or risk loss of recognition by the university. Further, all social fraternities and sororities must maintain any scholarship requirements required of all student organizations on campus as defined by university policy.

06. RIGHTS OF OFFICIALLY-RECOGNIZED SOCIAL FRATERNAL ORGANIZATIONS

06.01 Officially-registered and -recognized fraternities and sororities shall have the right to recruit new members from the Texas State student body, through periods facilitated by their governing council.

a. Chapters shall report the name and Texas State ID number of each new member on the new member form provided by the DOS–Fraternity and Sorority Life Office. New members must be reported to the DOS–Fraternity and Sorority Life Office within five class days of affiliation with the organization.

b. Officially-recognized fraternities and sororities may offer entry to student membership only to currently enrolled students who are in good academic and disciplinary standing with Texas State. Students who are on academic probation or who are early admit students concurrently enrolled in a high school, are not eligible for membership and may not be offered membership. Fraternities and sororities may only offer membership to those students who meet their governing council’s minimum grade point average requirement. The DOS–Fraternity and Sorority Life Office will provide member organizations a potential new member’s eligibility as defined above upon request in a timely manner.

06.02 Officially-recognized fraternities and sororities may raise funds on and off the campus of Texas State in accordance with university policies. If raising funds on campus, they must follow all solicitation, posting, and reservation policies.

06.03 Officially-recognized fraternities and sororities will have the privilege of utilizing university facilities for meetings, functions, programs, and other appropriate activities provided that proper reservation forms are completed. Failure to comply with facility use guidelines may restrict an organization from future use of that facility and other related facilities.

06.04 Officially-recognized fraternities and sororities will have the privilege of participating as a group, or in collaboration with other groups, in university-sponsored activities and programs. Good behavior and proper conduct will be expected at all times during these activities, and the organization will be responsible for monitoring its members in attendance.

06.05 Officially-recognized fraternities and sororities will have the right of sponsoring and hosting social functions, parties, and other similar events while in compliance with the requirements stipulated by their national organizations and the DOS-Fraternity and Sorority Life Office.

a. Activities must comply with the risk management guidelines specified by the organization’s inter/national governing board and their respective governing council.

b. The possession or use of alcoholic beverages or other drugs must be consistent with university policies and with all applicable federal, state, county, and city laws and ordinances.

c. Member organizations will be held accountable for their actions when the sponsoring organization violates [Texas State University System \(TSUS\) Board of Regents’ Rules and Regulations](#), university

policy, or administrative rule when at a registered organizational event as defined by its governing council.

d. An organizational event, excluding events sponsored by the university (e.g., tailgate, sporting events, and guest speakers) will be defined as one when the event is:

- 1) attended by 50 percent of membership;
- 2) paid for using organizational funds or organized collection of funds by the organization members; or
- 3) marketed by the organization, including the organization listed as a host or sponsor, including the use of the fraternity or sorority's distinctive Greek letters, trademarks, or trade names such as nicknames used to identify the organization.

07. PROCEDURE FOR SOCIAL FRATERNITY AND SORORITY ORGANIZATION REGISTRATION

07.01 All officially-recognized fraternities and sororities at Texas State must register and update chapter information with DOS on an annual basis at the end of every spring semester, in accordance with the [Student Organization Handbook](#).

- a. Chapter Information Updates – Fraternities and sororities will provide all information requested concerning the officers and advisors of the organization and general chapter information using the forms provided by DOS.
- b. Membership Rosters – Fraternities and sororities will provide updated information on the current status of their members. Organizations will bear the responsibility of updating their rosters with DOS any time a change occurs between reporting periods, but no later than the first day of semester finals. These records will be used to calculate organization grade reports each semester.

08. PROCEDURE FOR GOVERNING COUNCIL MEMBER REVIEW OF OFFICIAL RECOGNITION

08.01 Any need to review the official recognition of a member organization will follow disciplinary procedures outlined in [SA/PPS No. 07.06, Student Organization Disciplinary Procedures](#). The inter/national headquarters, registered alumni advisory board, and Texas State faculty or staff advisor may need to be part of the disciplinary process.

09. REVIEWERS OF THIS SA/PPS

09.01 Reviewers of this PPS include the following:

Position	Date
Assistant Dean of Students–Fraternity and Sorority Life	September 1 E4Y
Associate Dean of Students	September 1 E4Y

10. CERTIFICATION STATEMENT

This PPS has been approved by the following individuals in their official capacities and represents Texas State Student Affairs policy and procedure from the date of this document until superseded.

Assistant Dean of Students—Fraternity and Sorority Life; senior reviewer of this PPS

Associate Dean of Students

Associate Vice President for Student Affairs and Dean of Students

Vice President for Student Affairs

Fraternity and Sorority Social Host Policies

SA/PPS No. 07.10 (05.09)

Issue No. 2

Effective Date: 11/02/2017

Next Review Date: 09/01/2021

Sr. Reviewer: Assistant Dean, Fraternity and Sorority Life

01. POLICY STATEMENTS

01.01 Texas State University acknowledges the contributions that fraternities and sororities can make to university life and the positive effect these organizations can have on the social and educational development of their members. This policy assists Greek organizations in educating their members in the responsible use of alcohol, and minimizing the liability of the chapters and their officers.

01.02 The intent of this policy is:

- a. to establish standards for the use of alcohol that allow for safe social interaction as an integral part of the development process;
- b. to aid chapters in maintaining high standards that directly contribute to a quality education available at Texas State;
- c. to assist social Greek letter organizations in educating their members about health, wellness and the responsible use of alcohol; and
- d. to educate chapter officers about the risk and liability factors associated as social hosts that could affect their organization's officers and members.

01.03 A fraternity or sorority must complete the State of Texas mandated risk management training before hosting or participating in social events where alcohol is present.

01.04 All fraternities and sororities are expected to adhere to common standards of decency and non-discrimination. Fraternities and sororities should be aware that their events are representative of their organization. It is recommended that:

- a. all event themes should be ethnically and racially sensitive in nature and not degrade the nationality of any individual or group;
- b. all event themes must be sensitive to gender identity and sexual orientation. Furthermore, no sexist behavior should be permitted;
- c. no special mention, pictorial or otherwise, of the fact that alcohol will be present at the event should be made when advertising the events. Themes will not have any reference to alcohol or infer alcohol will be present at the event; and
- d. all promotional material and member costuming (i.e., advertising, posters, flyers, favors, and T-shirts) should be sensitive in nature regarding the aforementioned areas of theme sensitivity.

02. DEFINITIONS

02.01 Chapter-sponsored Activity: An event will be considered a chapter-sponsored activity under any one or more of the following conditions:

- a. the organization has a financial commitment to the event including using organizational funds or organized collection of funds by organizational members;
- b. officers or members of the organization have spent time in an organization meeting planning or preparing for the event. The organization has provided representatives of the organization to facilitate the planning, preparation and implementation of the event;
- c. the event is advertised and the advertisement makes any mention of the fraternity or sorority's distinctive Greek letters, trademarks or trade names such as nicknames used to identify the organization;
- d. an observer would associate the activity with a fraternity or sorority;
- e. the chapter creates or causes to be created any promotional materials for the activity, including t-shirts, cups, social media, etc.;
- f. the chapter is involved in any fashion with the sale of tickets for the activity or the sale of promotional items which mention the activity;
- g. transportation to the activity is provided by the chapter;
- h. the chapter provides maps, information, invitations or tickets to the activity for its members and guests; or
- i. the activity is listed on the chapter's calendar of events.

02.02 Third-party Vendor/TABC Certified: caterers who have a license to serve or licensed bartenders who distribute alcoholic beverages.

02.03 Student Involvement: Student Involvement Office located in the LBJ Student Center.

02.04 DOS: Office of Dean of Students-Greek Affairs.

03. PROCEDURES FOR FRATERNITY AND SORORITY FUNCTIONS

03.01 Members of fraternities and sororities officially recognized by Texas State University's Interfraternity (IFC), Multicultural (MGC), National Pan-Hellenic (NPHC) and Panhellenic (NPC) Councils are to observe the following policies when they participate in fraternity or sorority functions.

- a. It is unlawful for a person, after purchasing or otherwise obtaining alcoholic beverages, to sell, give or deliver it to another person under the age of twenty-one.
- b. It is unlawful for any person to misrepresent his or her age for the purpose of buying, accepting or receiving alcoholic beverages from a licensee.
- c. When fraternities and sororities are hosting events, all individuals entering a fraternity or sorority function must have their legal form of identification checked by the security members designated on the social contract or by the third party vendor contracted for the social function. Each person must obtain an identifying mark on their hand as to whether they are over or under the legal drinking age of twenty-one.
- d. The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a fraternity or sorority event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity or sorority, must be in compliance with any

and all applicable laws of the state, province, county, city and institution of higher education, and must comply with the third-party vendor guidelines.

03.02 The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity or sorority is strictly prohibited.

03.03 Fraternity- and sorority-hosted events with alcohol must submit a [Fraternity/Sorority Events Using Alcohol Agreement Form \(Alcohol Agreement Form\)](#) to the Dean of Students office recognizing these policies and agree to comply to them. At any registered social event where alcohol is being served, the following is needed to be in compliance with this policy:

- a. the social event registration form submitted and date stamped by a DOS staff member at least 10 business days prior to the date of the event. A follow-up message acknowledging receipt of the form to the DOS-Greek Affairs office will be sent to the chapter officers who sign the form;
- b. a chapter officer, preferably the president, must have a copy of the submitted [Alcohol Agreement Form](#), an event guest list and the follow-up message from the DOS-Greek Affairs office available for review upon request by university personnel, law enforcement officials or national headquarter representatives during the entire event;
- c. a TABC-trained bartender must dispense the alcoholic beverages; and
- d. security should be required when attendance exceeds 50 guests.

03.04 No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter.

03.05 The purchase and use of a bulk quantity of alcoholic beverages, such as kegs, punch bowls, trash or garbage containers, bulk juice containers, or any other large commercial alcohol container is prohibited.

03.06 Any social Greek letter organizations (defined in [SA/PPS No. 07.08, Fraternity and Sorority Life Policies](#)) sponsoring or participating in an event will be held equally liable for regulating the event.

03.07 No chapter may co-sponsor an event with an alcohol distributor or tavern (defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list.

03.08 An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

03.09 All membership recruitment activities associated with any chapter will be non-alcoholic. No member recruitment activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

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

03.11 No social Greek organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, local groups or non-Greek organizations.

03.12 Open parties, meaning those with unrestricted access by non-members of the fraternity or sorority, without specific invitation, are prohibited. Admission to any function shall be only by guest list at the door and/or by written invitation. This list must be pre-recorded and also provided to the DOS-Greek Affairs office within 24 hours of event. Anyone without a specific invitation to the party is prohibited from participating.

03.13 The maximum number in attendance at any function cannot exceed the number of chapter members plus two (2) guests each. Any person invited to the function must have their name on a guest list with a copy submitted to the DOS-Greek Affairs office at least 24 hours in advance of the event to be attached to the event form.

03.14 No member or pledge, associate/new member/neophyte shall permit, tolerate, encourage or participate in “drinking games.” The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares,” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

03.15 Licensed TABC dispensers may not consume any alcoholic beverages during their designated serving time and may not serve alcoholic beverages to someone who, in their judgment, is intoxicated.

03.16 Free non-alcoholic beverages and food must be readily available.

03.17 If a party is to be held outside, the yard area must be sectioned off to contain the party (i.e., rope, fence, etc.). There must be a designated point of entrance monitored for security purposes.

03.18 Each host sorority and fraternity must designate at least two initiated members per party who will serve as designated drivers. They are to provide rides for those who are unable to drive safely. *Uninitiated or new members and event guests are not allowed to serve in the role of designated drivers.* Designated drivers must not drink any alcoholic beverages within twelve hours of the start of the event or until their driving responsibilities are completed. Designated drivers must be provided even when using a bus service to and from an event upon return to the designated parking lot used by the organization to meet as a departure point. Buses should be used as the only form of safe transportation if the event is held outside of the San Marcos city limits. NOTE: Any fraternity or sorority whose inter/national insurance policy dictates they cannot supply designated drivers are exempt from this requirement, but buses are still highly encouraged as safe transportation.

03.19 Each sorority and each fraternity must designate and provide at least two sober and non-drinking individuals who are twenty-one years of age and older and will serve as sober security (risk managers) for the event. The responsibilities of the sober members are to ensure all persons entering the function are on the guest list and registered to attend, each person has provided legal identification, and all national and university regulations are met. These members shall also serve (when needed) as sober

representatives to law enforcement and emergency officials, university representatives, and the third party vendor.

03.20 No alcoholic beverages shall leave the event location or be transported to or from the event on buses or safe transportation for the event.

04. HAZING POLICY

04.01 No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: “Any action taken or situation created, intentionally, whether on or off fraternity or sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule; and any other activities that are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.” Fraternities and sororities are also subject to the [Hazing Policy, Appendix A](#), outlined in the Texas State Student Handbook.

05. SEXUAL ABUSE AND HARASSMENT POLICY

05.01 The fraternity or sorority will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions that are demeaning to any gender identity students, faculty, staff, community members, ranging from, but not limited to, verbal harassment to sexual assault by an individual or members acting together in person, through social media or other communication tools. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in these guidelines is prohibited.

05.02 In addition to speaking with law enforcement, allegations or questions pertaining to sexual misconduct should be reported to the office of Equity and Access (<http://www.txstate.edu/oea/Sexual-Misconduct-Title-IX-.html>) at 512-245-2359.

06. FIRE, HEALTH, AND SAFETY POLICIES

06.01 Texas State does not offer housing to officially-recognized fraternities and sororities. If the organization secures housing, either through lease or mortgage, it must be in full compliance with all city, state, and county laws.

06.02 All chapter houses should meet all local fire and health codes and standards.

06.03 All chapters should post emergency numbers for fire, police and ambulance in common area locations and should have posted evacuation routes on the back of the door of each sleeping room.

06.04 All chapter houses should comply with engineering recommendations as reported by the insurance company or municipal authorities.

06.05 Candles should not be used in chapter houses or individual rooms including events such as initiation ceremonies.

07. VIOLATIONS

07.01 Some violations will be handled on an individual basis and may be referred to the Dean of Students-Student Justice; however, it is important to recognize that all fraternity and sorority chapters

officially recognized by Texas State University's Interfraternity, Multicultural, National Pan-Hellenic and Panhellenic Councils are held accountable for each of the members in their organization.

07.02 Failure to comply with any of the stated policies in the Texas State University Student Conduct Code and the Texas State University Interfraternity, Multicultural, National Pan-Hellenic and Panhellenic Councils may result in any combination of the disciplinary actions listed below:

- a. Additional educational requirements;
- b. Additional community service requirements;
- c. Additional non-alcoholic function requirements;
- d. Mandatory presentation of an educational initiative;
- e. Temporary inability to host a social function;
- f. Cancellation of a planned event or function;
- g. Loss of future social privileges;
- h. Referral of violation to the Student Involvement Office;
- i. Referral of violation to chapter's international headquarters;
- j. Loss of chapter recognition; and
- k. Assessed chapter fines.

07.03 Reported violations of the Texas State University Student Conduct Code and/or the Texas State University Interfraternity, Multicultural, National Pan-Hellenic and Panhellenic Councils will be reported to Student Involvement personnel (see [SA/PPS No. 07.06, Student Organization Disciplinary Procedures](#)).

07.04 The investigation of violations will be coordinated by Student Involvement personnel, in consultation with the Dean of Students Office. University disciplinary procedures will be followed in the instance of a violation based upon the severity and circumstances surrounding the incident.

08. REVIEWERS OF THIS PPS

08.01 Reviewers of this PPS include the following:

Position	Date
Assistant Dean, Greek Affairs	September 1 E4Y
Associate Dean of Students	September 1 E4Y

09. CERTIFICATION STATEMENT

This PPS has been approved by the following individuals in their official capacities and represents Texas State Student Affairs policy and procedure from the date of this document until superseded.

Assistant Dean, Greek Affairs; senior reviewer of this PPS

Associate Dean of Students

Associate Vice President and Dean of Students

Vice President for Student Affairs

Fraternity and Sorority Life Chapter Administrative Guide

Fraternity and Sorority Life Administrative Policies and Procedures

01. Fraternity and Sorority Life Policy on Maintaining Accurate Chapter Rosters

Each chapter will maintain a current and accurate roster with the Dean of Students office through Fraternity and Sorority Life. FSL staff will provide each chapter with a current roster at the beginning and end of each semester or by request. At least once an academic year, FSL staff will verify chapter rosters as compared to each chapter's national membership records. The procedures below provide guidelines on the process for updating chapter rosters.

Procedures for Chapter Rosters

- 01.01 Updates will be completed to chapter rosters at the beginning and end of each semester.
 - 01.01.1 Beginning – to verify chapter membership and determine council dues
 - 01.01.2 End – to verify what members need to be on the grade report
- 01.02 FSL staff will provide chapter presidents with a copy of the most current roster on file, including an instruction and explanation sheet.
- 01.03 Chapters will submit the revised roster with all supporting documentation by the requested deadlines published on the instruction sheet.
- 01.04 New Members can only be added to rosters through the Grade Release and Greek Induction Form. Transfer/Affiliate Members maybe added using the Addition/Deletion Form.
- 01.05 Addition/Deletion Forms must be signed by the Chapter President and Chapter Advisor.
 - 01.05.1 If adding a member, they must sign also.
- 01.06 Final updates should be turned in to the FSL office no later than 5:00 pm on the stated deadline.

02. Fraternity and Sorority Life Policy on Grade Reports

FSL staff will provide chapters with an official chapter and Greek Community grade report each semester. The official chapter grade report will include the number of hours completed for the current semester, the semester grade point average, and the Texas State University grade point average for each member listed on the chapter's roster as it stands on the published semester deadline. (See the FSL Policy on Maintaining Accurate Chapter Rosters for these deadlines.)

The Greek Community grade report will provide the overall average GPA for each chapter at Texas State University, their change in GPA from previous semester as well as the following University wide and Greek community wide averages:

- A) All Undergraduate Student GPA
- B) All Female Undergraduate Student GPA
- C) All Male Undergraduate Student GPA
- D) All Greek Member GPA
- E) All Sorority Member GPA
- F) All Fraternity Member GPA

Grade reports will be made available only to the following: Chapter President, Chapter Academic Chair, Chapter Advisor, Faculty/Staff Advisor, and the chapter's Inter/National office.

03. Fraternity and Sorority Life Policy and Procedures on Chapter Officer Changes

All chapters are required to submit officer updates after elections of chapter officers or any time a chapter officer is replaced. A minimum overall GPA of 2.25 is required to hold a chapter position. Officers not meeting this requirement will need additional documentation with approval from their faculty/staff advisor. Individual chapters may have higher GPA requirements to hold a position within their own organizations that students must adhere to. FSL staff will provide chapters with appropriate resources for chapters to notify staff of changes in their officers. The following are the procedures for officer change notification.

Procedures for Chapter Officer Updates

- 03.01 After chapter officer elections, a chapter officer will complete the online officer update form located on the FSL website to notify FSL staff.
- 03.02 The chapter officer completing the form will need the name, TXST email, phone number, and position email (if applicable) for each chapter officer to complete the form.
 - 03.02.1 When completing advisor/HQ sections use the preferred email and phone number of the advisor.
- 03.03 When only one or two chapter officers change, the individual officer update form can be completed.
- 03.04 Should a chapter officer fall below a 2.25 overall GPA during their term, a letter from their faculty staff advisor stating the officer is allowed to continue in their position will be required. The letter or email will be turned into the FSL office, who will process the information and provide copies of the approval letters to Student Involvement @LBJ Student Center.
- 03.05 When elections are completed for all or a majority of the chapter officers, a new Student Organization Annual Registration form is required in addition to the office update form. FSL staff will be able to provide the link for the most current registration. Registration is now completed electronically through Student Involvement and will be submitted to that office for approval. Once submitted, the registration will be submitted electronically to the organization's designated Faculty Staff Advisor for verification and the chapter president will receive a confirmation email from Student Involvement.

04. Fraternity and Sorority Life Policy for Chapter Event Registration

All fraternities and sororities overseen by FSL are required to register organizational events with the FSL office. FSL staff will provide chapters with the necessary documents and resources required to register events. Events **without** alcohol must be registered with the FSL office **NO LATER** than 5 business days* prior to the event. Events **with** alcohol must be registered with the FSL office **NO LATER** than 10 business days* prior to the event. All recruitment events must be non-alcohol and designated as recruitment related when registering the event. Registration forms will be reviewed by the Assistant Dean of Students who will notify chapters if events have been approved.

***A business day is Monday-Friday, except for federal or state holidays that the FSL office is closed.**

Procedures for Registering Chapter Events

1. Chapters will register all events with the FSL office. Forms for event registration are located on the FSL website, on the [Chapter Resources and Forms](#) page.
2. Chapter activities will be considered events if they meet one or more of the conditions listed under *SA/PPS No. 07.10 Fraternity and Sorority Social Host Policies, section 02 Definitions* or if they meet the conditions outlined in *SA/PPS No. 07.08 Fraternity and Sorority Life Policies, section 06.05 (d)*.
3. Chapters should review SA/PPS No. 07.10 Fraternity and Sorority Social Host Policies, which can be found on the FSL [Chapter Resources and Forms](#) page. Chapters should also review your inter/national organizations' risk management policies when planning events to ensure appropriate risk management procedures are followed.
4. Events **without alcohol** must be registered with the FSL office **at least 5 business days prior** to the event. Once the event is approved by the Assistant Dean of Students, the organization must provide a complete guest list to FSL staff **at least 1 business day** prior to the event.
 - a. A business day is Monday-Friday, except for federal or state holidays that the FSL office is closed.
5. Events **with alcohol** must be registered with the FSL office at least **10 business days prior** to the event. Once the event is approved by the Assistant Dean of Students, the organization must provide a complete guest list to FSL staff **at least 1 business day** prior to the event.
 - a. A business day is Monday-Friday, except for federal or state holidays that the FSL office is closed.
6. Chapters that do not meet these published deadlines may not receive acknowledgement for the registered event.
7. Events designated as recruitment events, must not have alcohol present during the event and do not require guest lists submission.

8. Events designated as community service, philanthropy, or leadership education/professional development programming should be registered. Guest lists are not required for these events; however a list of participants will be required when chapters document the Civic Engagement Hours. See FSL Policy on Reporting Civic Engagement Events and Programs.

05. Fraternity and Sorority Life Policy on Reporting of Civic Engagement Events and Programs

The fraternity and sorority community practices civic engagement by participating in community service, philanthropic donations, and leadership education/professional development. Chapters are required to submit participation information on these three areas for the Chapter Awards and Assessment Program (CAAP) each month. The results are published each year on the Chapter Report Cards on the FSL website.

Civic engagement is defined as “working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community”. The fraternity and sorority community practices civic engagement by participating in community service, philanthropic donations, and leadership education/professional development.

For more information on types of civic engagement, things to consider, ideas for events, and more in-depth instructions on submitting civic engagement please reference the Civic Engagement Manual on the [Chapter Resources and Forms](#) page.

Procedures for Submitting Civic Engagement

1. Definitions:
 - a. **Philanthropy:** Fraternities and sororities use the term “philanthropy” to describe events or programs where they are raising awareness, money, and/or goods to be donated to an organization that benefits others with no financial or material award to the chapter.
 - b. **Community Service:** Community service is the act of volunteering to benefit a community or its institutions with the knowledge that you will not be paid for your assistance. It is always a hands-on activity where you have some sort of interaction with the people you are helping.
 - c. **Leadership Education and Professional Development:** These programs are meant to help you and your members become more well-rounded and engaged global citizens. These can be done through large scale regional or national professional conferences or local on-time events. These programs can cover topics like time management, conflict resolution, interview readiness, resume workshops, etc.

2. The FSL office has designed two civic engagement verification forms. One for members who complete civic engagement activities on their own and another for events that the chapter coordinates or multiple members participate in.
 - a. If your national headquarters has a form that you are required to use when submitting data, you may bring it into the FSL office for approval.
 - b. Once approved you may use that form when submitting data to our office.
3. Forms are found on the FSL website under “[Chapter Resources and Forms](#)” or on TRACS under “Resources → Civic Engagement Forms”.
 - a. **Forms must be opened and completed with Adobe Acrobat.** Do not fill them out in preview or in the web browser – it will not save the information.
 - b. **All TXST students have free access to Adobe Acrobat** with their NetID. If you do not have this set up, follow [these directions](#) from the ITAC website.
4. Forms are **due the 8th of each month** and must include all of the hours completed by members for the previous month. Forms must be submitted in folder on TRACS.
 - a. If the event types fall under multiple positions, it is recommended that those individual officers be responsible for the completion of forms and one officer be responsible for the final submission of all the forms.
 - b. If you do not have access to the TRACS site your president needs to email dos-fsl@txstate.edu and request it for you.
5. Contact the FSL office should you have questions on what hours or events qualify for civic engagement submissions.



**Fraternity and Sorority Life
Civic Engagement Verification - Individual Member**

This form is for members who have completed multiple events on their own in a month.
If they participated in chapter events please include their information on the "Civic Engagement Verification - Chapter Event".

Member Name: NetID:

Fraternity or Sorority Type of Civic Engagement

Date: Total Hours:

Service/Agency Contact

Name:

Agency:

Phone:

Email:

Description of Event/Activity

Date: Total Hours:

Service/Agency Contact

Name:

Agency:

Phone:

Email:

Description of Event/Activity

Date: Total Hours:

Service/Agency Contact

Name:

Agency:

Phone:

Email:

Description of Event/Activity

This form is due the 8th of every month.
If you have questions please email DOS-FSL@txstate.edu or call 512-245-5646.



Fraternity and Sorority Life
Civic Engagement Verification - Chapter Event

This form is for Civic Engagement events hosted by a chapter or philanthropic donations made by a chapter. If members completed Civic Engagement Hours independently please have them fill out the "Civic Engagement Verification - Individual Member".

Fraternity or Sorority (dropdown menu) Type of Civic Engagement (dropdown menu)

Description of Event or Activity

Large text area for describing the event or activity.

Event Information

Location: [text box]
Date: [text box]
Start: [text box] Finish: [text box]

Primary Contact for Service Agency

Agency: [text box]
Name: [text box]
E-mail: [text box]
Phone #: [text box]

Community Service/Education Leadership

Total Participants: [text box]
Total Hours: [text box]

Philanthropy

Total Donated: [text box]

Verification Signatures

To be completed by a Chapter Advisor and Chapter President

I hereby certify that this information is complete and accurate:

Signature lines for Advisor and President, including fields for Signature, Printed Name, and Date.

This form is due the 8th of every month.

If you have questions please email DOS-FSL@txstate.edu or call 512-245-5646.



Chapter Participants information

	First	Last	Net ID	Hours
Examples	Jane	Doe	j_d411	2
	Entry Fees	Chapter Philanthropy		\$200
	Name of Business	Philanthropy Sponsorship		\$150
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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30				
31				

This form is due the 8th of every month.
 If you have questions please email DOS-FSL@txstate.edu or call 512-245-5646.

Texas State University
Dean of Students Office

Greek Recruitment and Membership Grade Release Agreement

This form must be completed prior to participating in Recruitment for our social Greek organizations governed by the Panhellenic Council. This form provides information to the Dean of Students Office, the Panhellenic Council, and individual chapters concerning your grades as well as an acceptance of the University alcohol/drug policies and anti-hazing policies.

By signing this form, I authorize release of the following information:

- a. my semester, Institutional and Cumulative GPA for chapter Midterm and Final Grade reports
- b. my grades
- c. my semester hours and my overall hours

I understand and agree that the above information will be released to determine my eligibility for a Bid/Invitation and for each semester I am enrolled as an undergraduate member of a fraternity or sorority. I understand and agree that the above information will be released to the Dean of Students Office, the Inter/national headquarters, the chapter scholarship chairperson, the chapter president, the chapter recruitment chair, and the chapter advisor. I understand and agree that my grade point average will be used to total the average grade point of my fraternity or sorority.

This authorization for release of the above information will end if I am not enrolled as an undergraduate member of a fraternity or sorority.

Additionally, by signing this form, I acknowledge my understanding of Texas State University's anti-hazing, alcohol and illegal drug policies.

Hazing, Alcohol, & Drug Policy (<http://www.dos.txstate.edu/handbook.html>)

As a member of a fraternity/sorority, I acknowledge and agree to not participate in any event or activity that could be considered hazing or violate any university policy including the policies on alcohol and drug use. I acknowledge and agree that if I am forced to participate in any hazing event, I understand that this is not condoned by Texas State University, or by the Inter/national office of the fraternity/sorority with which I have become associated. I further acknowledge and agree to report any incident to a Dean of Students Office staff member and/or an executive officer of the IFC, MGC, NPHC, PHC as soon as possible (preferably within 24 hours of the incident) and further acknowledge and agree that all incidents will be investigated. I understand that all Inter/national fraternities and sororities strictly prohibit hazing. I acknowledge and agree that hazing goes against the purpose and ideals that fraternities and sororities were founded upon. By signing this form, I acknowledge and agree to abide by Texas State University's alcohol, drug and hazing policies.

Name: _____

(Please print first, middle, and last name)

Date: _____ Student I.D. Number: _____ Net I.D.: _____

Hometown/State: _____ Birth Date: _____

I, _____ agree to the terms listed above.

(Signature)

Instructions for Updating Chapter Rosters

- 1) Please **print** the roster provided and indicate the appropriate status change for each individual on your roster you are removing or adding.

Active (A)	A fully initiated member in your organization
*Alumni (Al)	Any member whose membership has been changed to alumni status with your organization.
*Graduated (G)	Members who have graduated from Texas State
Inactive (I)	A Member who is taking a semester off from the organization but will be returning to Active status at a later date, must be listed as inactive with your national/regional office.
New Member (N)	A new, non-initiated, member of your organization
Holdover (H)	A member who completed their new member education process, did not meet the qualifications to be initiated, and is keeping their new member status.
Resigned (RS)	Any member who willingly resigned their membership to the organization.
Revoked (RV)	Any member whose membership was revoked or terminated by the organization
Suspended (S)	Any member whose membership was suspended by the organization.
Transfer (T)	Any member who has transferred to a different university and has indicated they will pursue an affiliate transfer.

*Changes for graduated members should only be made at the beginning of the semester graduation so that those members remain on the grade report.

- 2) **Any member designated as Alumni, Graduated, Inactive, Resigned, Revoked, Suspended, or Transferred, you must attach a corresponding Roster Addition Deletion Form.**
We cannot remove these individuals from the roster without the formal paperwork to remove them.
- 3) **Verify the Texas State email addresses provided on the roster.**
We understand this may not be their preferred email. However, it ensures we have the correct individual on the roster.
- 4) **If a member is missing from the roster, submit a Roster Addition Deletion Form, with that members signature. to add them.**
We cannot accept any additions you have written on the roster without the formal paperwork to add the individual.

All roster edits, with the necessary paperwork attached, must be submitted to Fraternity and Sorority Life at LBJSC 4-14.1 no later than 5:00 PM on designated deadline.

If you have any questions, please contact Fraternity and Sorority Life at 512-245-5646 or stop by the office to discuss your questions.

**Fraternity and Sorority Life
Roster Addition, Deletion, and Grade Release/ Policy Acknowledgement Form
LBJ Student Center 4-14.1 512.245.5646 WWW.FSL.DOS.TXSTATE.EDU**

Please Print

Member Name: _____ Texas State Email: _____
Last First

Phone Number: _____ Student ID #: _____

Fraternity/Sorority: _____

Initiating Chapter/University: _____

Addition and Grade Release:

This section should be used to **ADD** an **Affiliate/Transfer** student to the official chapter roster at any time during the year and/or to **ADD** an **Initiated** member who is returning to active status in the chapter (*please check one*):

- Affiliate Transfer
- Returning Member

Effective date to ADD member to roster: _____

I give permission to the Texas State Dean of Students - Fraternity and Sorority Life Office and the appropriate officers and advisors of the fraternity or sorority listed above to have access to my academic records for the purpose of compiling academic rankings, grade point averages, and for my fraternity/sorority to use for academic programming and membership requirements. This permission is granted while I am a student at Texas State University and associated with my fraternity/sorority in any capacity. I have read and agree to the University's Hazing, Drug, and Alcohol policy found in my student handbook as well as University, Student Affairs, and Fraternity and Sorority Life policies regarding conduct, social events, and solicitation as it applies to my chapter, which can be found on the Fraternity and Sorority Life website.

Member Signature: _____

Deletion:

This section should be used to **REMOVE** an active member or new/associate member from your chapter roster any time during the year (*please check one*):

- | | |
|--|--|
| <input type="checkbox"/> Graduation | <input type="checkbox"/> Inactive |
| <input type="checkbox"/> Membership Revoked (Active or New Member) | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Membership Suspended (Active or New Member) | <input type="checkbox"/> Alumni Status |
| <input type="checkbox"/> Membership Resigned (Active or New Member) | <input type="checkbox"/> Other: _____ |

Effective date for REMOVAL: _____ Reason for Removal: _____

Attention Students: You **Must** have the appropriate signatures in order for the changes to take place on your roster.

Chapter President Signature _____ Date _____ Chapter Advisor Signatures _____ Date _____

Please note: a copy of this form will be provided upon request to headquarters to maintain proper record keeping.

Staff Received (date): _____ Roster Updated (date): _____

Texas State University

Dean of Students – Fraternity and Sorority Life

Alcohol-Free Event Registration Form

(Please print all information except signatures)

Dean of Students-Fraternity and Sorority Life • LBJ Student Center 4-14.1 • 512-245-JOIN (5646)

FORM MUST BE SUBMITTED AT LEAST ONE WEEK PRIOR TO THE EVENT. MUST BE DATE STAMPED

Fraternity/Sorority Name(s)	#1 Org	#2 Org
Date of the Event		
Start & End Time of the Event		
Expected # of people in attendance		
Location of the Event: <i>Name</i>		
Location of the Event: <i>Address</i>		
Primary Contact Person's Name		
Primary Contact Email & Phone Number		
Secondary Contact Person's Name		
Secondary Contact Email & Phone Number		
Who will be checking the guest list?		
Type of Event (Check all that apply)	<input type="checkbox"/> Brother/Sisterhood <input type="checkbox"/> Community Service <input type="checkbox"/> Date Party <input type="checkbox"/> Educational Programs <input type="checkbox"/> Formal <input type="checkbox"/> Mixer <input type="checkbox"/> Parent/Alumni <input type="checkbox"/> Philanthropy <input type="checkbox"/> Recruitment/Intake <input type="checkbox"/> Other	
Will Security be used? # of Officers		
What type of food & beverages will be available?		
Is Transportation provided?	<input type="checkbox"/> Cars <input type="checkbox"/> Bus <input type="checkbox"/> Other _____ If Bus fill in the areas below.	
Pick Up	Location(s): _____	Date: _____ Time(s): _____
Drop Off	Location(s): _____	Date: _____ Time(s): _____

By signing below, we understand that the organization(s) listed above as sponsors are responsible for following all applicable University, National Organization, county, state and federal laws.

We understand that it is the responsibility of ALL organization members, especially the officers, to ensure the safety of our members and guests at our event.

We understand that this is an alcohol-free event.

We also understand that if it is discovered that any of the sponsoring organizations are not following the appropriate policies, all sponsoring organizations may face university sanctions, including but not limited to organization suspension.

#1 Org Print Name of President / Email / Phone Number	Signature of President	Date
#1 Org Print Name of Advisor / Email / Phone Number	Signature of Advisor	Date
#2 Org Print Name of President / Email / Phone Number	Signature of President	Date
#2 Org Print Name of Advisor / Email / Phone Number	Signature of Advisor	Date

**DEAN OF STUDENTS OFFICE (DOS)
FRATERNITY/SORORITY EVENTS USING ALCOHOL AGREEMENT FORM**

This form is designed to assist student organizations risk management procedures and practices in planning safe and organized events. Student organization advisors, governing bodies and the Dean of Students Office staff provide education to the organization members and are not responsible for ensuring these policies are performed at social events. The Event Agreement Form is to be completed for any event where alcohol will be present and in which the student organization members will be entertaining invited guests, parents, other invited students, and/or guests of the university including alumni.

Organization Presidents/Executive Officers, Risk Management Officers & Social Chairs (including formal event chairs) are responsible for their organization and organization members' adherence to the terms of this agreement including provisions of responsibility before, during and following the event. If multiple organizations are co-hosting or participating in a function/social activity, only ONE social event form, jointly signed by officers of each organization, needs to be submitted to the Dean of Students Office.

This form should be submitted to the Dean of Students Office at least ten business (10) days prior to the scheduled event. No event form is officially accepted unless this form is signed and date stamped by a Dean of Students staff member.

1. Name of Organization(s) Participating:

1- _____

2- _____

2. Date of Event: _____

3. Times of Event: Set-up- _____ Event Start- _____ Event Finish- _____ Clean-Up- _____

3. Type of Event (i.e., sponsored special event, mixer, date party, semi-formal/formal, etc.):

4. Theme of the Event: _____

5. Location of the Event: _____

6. Expected Number in Attendance to Event: _____ **(Submit guest list within 24 hours of event)**

7. Contracted TABC bartenders are arranged with host establishment and signed by all participating organizations. **(Please attach a copy of the contract)**

8. Indicate each specified monitoring and transportation service your organization(s) will be providing in order to host your social event. Sober monitoring, safe transportation and food/non-alcoholic beverages must be provided for your organization(s) to be in compliance with the *University Alcohol Policy* and/or the *"Guidelines for Fraternity and Sorority Use of Alcohol."*

➤ **SOBER MONITOR & SECURITY RESPONSIBILITIES:**

A minimum of 2 members from each participating organization are required to:

- Check the guest list at the door of the host location
- Check each member & guest's I.D. to ensure that only those 21 years or older are allowed to consume alcohol
- Provide each guest who is 21 years or older a wristband to indicate they can legally possess and consume alcohol
- Guarantee that non-invited guests do not enter the host location
- Ensure members and invited guests do not over-consume alcohol

OUTSIDE SECURITY HIRED: _____ NUMBER OF OFFICERS: _____

➤ **TYPE(S) OF SAFE TRANSPORTATION: (Check all that may apply)**

_____ Chapter will utilize a designated driving program

_____ Taxi service information will be clearly posted at host site

_____ Chapter will arrange a chartered bus/transportation service to pick up and drop members and invited guests off at a location approved through the Dean of Students Office

Bus Pick-Up Location/Time: _____ Bus Drop-Off Location/Time: _____

- **NOTE:** For events where alcohol is present, food (a portion must be non-salty) and non-alcoholic beverages must be provided.

Please list foods to be provided: _____

Please list non-alcoholic beverages to be provided: _____

We, the undersigned representatives of the host organization(s), have faithfully and without misrepresentation provided the requested information for this event. All organizations have read this agreement form, the University Policies SA/PPS No. 07.08 Fraternity and Sorority Life Policies and SA/PPS No. 07.10 Fraternity and Sorority Social Host Policies as well as our own National Fraternity/Sorority risk management policies governing such events.

We acknowledge that organization advisors, student organization governing bodies and the Dean of Students Office staff have no information pertaining to this event other than what we have provided. We further acknowledge that organization advisors and governing bodies as well as members of the university are not responsible for attending or monitoring this event. Receipt of this agreement cannot be construed as responsibility of the proposed event by Texas State University. This form does not constitute legal advice and the hosting organization(s) are responsible for complying with all laws particularly with regard to serving alcohol.

We are fully aware of the Texas State University and our national organization policies and agree to follow them. Furthermore, we are aware that if our organization fails to abide by these policies, including adherence to the provisions of this agreement, we will be subject to disciplinary action and other sanctions as provided by the applicable policies and laws, including, but not limited to, appearing before the appropriate judicial authority.

#1- ORGANIZATION NAME: _____

SIGNATURES:

- PRESIDENT: _____ (*Printed Name*) _____

PHONE NUMBER: _____ E-mail: _____

- SOCIAL CHAIR: _____ (*Printed Name*) _____

PHONE NUMBER: _____ E-mail: _____

- RISK MANAGEMENT CHAIR: _____ (*Printed Name*) _____

PHONE NUMBER: _____ E-mail: _____

#2- ORGANIZATION NAME: _____

SIGNATURES:

- PRESIDENT: _____ (*Printed Name*) _____

PHONE NUMBER: _____ E-mail: _____

- SOCIAL CHAIR: _____ (*Printed Name*) _____

PHONE NUMBER: _____ E-mail: _____

- RISK MANAGEMENT CHAIR: _____ (*Printed Name*) _____

PHONE NUMBER: _____ E-mail: _____

ORGANIZATION ADVISORS ACKNOWLEDGEMENT OF EVENT:

SIGNATURES:

Advisor #1: _____ (*Printed Name*) _____

PHONE NUMBER: _____ E-Mail: _____

Advisor #2: _____ (*Printed Name*) _____

PHONE NUMBER: _____ E-Mail: _____

Campus Directory

Campus Recreation	512.245.2940	www.campusrecreation.txstate.edu
Career Services	512.245.2645	www.careerservices.txstate.edu
Counseling Center	512.245.2208	www.counseling.txstate.edu
Dean of Students Office	512.245.5646	www.dos.txstate.edu
Department of Housing and Residential Life	512.245.4663	www.reslife.txstate.edu
LBJSC Conference Services	512.245.2264	www.lbjsc.txstate.edu/services/conference
Office of Disability Services	512.245.3451	www.ods.txstate.edu
Office of Student Diversity and Inclusion	512.245.2278	www.sdi.txstate.edu
Office of the University Registrar	512.245.2367	www.registrar.txstate.edu
Student Health Center	512.245.2161	www.healthcenter.txstate.edu
Student Involvement	512.245.3219	www.getinvolved.lbjsc.txstate.edu
Student Learning Assistance Center (SLAC)	512.245.2515	www.txstate.edu/slac
Student Organizations Council	512.245.1635	www.lbjsc.txstate.edu/soc
Student Support Services	512.245.2275	www.sdi.txstate.edu/sss
University Police Department	911	www.police.txstate.edu
University Police Department (non-emergency)	512.245.2890	www.police.txstate.edu
University Police Department (non-emergency; nights & weekends)	512.245.2805	www.police.txstate.edu

Helpful Links

Fraternity and Sorority Life	https://fsl.dos.txstate.edu/
Interfraternity Council	https://ifc.dos.txstate.edu/
Multicultural Greek Council	https://mgc.dos.txstate.edu/
National Pan-Hellenic Council	https://nphc.dos.txstate.edu/
Panhellenic Council	https://nphc.dos.txstate.edu/
Fraternity and Sorority Life Programming Board	https://programmingboard.dos.txstate.edu/
Association of Fraternal Leadership and Values	https://www.aflv.org/page/AFLVCentral
Association of Fraternity and Sorority Advisors	https://www.afa1976.org/default.aspx
Hazing Prevention	https://hazingprevention.org/
North – American Interfraternity Conference	https://nicfraternity.org/#
National Panhellenic Conference	http://www.npcwomen.org/
National Pan-Hellenic Council	https://www.nphchq.org/quantum/
National Association of Latino Fraternal Organizations	http://nalfo.org/
Order of Omega	http://orderofomega.org/
Stop Hazing	http://www.stophazing.org/

Chapter 3: Advising Students

Student Development Theory: The Basics

Student development theory provides advisors a foundation for understanding the natural maturation and development of the students with which they work. A basic knowledge of the theories and methods of human development and their applications in college settings will help you facilitate the development of your advisees. As some advisors have said, “Now I know why _____’s behavior drives me nuts!”

In Loco Parentis

For about the first three hundred years, the theory that dominated thinking about higher education was in loco parentis: colleges acting on behalf of parents for the good of their students. As the average age of seventeenth-century freshmen was about fourteen, students were considered children, and the institution their parents. Character development (which really meant traditional Christian religious values) was instilled by strict rules and regulations and enforced by rigid discipline. The development of students' character was substantially more important to early American colleges than the development of their intellect. Today, in loco parentis has been replaced with total student development – encouraging the development of a student’s social, environment, moral, leadership, and identity development.

Families of Student Development Theory

Student development theories generally fall into five broad categories; 1) psychosocial, 2) cognitive-structural, 3) person-environment, 4) humanistic, and 5) student development process models.

1. **Psychosocial theories** address developmental issues or tasks and events that occur throughout the life span. These tasks and events tend to occur in sequence and are correlated with chronological age. Individuals progress from one stage to another by accomplishing related developmental tasks or by resolving crises. This is the "what" or "content" of student development.

For example, William Perry's theory helps us understand how students think in a sequential order. The first five stages in this theory deal with students' intellectual development as they move from a dualistic view of the world (black and white, right and wrong) to a relativistic view of the world (all knowledge is contextual, "it depends"). The remaining positions deal with students' ethical development.

2. **Cognitive-structural theories** address how individuals reason, think, and make meaning of their experiences.

Development is seen as hierarchical stages with each successive stage incorporating parts of the previous stage. This is the "how" or "process" of student development.

3. **Person-Environment theories** address behavior as a function of the person and the environment.

For example, if you think about the chapters on your campus there may be a beautiful chapter house and the members treat it with respect. Nobody punches holes in the walls, no one thinks of leaving their empty pizza boxes in the hallways. This chapter probably has an influential house director or chapter advisor positively influencing the behavioral expectations of the members and is there to remind them of the value of respect of property. Other chapter houses may be littered with garbage, old clothes, food smeared on the walls from a food fight – these members are equally (and negatively) influenced by their environment. The implicit values are destruction, an “it’s not my house” attitude, and basic disrespect. Many of these person-environment theories are used in career planning.

4. **Humanistic existential** theories share a common philosophy of the human condition. Humans are free, responsible, self-aware, potentially self-actualizing, and capable of being fully functioning. Development is internally motivated. These theorists believe the forces of growth are within the person and are facilitated by self-disclosure, followed by self-acceptance and self-awareness. These theories are used extensively in counseling.
5. **Student development** process models are either abstract representations of the field of student personnel work or recommended sets of action steps for the practice of student development. They give us the process steps of how to use theories rather than the why, what to do, or how to do it that the theories provide. These models help practitioners put the theories into actual practice.

There are dozens of theories falling into these five families. Many address general populations of traditionally-aged college students; however, more recently theories have emerged which address the differences in development in specific populations such as returning adult students, African-American students, gay/lesbian/bisexual/transgendered students, female students, etc. (adapted from www.utdallas.edu/dept/ugraddean/theory.html).

Advising Styles

Your advising style will be determined by your personality, your knowledge base, and the development stage of the group you are advising. The group's development stage is dependent on its members programming expertise, commitment to the organization, ability to take responsibility for its own actions, and interpersonal skills. As the group develops and gains greater maturity, you will have to shift your style to match the needs of the group, thus aiding development. Some common states of group development and matching advisory styles are described below.

<u>Group Development Styles</u>	<u>Advisory Styles</u>
<p>Infancy: Students demonstrate low levels of commitment to the organization, programming skills, and responsibility for their actions.</p>	<p>Program Director: High concern for product, low concern for process. The advisor takes the role of group member or programmer - identifying, planning, and implementing programs and activities for the student group.</p>
<p>Adolescence: Students demonstrate increasing programming skills, interest, commitment, and responsibility.</p>	<p>Teacher/Director: High concern for product, high concern for process. The advisor takes the role of advocate - persuading students on the appropriateness of activities; authority - monitoring students compliance with legal requirements, as well as institutional procedures and regulations; or expert - offering suggestions to students based on experience or specialized knowledge base.</p>
<p>Young Adulthood: Students demonstrate competency in programming skills and an increase in commitment, plus a willingness to take responsibility for their own actions.</p>	<p>Advisor/Teacher: Low concern for product because students have taken over this concern, high concern for process. The advisor takes the role of educator - designing and encouraging student participation in developmentally powerful experiences; resource - providing alternatives and suggestions; evaluator – assisting the group in collecting data to be used in decision making and program planning; or process consultant - assisting students with increasing the effectiveness of group functioning.</p>
<p>Maturity: Students demonstrate a high degree of competence in programming and group skills. They exhibit a strong commitment to the group and a willingness to take responsibility for their own and the group's actions.</p>	<p>Consultant: Low concern for product and process because students assume responsibility for both. The advisor takes the role of reflector - serving as a "sounding board" for students ideas and plans; or fact finder – providing information to students on request.</p>

Relationship between Collegiate Officers and Advisors

Generally, the advisor's contacts with the organization will take place in two settings: discussions with the officers, and attendance at meetings and other group activities. When working in these two settings, the advisor must constantly be aware of their role in the organization. Although active participation by the advisor is desirable, the advisor is not the leader of the group. The key to advising is developing a good relationship with the officers of the organization.

Officer-Advisor Relationship

1. The officer should meet regularly with the advisor and use them as a sounding board for discussing organizational plans and problems.
2. The officer should keep the advisor informed as to all organizational activities, meeting times, locations, and agendas. The advisor should receive minutes of all meetings.
3. The advisor should assist the officer in formulation long-range goals and in planning and initiation short term projects.
4. The officer should utilize the advisor as a resource person. From their previous experiences the advisor can provide the officer and member with background information and perspective on various campus and Fraternity/Sorority issues and concerns.
5. The officer will find the advisor able to assist in evaluating individual and group projects, performance, and progress.
6. The advisor may assist the office in preparing meeting agendas. This not only provides structure for conducting the organization's meetings, but also serves as a point of departure for the discussion of other areas of mutual concern.
7. The advisor should point out factors bearing on the ideas presented by the officer without imposing their own bias. If an idea is inappropriate, the advisor should try to encourage the officer to consider other alternatives.
8. If the officer asks, "what should we do?", or "what do you think?", the question should be rephrased and handed back to the officer. The advisor is there to assist the officer, but not to solve the problem for them.
9. The advisor may suggest ways by which group meetings can be improved.
10. The advisor makes suggestions to help the officer improve other leadership skills. The officer should be encouraged by the advisor to take an occasional chance on some less proven members in delegating authority.

Communication Skills

Building Relationships that Work

Advisors are the link between students, faculty, community, and headquarters, as well as between the 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 maintain a solid foundation for working with a Greek chapter:

- Attend a lunch or dinner at the house, if possible.
- Encourage the chapter to host a scholarship banquet.
- Be available and enthusiastic about helping the chapter educate themselves. Present a study skills seminar to the chapter and/or new member class.
- Attend Parent's Day activities. Parents will feel good knowing their child is a member of a chapter with an active, positive role model.
- Get to know all chapter members by name.
- Assist officers in planning events when needed.
- Try to attend and participate in community events with the chapter when appropriate.
- Ask to be on the chapter's E-mail list serve or mailing list.
- Stay informed of what is happening in the organization, both positive and negative.
- Stay connected with the Director and Assistant Director of Fraternity and Sorority life and use them as a resource often.
- Take the chapter's or officers schedules into consideration when arranging meetings.
- Agree to support the rules and regulations of the university and the national fraternity.
- Keep honest and open with chapter members and officers.
- Stay informed of problems and issues in the Greek community through the chapter or Office of Greek Life.
- Attend chapter activities when invited, including social events.
- Stay informed of the chapter's organizational activities, meetings, and social events.
- Meet regularly with the chapter or chapter representatives to discuss organizational challenges.
- Stay informed of any potential problems or concerns with the chapter, especially regarding academic, membership and conduct issues.
- Attend advisor and/or alumni meetings when scheduled by the FSL Office.

Conflict Management

Difficult people are everywhere. They can be negative, irritating, and seem impossible to manage, this creates stress for everyone around them. Sometimes it seems easier to avoid or work around difficult people, but this is never a good long-term solution. If you learn to assess the person's behavior and listen with genuine interest, it is possible to effectively manage every difficult person. Good leaders and advisors never avoid difficult management situations. To assist you in managing difficult people, the following are seven difficult personality types. In each personality type, the

behavior of each type is described first, followed by effective action you can take to handle each type of behavior.

Seven Difficult Personality Types

1. Attackers

Behavior: Attackers assert their viewpoint forcefully. They require people to listen to what they say. They need room and time to blow off steam.

Your Action: Address the attacker by name and quietly, but firmly, ask him or her to sit down. Then listen carefully to what the attacker has to say. Once calmed, the attacker usually becomes reasonable and may suggest valuable solutions. The worst coping behavior on your part would be to return the attack.

2. Egoists

Behavior: Egotists also assert themselves, but unlike the attacker, they are often subject experts.

Your Action: Show honest respect for their knowledge, but don't become intimidated by it. Instead, capitalize on what they know by asking questions. Compliment them when they provide helpful information but make sure they know you are the advisor.

3. Sneaks

Behavior: Sneaks take potshots and often use sarcasm as a weapon.

Your Action: Confront sneaks with direct questions and let them know you do not appreciate their sarcasm. Use positive reinforcement when possible to steer them toward becoming more of a team player.

4. Victims

Behaviors: Victims see everything negatively. They act powerless and defeated, often whining about everyone and everything.

Your Action: Ask them for suggestions to improve the situation. Have them state the negatives and address each one logically and positively.

5. Negators

Behavior: Negators are usually suspicious of those in authority and believe that their own way of doing things is the only way.

Your Action: Let negators use their negative ammunition in a group meeting, then let co-workers express their views about positive solutions. Group members will most likely try to enlighten the negator that better solutions do exist.

6. **Super-Agreeables**

Behavior: These people have such a strong need to be liked that they do whatever you request at the expense of their own concerns or needs. They will overcommit and often disappoint and frustrate everyone.

Your Action: Monitor assignments to make sure super-agreeable are not overworked.

7. **Unresponsive**

Behavior: Unresponsive people are the most difficult to manage. They are seemingly impossible to draw out or to get involved.

Your Action: Specifically ask them for their opinion when getting group feedback. Try to include them when assigning tasks, so they too can feel a part of the organization.

Dealing with Interpersonal Conflict

- Seek first to understand.
- Separate the person from the behavior. Use I statements.
 - Refrain from saying you are uninvolved, instead try saying, I've noticed you haven't been involved lately.
- When you initiate discussion, acknowledge the conflict.
 - Don't beat around the bush, state how you interpret the situation and let the other person/s do the same.
- Set a time to communicate directly, preferably in person.
 - Choose a place that is neutral.
 - Include the other person in the scheduling; show them you are flexible!
- Ask directly, but sensitively, for the other person's ideas and recognize positive intentions.
 - Don't make all the decisions yourself; conflict resolution should be a compromise and a team effort.
- Reflect back to the other person what you are hearing to make sure you've understood.
 - It is important that what one person is saying is being interpreted correctly by the other person.
- Listen empathetically.
 - Instead of trying to plan what you'll say next, listen to what the other person is saying, then plan your response.

Chapter Four: Working Through Crisis

You signed up for a meaningful volunteer commitment to working with students. You were excited about empowering them with information and resources to help them strengthen the chapter and to have a good leadership experience. Very few, if any, chapter advisors volunteer just to manage crises.

But, crisis management is the ultimate example of reactive self-governance. Invest time now in discussing crises and “what if” situations. Help the students create an implementation plan to assist them as they work through the difficulties of these situations and you will be boosting their self-confidence and preparing them for the worst.

Immediate crisis situations may involve:

- Fire
- Death of a member
- Serious accident

Short-term crisis situations may involve:

- Destruction of property
- Alcohol/drug abuse
- Hazing
- Sexual assault
- Bias-related violence
- Eating Disorders

This chapter will provide you with conversation tools and resources for crisis preparation with your advising and chapter leadership teams. Everyone thinks “this won’t happen to us.” Hopefully it won’t. But, in the event of an emergency or tragedy, your members – undergraduate and alumni – will feel more in control of the situation with proper planning. Additionally, this chapter offers a guide for referrals - a critical component to proactive advising and support of a chapter and its members.

Crisis Management: Preparation/Training

Before anything happens, help the undergraduates think through the resources available to them, their immediate plan of action, and their leadership/communication hierarchy in the event of an emergency. Use this worksheet as a discussion tool/training resource to work with the chapter leadership team and the alumni advisors who would be naturally involved in the resolution of the crisis.

1. “What if...?”
 - a. Plan for a crisis by asking “what if?” in a calm executive board meeting. Planning gives you time to make well-reasoned, unhurried decisions about crisis responses.
 - b. Discuss the Chapter Discussion Worksheet: Our Chapter’s Responses as a team to prepare for the emergency discussions.
 - c. Then use the Eight Steps to Discuss for Crisis Management Planning for the training/discussion. Take notes as a team and then organize them in a step-by-step fashion.
2. Create a Phone List
 - a. Create a simple phone list to post in all public areas of the chapter facility and post in your chapter online portal. See Emergency Phone Numbers to Post in the Chapter Facility
 - b. As a discussion/training piece, create another list outlining different types of emergencies and the communication/contact plan for each. Use this chapter as a discussion tool.
 - c. Create a permanent phone list which includes the phone numbers of the chapter president, advisor team, house corporation president, campus fraternity/sorority professional(s), Dean of Students, and media outlets (if necessary). This should be in the hands of every chapter officer and advisor.
3. Information Network
 - a. Develop a communication system to inform every member of the chapter quickly. Chances are fairly good they'll be stopped by students and the media outside of the chapter facility or, if they're wearing letters, on campus.
4. Determine the Facts
 - a. What happened?
 - b. When (specific date and time)?
 - c. Where?
 - d. How?
 - e. What was the damage? Injury?
 - f. Who was involved?
 - g. Applicable inter/national fraternity/sorority policies:
Applicable campus policies:
5. Brief your VIPs
 - a. Decide what information needs to be shared with appropriate VIPS. Then, work the plan. Brief the individuals pre-determined on the phone list.

6. Prepare the President
 - a. Prepare the president to truthfully answer tough questions with the media. Connect the president with an attorney if appropriate. This should be done in a coordinated effort with campus and inter/national fraternity/sorority representatives.
7. Inform the Membership
 - a. Train/educate the general membership. Help them understand their role in the event of an emergency. Let them know the only person to speak to the public and/or media is the chapter president.

Chapter Discussion Worksheet: Our Chapter's Responses

Together as the leadership and advising team to the chapter, discuss the following questions before providing additional handouts, resources, and training. This will provide you with an understanding of the preparedness of the chapter for crises.

Common Emergencies:

Personal Injury	Mental/Physical Health Issue
Eating Disorder	Legal
Fire	Property Damage
Automobile Accident	Risk Management Issue
Natural Disaster	Suicide/Death

Who is the crisis management leader in each case?

What are the critical elements of a crisis plan in the event of an emergency?

Who should be contacted?

First:

Second:

Third:

Preparing Students: Eight Steps to Discuss for Crisis Management Planning

1. Define the Crisis
 - a. Obtain clarity and understanding
 - b. Be as specific as possible
 - c. Reach an agreement that the crisis being defined is really the problem
2. Gather Information
 - a. Discuss the issues and concerns related to the crisis
3. Diagnose and Analyze the Causes
 - a. Brief your VIPs (determine who these individuals are)
 - b. Perform a focused analysis
 - c. Select areas of chapter management/programming for modification based on the analysis
4. Propose Solutions
 - a. Brainstorm and make a list of as many alternative solutions as possible
5. Discuss the Solutions
 - a. Evaluate the merits of each alternative solution
 - b. Rank alternative solutions from most desirable to least desirable
6. Decide on a Solution or a Series of Solutions
 - a. Choose a solution that seems feasible, i.e., has potential for success
 - b. Choose a solution that the chapter can actually implement
7. Plan Action Steps
 - a. List detailed steps for implementing solutions
 - b. Plan specific steps that you as individuals can take
8. Evaluation
 - a. Evaluate our way of working together
 - b. Express your feelings and opinions about the way you are working together Plan ways in which you can improve your chapter leadership/advising relationships

Emergency Phone Numbers to Post Worksheet

	<u>Name</u>	<u>Phone Number</u>
	EMERGENCY	911
Campus Security/Police:	Non-Emergency	512-245-2890
City/Town Police:	Non-Emergency	512-753-2108
Fire Department:	Non-Emergency	512-805-2660
Campus Counseling Service:		512-245-2208
Chapter President:		
Room		
Cell		
Work		
Chapter Advisor:		
Home		
Work		
Cell		
Inter/National Headquarters:		
Campus Fraternity/Sorority Professional:		512-245-5646

Guide to Referrals and Resources

Most people recognize the need to refer, but many are uncertain about how to do it. Whenever you are in doubt about whether or to who to refer a member with a question or a problem consult the campus advisor and/or the campus Counseling Center.

WHEN TO REFER

1. When a member presents a problem or a request for information which is beyond your level of competency.
2. When you feel that personality differences (which cannot be resolved) between you and the member will interfere in his/her progress.
3. If for some reason the individual is reluctant to discuss the problem with you.
4. If after a period of time you do not believe your communication with the individual has been effective. Don't wait until it is too late for anyone to help.

WHERE TO REFER

Your knowledge of agencies that can be of service to students is of primary importance. You should be certain to refer a student to the office that will best serve him/her. Do not depend upon someone in another office to ensure that a student gets to where he/she could have been sent originally. It is obvious that a student becomes discouraged when referred from office to office without a real effort to determine where he/ she can receive the assistance desired.

If you are not certain where to refer a student, find out before you send him/her off walking all over campus. Referrals should be considered as indications of competencies rather than inadequacies of the referring individual. If you are still unsure, call the campus fraternity/sorority professional. You don't have to share the details of the individual involved, just ask in general who to contact for the issue. Referring a member to the appropriate office demonstrates to him/her that you have his/her best interests at heart.

HOW TO REFER

Although it may be helpful to refer an individual to a specific person, this is not always possible as busy as some counselors are. Familiarity with the personnel and the function of each agency will help you explain the agency to the individual and assure him that, although s/he may see anyone of several people, all are competent.

Do not transmit information about the individual to the referral agency when s/he is in your presence. This may project the feeling that his particular problem is being known to everyone on campus.

When the individual has returned from the referral, do not pump him/her for information. Though s/he may not want to share his experience with you it's helpful to convey your feelings of concern for his/her general welfare. If you merely inquire about whether the appointment was kept, s/he may volunteer whatever information is necessary.

Do not expect immediate help for particular symptoms. Changing basic attitudes and feelings, gaining academic skills, or learning to handle everyday problems may be a process that moves slowly. Do not expect miracles to be performed on cases you refer.

Finally, respect the individual. The basic approach to all helping and referring is one of fundamental respect for the individual and the belief that it is best for people to work out problems in their own way. You and the referral agencies are helpers in this process by providing a variety of alternatives for assistance but on the individual's own terms. Your chapter member may choose to ignore or accept the help available – your job is to see that he becomes aware of this help and that he has the maximum opportunity to utilize it.

(Adapted from staff manual for resident assistants, Wichita State University)