



**GREEK
LIFE** 
WILLAMETTE
THE FIRST UNIVERSITY IN THE WEST

RESOURCE GUIDE

for all Greek Leaders

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Directory

University Administrators Working with Greek Life

Residence Life	(503) 370-6212	<reslife>
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- IFC Advising
- Fraternity Recruitment
- Fraternity Membership/Officer Updates
- Event Registration/Management
- Occupancy Policy
- Judicial Affairs
- Greek Chapter Checklist
- Emergency & Crisis Response
- Submitting Maintenance Reports

Cell Phone Numbers:

University Representative/Fraternities (503) 370-6825
Coordinator On Call (503) 370-4730

Marilyn Derby, Director of Residence Life (503) 370-6707 <mderby>
Tori Ruiz, Administrative Assistant (503) 370-6212 <truiz>
Zackary Hull, Fraternities/Cornerstone Area Coordinator (503) 370-6725 <zhull>

Student Activities	(503) 370-6463
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- PHC Advising
- Sorority Recruitment
- Campus programming center
- Sorority Membership/officer updates
- Mailboxes (Chapter, IFC & PHC Officers)
- Student organization recognition
- Greek chapter checklist
- Student travel policy & trip forms

Lisa Holliday, Director of Student Activities (503) 370-6574 <lcjones>
Kate Schnurr, Assistant Director of Student Activities (503) 370-6751 <kschnurr>
Vonnie Martin, Student Involvement Program Coordinator (503) 370-6842 <vmartin>

Residential Services	(503) 370-6880	<housing>
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- Maintenance/Facilities issues
- Housing assignments
- Contracts & leases
- Keys

Cheryl Todd, Director of Residential Services (503) 370-6880 <ctodd>
Patty Schomaker, Keys/Work Orders/Billing (503) 370-6880 <pschomak>
Jennifer Pilcher, Housing Assignments/Meal Plans (503) 370-6880 <jpilcher>

Campus Safety	(503) 370-6911	<safety>
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- Chapter access and security
- Student travel policy & trip forms

Rosters

Chapter Officer Roster

After each election cycle, email or deliver the entire chapter officer roster to reflect the newly elected officer team to the Office of Student Activities for sororities and Residence Life for fraternities. This information will allow IFC/PHC, OSA and ORL to keep the appropriate chapter officers informed and updated.

If an officer changes during the semester please notify the Office of Student Activities and the Residence Life of this change (within one week).

Pledge/New Member Roster

At the conclusion of the formal recruitment period in the spring or after a bid has been extended and accepted, please complete the pledge/new member roster.

This form should be turned into the Office of Student Activities or the Office of Residence Life one week after formal recruitment has ended or one week after a student has accepted a bid from the chapter.

The form needs to be complete so that the offices are able to update grade report rosters, to allow for after hours card lock access, and to keep accurate new member statistics.

Change of Membership Status Form

Any time there is a change in a member's status this form needs to be completed and submitted to the Office of Student Activities (sororities) or the Office of Residence Life (fraternities). Examples of this include members that depledge, withdraw membership, transfer, graduate etc.

Organizational (University) Accounts

Guidelines

Arrangements have been made for chapter officers to charge to their University organizational account (1-0291) when doing business on campus. Charges will be accepted at the following locations: Facilities (vans), WITS, Copy Center, Library (for copying), Bon Appetit Food Service and Campus Safety.

G/L reports are available for Presidents, Treasurers, and University Advisors through the WU Internal Web/JASON (access to such reports is available by contacting Jan Kenitzer in Accounting). Chapters are responsible for checking these accounts on a regular basis to verify statement accuracy and ensure payment of bills. Chapters need to pay the balance of their bill by the 10th of each month or adhere to their chapter's debt-payment plan.

Chapters will have the option of paying for the bill or splitting it among current members. If the chapter elects to split the bill among its current membership it must provide a comprehensive roster and a copy of the letter to be sent out to all members describing why they are being assessed, how much they are being assessed and signed by the chapter leadership.



Willamette University Student Travel Procedures & Best Practices - University Vehicle

1. In order to serve as a driver for travel in a University or leased vehicle, a person must meet the following qualifications:
 - a. Current Willamette University employee or student
 - b. Possess a valid driver's license.
 - c. Passed online training test, available at <http://www.willamette.edu/dept/safety/parking/safedriver/>
 - d. Possess a driver's record that meets Willamette's requirements (monitored by Campus Safety). *Checking the driving record can take up to 7 days, so plan accordingly.*
2. A *Trip Information Form* is completed, signed and filed in Campus Safety. If the advisor or coach is not accompanying the students on the trip, he/she will select a student to serve as the Trip Leader. The Trip Leader will insure that the form is completed and filed in Campus Safety **prior to departure**. Any trip deviations must be reported to Campus Safety immediately in writing or by phone. *Trip Information Form* paper copies are available in the Office of Student Activities or online at <http://www.willamette.edu/dept/safety/>.

Pre-Departure Trip Meeting

The Trip Leader will clearly communicate expectations of student participants while on the trip. The following are recommended best practices to be covered when communicating the expectations.

1. Seat belt usage is required at all times when traveling in the vehicles.
2. Participants should carry little cash (travelers checks recommended) and leave valuables at home
3. Trip Leader has authority to return a participant home in the event of misconduct or medical emergency
4. The policies contained within the Willamette *Selected Policies Manual* are in effect and enforced- alcohol, drugs, conduct, sexual harassment, etc.
5. Students should avoid going anywhere without another person ("buddy system").
6. Curfew for overnight trips (recommended, but coach/advisor's discretion)
7. Student participants shall sign appropriate waivers.
8. Decision on whether to travel in bad weather is not influenced by class schedules for the next day.
9. Student participants should carry medical insurance information with them and wear or carry medical alert bracelets for serious allergies or unique medical conditions. In the case of athletic or other teams that travel regularly, the advisor or coach should carry this information as well.
10. Inform student participants of emergency procedures should an accident or student injury occurs. At this time, a back-up Trip Leader will be selected in case the Trip Leader is unable to enact these procedures during the trip.

General Travel Best Practices

1. Maps are obtained and travel routes are determined before the trip.
2. No driver should drive more than three (3) hours per shift and each driver should take at least a two (2)-hour break between driving shifts.
3. Travel should be interrupted, postponed, or cancelled if the schedule does not allow adequate rest for the driver(s), there is bad weather, or the budget is inadequate for overnight accommodations when needed.
4. Groups are not permitted to travel or return to campus after 1:00 AM without prior approval of the department head (i.e., Director of Student Activities, Director of Athletics, Department Chair, etc.).

Student Travel Accident & Emergency Procedures

All accidents in University vans are to be reported to Campus Safety. *Failure to report the accident within 24 hours may result in a charge back to the department using the vehicle for any insurance policy deductibles.*

In case of a serious accident or student injury, the Trip Leader enacts the following emergency procedures. If the Trip Leader is unable to carry out this process, the student captain or Trip Leader's designee will take the place of the Trip Leader.

1. Trip Leader calls appropriate emergency number, probably 911.
2. Trip Leader then contacts Campus Safety 503-370-6911
3. All students involved, even if they seem to be uninjured, may be taken to the nearest hospital for a medical assessment before being released. Campus Safety may assist with transport if the involved vehicle is not drivable.
4. Once the students have officially been released from the hospital or if they refuse care, Campus Safety officers or assigned University personnel will escort each student back to campus and his/her residence hall.

Effective 1/01

Updated 8/05, 10/06, 6/08

Willamette University
Student Travel Procedures & Best Practices – Private Vehicle

1. Private vehicle use is discouraged.
 - a. If it is necessary to use a private vehicle for University sponsored trips, a valid driver's license, proof of insurance and signed *Trip Information Form & Passenger List* must be furnished to Campus Safety during regular business hours (Monday-Friday, 8am-5pm). **For weekend trips, the above information must be submitted by 3pm on the Friday preceding the trip.**
 - b. Willamette University insurance covers only University owned, leased or rented vehicles driven by a University authorized driver; it does not cover personal vehicles or accidents and injuries that result from the use of a personal vehicle. The vehicle owner's insurance is the primary coverage for any accident or injury related to, or involved with, the use of their vehicle, even if it is being used for a purpose that supports the University.

2. In order to serve as a driver for travel in a private vehicle, a person must meet the following qualifications:
 - a. Current Willamette University employee or student
 - b. Possess a valid driver's license.
 - c. Passed both the online personal vehicle safety and freeway safety tests, available at <http://www.willamette.edu/dept/safety/parking/safedriver/>
 - d. Possess a driver's record that meets Willamette's requirements (monitored by Campus Safety). *Checking the driving record can take up to 7 days, so plan accordingly.*

3. A *Trip Information Form* is completed, signed and filed in Campus Safety. If an advisor or coach is not accompanying the students on the trip, he/she will work with the group's leadership to select a student to serve as the Trip Leader. The Trip Leader will insure that the form is completed and filed in Campus Safety **prior to departure**. Any trip deviations must be reported to Campus Safety immediately in writing or by phone. *Trip Information Form* paper copies are available in the Office of Student Activities or online at <http://www.willamette.edu/dept/safety/>.

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4. Once the students have officially been released from the hospital or if they refuse care, Campus Safety officers or assigned University personnel will escort each student back to campus and his/her residence hall.

Effective 1/1/01

Updated 8/05, 10/06, 6/08

Initiation Week Guidelines

Eliminating activities that call negative attention to your chapter house, membership and pledges/new members reduces the numerous questions that arise about the "value" Greek letter organizations add to the undergraduate experience.

Chapter officers need to make appointments to meet with the Area Coordinator for Fraternities at least one week prior to their initiation period in order to coordinate services and avoid communication issues between the University, the chapter and staff.

No black plastic or paper should be placed over the windows. If you would like privacy, please pull your blinds.

You can paint windows but not with black paint. The paint must be removed within one week of the conclusion of I-week.

Housekeeping will come in twice a day to clean the common areas of the building. If you would like to set up a specific cleaning schedule during initiation week, please contact the Housekeeping Foreman at 370-6135.

All take-out food needs to be stored and disposed of properly. This is to ensure the health and safety of all members eating take-out food from Goudy. If the food is not being distributed according the health and safety standards and regulations, Bon Appetit will be required to discontinue pack-out service. Each day of the week, each fraternity is allowed one pack out meal. The chapter can cater others meals on weekends but not Monday - Friday.

The University Representative (URep) must have access to all of the amenities of the chapter house (i.e. washer, dryer, vending machines, etc.). However, when you are conducting the "actual" initiation ceremony you may request that the URep keep to his/her room so as not to disturb your initiation ritual.

You cannot block an exit/entrance.

Mattresses cannot be removed from the residence halls. In addition, mattresses in the chapter houses cannot be removed from the student rooms/sleeping porches.

You cannot replace existing light bulbs with black lights in student rooms, hallways, or common areas.

Please make sure the halls are clear of paper and furniture or materials.

Students cannot sleep in basements.

All fire safety guidelines must be followed/all exit signs visible.

Closed Chapter House

Please contact the Area Coordinator for Fraternities if you would like a "closed" chapter house during initiation week. A "closed" house does not mean that people are barred from coming in. It does mean that Campus Safety will not come in without probable cause and maintenance repairs will be deferred (unless it is an emergency) for the period specified as "closed." A University staff member will still conduct rounds during this "closed" period. Please give the Area Coordinator for Fraternities seven (7) days notice so that all constituent groups can be notified.

Hazing

Each fraternity and sorority must have a positive new member program. A wide variety of educational and related activities are necessary if each new member is to become familiar with and accept both the business and friendship aspects of his or her chapter. Examples of such activities are learning chapter management skills, how to recruit, and about financial obligations. The amount of time a new member spends in doing things with older members or big brothers or sisters is important in developing attitudes of sharing and caring and brotherhood or sisterhood. Conversely, practices that continue because of tradition and are based on revenge or are fun at the expense of others are not constructive. Hazing does not encourage respect for others and is not acceptable at Willamette University.

Hazing

No chapter, student or alumnus/a shall conduct or condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, whether on or off fraternity/sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Any activity that is not consistent with the academic achievement, fraternal law, ritual, policy or the regulations and policies of the educational institution or applicable state law."

Three classifications of hazing:

- Subtle** Activities, attitudes or acts directed towards pledge(s) or member(s) that ridicule, humiliate or embarrass.
- Harassment** Anything that causes mental anguish or physical discomfort to the pledge(s) or member(s). Activities directed toward pledge(s) or member(s) that confuse, frustrate or cause undue stress.
- Dangerous** Anything that endangers the health or safety of pledge(s) or member(s). Actions or activities that have the potential to cause bodily injury or psychological damage.

Documentation adapted from Delta Delta Delta Sorority

Activities that can be considered hazing

The following list of activities, including examples, is a guide. It is NOT complete. An important question to ask is: would you feel comfortable if the parents of your members were present?

- Forced or pressured road trips off campus, kidnaps of pledged or initiated members. This prohibition is not intended to abolish trips to other chapters, fraternity headquarters, and the like.
- Scavenger hunts, whether or not such hunts promote theft, vandalism, destruction of property, and humiliating public acts.
- Kidnapping or transporting a pledged or initiated member against his or her will.
- All-night work or study sessions.
- Uncomfortable or inconvenient sleeping arrangements, including sleeping outdoors.
- Any situation that risks harm or danger to an individual, whether physical or mental.
- Any activity that would degrade or otherwise compromise the dignity of the individual.
- Any activity that requires an unreasonable or inordinate amount of the individual's time, or in any manner impairs the individual's sleeping, eating or academic efforts.
- Dangerous stunts.

- Restricting bodily movement in any way including tying feet or hands.
- Blindfolding.
- Taking a "ride" or "walk."
- Wearing of public apparel that is conspicuous and not normally in good taste.
- Requiring calisthenics.
- Requiring walking, standing, sitting or lying in any unpleasant substance or uncomfortable position.
- Allowing a fraternity to haze pledge(s) or member(s), including sexual harassment.
- Requiring eating or drinking of anything, at any time or place.
- Leaving campus secretly.
- Requiring outdoor activities in unfavorable weather.
- Encouraging, pressuring or requiring pledge(s) or member(s) to consume any amount of food or beverage, including alcohol.

Documentation adapted from FIPG, Inc. a risk management association of men's and women's fraternities

Is the activity hazing?

The following questions can help you determine if your fraternity/sorority activity is hazing. If there is the slightest question in anyone's mind about an activity, be aware that activity is probably a hazing activity.

- Will the activity achieve one or more of the predetermined goals of the pledge/new member education program?
- Would you be willing to tell you chapter advisor about the activity?
- Would you be willing to perform this activity in front of a University administrator? A judge? Your parents?
- Would you be willing to send the parents of the pledge/new member(s) involved a snapshot of this activity?
- Would you feel ridiculous doing this activity?
- Does this activity promote and conform to the ideals of the fraternity/sorority?

Adapted from the University of the Pacific Greek Council Hazing brochure

If you have to ask if it is hazing, it probably is.

Please remember that subjecting, requiring, encouraging, sponsoring or authorizing an individual to participate in any activity or become involved in any situation that is in violation of federal, state or local laws; contrary to the person's genuine moral or religious beliefs; or contrary to the rules and regulations of the educational institution or the (inter)national fraternity will be dealt with as a violation of the Standards of Conduct.

Oregon Law - 163.197 Hazing

- (1) No fraternity, sorority or other student organization organized or operating on a college or university campus for purposes of participating in student activities of the college or university, nor any member of such an organization, shall intentionally haze any member, potential member or person

pledged to be a member of the organization, as a condition or precondition of attaining membership in the organization or of attaining any office or status therein.

- (2) As used in this section, "haze" means to subject a person to bodily danger or physical harm or a likelihood of bodily danger or physical harm, or to require, encourage, authorize or permit that the person be subjected to any of the following:
 - (a) Calisthenics;
 - (b) Total or substantial nudity on the part of the person;
 - (c) Compelled ingestion of any substance by the person;
 - (d) Wearing or carrying of any obscene or physically burdensome article by the person;
 - (e) Physical assaults upon or offensive physical contact with the person;
 - (f) Participation by the person in boxing matches or other physical contests;
 - (g) Transportation and abandonment of the person;
 - (h) Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
 - (i) Assignment of pranks to be performed by the person; or
 - (j) Compelled personal servitude by the person.
- (3) Subsection (1) of this section does not apply to curricular activities or to athletic teams of or within the college or university.
- 4) A fraternity, sorority or other student organization that violates this section commits a violation punishable by a fine of not more than \$1,000.
- (5) A member of a fraternity, sorority or other student organization, who personally violates this section commits a violation punishable by a fine of not more than \$250.

Documentation from the following web site: http://www.stophazing.org/laws/or_law.htm

Alternatives

The following are some specific examples of ways to eliminate hazing and make pledgship (new membership) a challenging but positive experience:

1. FOSTER UNITY: New members work together on a community service project, new member class plans and implements a chapter room improvement project, new members plan a social or athletic events with another pledge class.
2. PROMOTE SCHOLARSHIP: Take advantage of university academic and tutoring services, designate quiet hours in your chapter house, invite university speakers to discuss test-taking skills, study methods, etc.
3. DEVELOP PROBLEM-SOLVING ABILITIES: Have new members discuss chapter weaknesses such as poor rush/recruitment, apathy, and poor scholarship, and plan solutions that the active chapter might then adopt.
4. DEVELOP CHAPTER UNITY OF BOTH NEW AND INITIATED MEMBERS: Involve pledges on chapter committees, hold pledge/member sports events with mixed teams of pledges and actives, and have active chapter/pledge class retreat. Clean the chapter room together.
5. DEVELOP LEADERSHIP SKILLS: Visit a rope course to work on group cohesiveness, communication and leadership skills. Encourage participation in campus activities outside of the organization. Encourage new members to get involved in chapter committees.
6. INSTILL A SENSE OF MEMBERSHIP: Plan special events when the entire chapter gets together to attend a movie, play, or church service. Plan a "membership circle" when actives and pledges

participate in a candlelight service in which each person has a chance to express what membership means to them.

7. **BUILD AWARENESS OF CHAPTER HISTORY:** Invite an older member to talk about the chapter's early days, its founding, special chapter traditions, and prominent former members.
8. **KNOWLEDGE OF THE GREEK SYSTEM:** Invite leaders of IFC, Panhellenic, and/or Advisors to speak on Greek governance including their goals and expectations of the Greek system.
9. **AID CAREER GOALS:** Use college resources for seminars on resume writing, job interview skills; various careers.
10. **INVOLVE PLEDGES IN THE COMMUNITY:** Get involved with campus and community service projects. Plan fund-raisers for local charitable organizations.
11. **IMPROVE RELATIONS WITH OTHER GREEKS:** Encourage new members to plan social or service projects with other pledge classes; work together to plan joint social or service activities.

Documentation from the following web site: <http://www.stophazing.org/alternatives.html>

Social Event Planning

(currently under review by the Fraternity Chapter Presidents and Area Coordinator for Fraternities)

Fraternities and sororities have provided a variety of social activities that contribute to a member's personal development and perform an important function for the greater campus. In addition to hosting responsible events, each chapter should provide a variety of activities that will expand each member's experiences. These might include interaction with faculty and administrators, Salem community and other campus organizations.

Chapter House Event

- Any gathering that exceeds double occupancy of the building needs prior approval from the Office of Residence Life. Depending on the nature of the event, it may need to be registered. Because requests for registered events generally need to be submitted at least 10 days prior to the event, chapters are encouraged to discuss any plans for events with the Area Coordinator for Fraternities.
- Events discussed with the Area Coordinator with less than ten days notice may be permitted, if Residence Life professional staff feel that problems are unlikely and/or if event staff can be arranged.
- Any gathering that is publicized to the Willamette community will need to be registered.
- These guidelines are subject to amendment if concerns arise that need to be addressed.
- There should be no events with alcohol within any of the chapter houses.

Pre-Event

1. The Social Chair must pick up and fill out the "Residence Life Guidelines for Fraternity and Sorority* Events" and "Events Registration Form" from the Area Coordinator for the Fraternities
2. Chapter members will be notified that they will need to set up an appointment with the Area Coordinator for Fraternities to discuss event staff, occupancy, and event management. They will also need to set up an appointment with Campus Safety to inspect decorations (this appointment needs to be at least two hours prior to the start of the event). To allow time to properly prepare for the event, the appointment should be done at least **ten (10) business days** prior to the event. Events registered with less time may be able to be accommodated if proper arrangements can be made.
3. Event staff will be defined as University staff (RA/CM/UREp) who will be paid \$8.00 an hour and Advanced Security Services who will be paid \$18.00 an hour (minimum of 4 hours). The Area Coordinator for Fraternities will arrange for event staff. Members of the sponsoring organization(s) may not serve as event staff for their events. The requirements for the number event staff will be on a chapter-by-chapter basis. Chapters with problems at prior events may be required to have more staff at their events.
4. Event staff will be responsible for the following:
 - Monitor other (non-main) entrances/exits to the building ensuring that only the entrance with the counter is used for exit and entrance.
 - Stand at the bottom of the stairs to ensure that only residents of the house go to the living areas of the house. This person will have a house roster and wristbands and will verify residency.
 - Periodically roam throughout the event ensuring that the activities are safe, manageable and within University guidelines and make certain the counter is being used correctly.
 - Document violations of the Standards of Conduct.

- Contact the Area Coordinator on-call if chapter members are not fulfilling responsibilities or if problems arise within the event.
 - All fire safety guidelines must be followed/all exit signs visible.
5. The event is only allowed to occur in the first floor common area, lounge space. The maximum occupancy will be limited 150. The maximum occupancy of the event will be discussed and determined at the registration meeting. Event staff will also be responsible for ensuring that no one enters the event that is visibly intoxicated.
 6. IFC and Panhellenic have specific expectations for the use of guest lists (stated in the IFC/PHC Party Policy) as do most national organizations; the Office of Residence Life has no requirements for the use of or format for guest lists for events in fraternities. IFC/PHC will determine who will monitor the guest list. However, sponsoring organization(s) need to be aware that they claim responsibility for the behavior and incidents involving their guests.
 7. Chapter members responsible for the event (two if occupancy is 100 and three if occupancy is 150) are required from each chapter. These individuals will (1) remain sober, (2) abide by direction of event and/or University staff and (3) assist staff in general party management. At least one of these members from each chapter will need to be a chapter officer. One chapter member will also need to remain in the front foyer of the building (or near the main entrance) at all times during the event so any University staff that needs assistance will be able to access them readily.
 8. Decorations used in the event will need to follow guidelines described under "Decorations for Community Events and Programs in and around Campus Residences" in the *Residence Life Handbook*. The chapter(s) needs to make an appointment to check decorations with Campus Safety before the event.
 9. Upon approval by the Area Coordinator for Fraternities, the individuals responsible for the event, the Coordinator on-call, the URep on duty, and event staff and Campus Safety will be notified that the event has been approved.
 10. Upon notification of approval, the organizations may begin publicity for the event. Publicity will need to follow the posting guidelines stated in the *Student Handbook*.
 11. Chapters are expected to follow all guidelines set by their Inter/national organizations associated with events, social gatherings and general risk management.

Check-in/Check-out Procedures

The Area Coordinator on-call, chapter members responsible for the event, URep on-duty, Campus Safety officer (if available) and event staff will all meet 30 minutes prior to the event at the fraternity house. If the members responsible for the event are not on time to the pre-event meeting, the event will be delayed and may be canceled.

1. The Area Coordinator on-call will review expectations with chapter members and event staff.
2. Residents of the chapter will be given wristbands that will allow them into their rooms. (If the chapter wishes, all members will be given different wristbands that will allow them unlimited access to the event.)
3. Only residents of the facility will be allowed into student rooms.
4. The house will be vacated prior to the start of the event.
5. The counter will be started at the number of residents (or members if the chapter wishes).

6. All fire safety guidelines must be followed/all exit signs visible.
7. At the conclusion of the event (no later than 1:00 a.m.) the Area Coordinator on-call will return to the facility to oversee the closure of the event. The entertainment at this point will stop and the guests will leave.
8. If after the event has been closed, it appears that the event is continuing, the guests will be asked to leave and the chapter(s) will be documented for having an unregistered event.
9. If at any time, University staff feels that event and/or University guidelines are not being followed or the chapter members responsible are not doing their best to manage the event, University staff (the Coordinator on-call and/or Campus Safety) will tell the chapter to close the event.
10. In addition, University staff may have the chapters close the event if guests and/or members that are visibly intoxicated or if problems arise in the immediate area of the event that can be attributed to the event.

Events in Montag/Cat Cavern

Procedures for events in Montag are generally the same. However, more guests will be allowed and more staff and/or chapter members may be required. Specifics regarding event management in Montag or the Cat Cavern can be discussed with the Area Coordinator for Fraternities.

Alcohol Registration

Willamette University policy permits alcoholic beverages to be served at events only if done within the parameters of state and local law, the alcohol policy adopted by the Board of Trustees, and any regulations imposed by University officials. Individuals and organizations responsible for the planning and production of the event must assure compliance with University policy, state and local laws. Registration should be completed on-line with the Event Request Form and the request for alcohol to be served needs to be noted. Registration needs to be completed in full at least twelve (12) working days prior to the planned event.

- Alcohol use or consumption is not acceptable as the main focus of an event.
- No student body fees (i.e. ASWU, HHR, Club Dues, etc.) can be used to purchase or contract for alcohol at an event.
- A third-party vendor (e.g., Bon Appetit) must serve alcohol.
- All chapters will follow the guidelines set forth by the Interfraternity Council/Panhellenic Council, the inter/national and local fraternity/sorority sponsoring or co-sponsoring the event.
- In any instance where the inter/national or local policy is more stringent, the more stringent policy is to be enforced (i.e. no alcohol on sorority property).

Chapter Responsibility

When an incident occurs in which students violate University Standards of Conduct, those individuals are always expected to take responsibility for their actions as individual students. Along with individual responsibility, the University can choose to hold a chapter responsible for the behavior of its members. It is important that all Greek members have a clear understanding of the University's interpretation of chapter versus individual responsibilities. Members need to be able to make informed choices about their behavior; they need to know when their actions as individuals can affect the chapter. As a chapter leader, you need to be able to clarify your chapter's expectations of your members.

In addition chapters are encouraged to read their national policies related to chapter responsibility. The guidelines discussed in this document are only intended to assist Willamette's Greek community members in understanding the University's perspective on this issue. It does not necessarily reflect the perspectives of the chapter's national office or that of a court of law.

What is a Chapter Function/Event? It may be considered a chapter event if:

1. Chapter funds are used for any expenses associated with the event (e.g., money from the chapter's bank account, donations on behalf of the chapter, or pooling money from chapter members).
2. The event is announced to the membership (e.g., announced at chapter meeting, advertised via flier, table tent and the like, members informed via a chapter phone tree or email list, talked about among members, shared informally).
3. The event is pre-planned or pre-meditated (e.g. planned during a chapter meeting, planned by a chairperson or committee, or put on the chapter's calendar), was public or obvious enough that other chapter affiliates were aware or should have been aware of the incident or event. The chapter implicitly or explicitly is endorsing, hosting, sponsoring, or co-sponsoring the event with another Greek letter organization.
4. The event takes place on chapter property, or occurs on/in a location that has been contracted for by the chapter or in a private residence for the purpose of holding a chapter-sponsored event.
5. The event occurred as a result of a chapter function (e.g., big brother/sister night, bid night, post-initiation party) or the activity is a traditional chapter event (e.g. a sneak, part of the pledgship).
6. The responsible individuals are believed to be chapter members and they have not come forward to take responsibility for their actions (e.g. it is evident that significant alcohol consumption took place in the chapter's common area).

Additionally, the greater the number of chapter members that were involved in the incident or the more apparent the incident was to other members, the greater the chance that the University will decide to hold the chapter responsible. The above guidelines are not intended to be all-inclusive; rather they are intended to outline the types of issues that the University would take into consideration.

While the University can hold a chapter responsible for the behavior of the members, the University may decide not to hold the chapter responsible if a chapter can demonstrate that they genuinely tried to address problematic behavior of their members or guests. Or the University may hold the chapter responsible but decide not to impose sanctions beyond those imposed by the judicial board of either the chapter or the IFC/PHC. The more effective a chapter or IFC/PHC is at self-governance and addressing problematic behavior, the less the University will need to be involved.

If a chapter is in doubt as to whether an event or activity may be considered a chapter function, the chapter is encouraged to contact the offices of Residence Life or Student Activities for consultation.

Scholarship

The chapter environment shall be conducive to study and supportive of each member's academic efforts. Programs should be planned around the academic needs of members (e.g., study skills, tutoring and discussion groups, writing workshops, career planning). Formal scholarship programs are strongly encouraged in order that members may learn from each other. Individual academic achievements and qualitative improvements within chapters should be recognized and rewarded. This is a serious concern of the University and is a necessary ingredient of a Greek organization's total contribution.

Academic Rankings

Residence Life provides academic rankings for the Greek chapters. The ranking is prepared according to in-house/out-of-house grades as well as Greek affiliate grades. Because a student's grades are considered educational records, the Family Educational Rights and Privacy Act (FERPA) restricts the University from releasing the grades to others without the student's permission (with a few exceptions). All chapters are encouraged to have each affiliate sign a FERPA release for the academic year. These releases include a grade release. If the chapter does not have all affiliates sign FERPA releases, the chapter scholarship chair may request a printout of his/her chapter membership during the first week of November and April.

- It is the responsibility of the chapter to obtain a current signature from each affiliate. If you are using a membership printout and a student is not available, place an "x" in the appropriate column (graduated, abroad, withdrew, expelled, transferred, alumni) and leave the signature line blank. Members also need to double check the end date (anticipated graduation date) and make any corrections.
- No later than the last day of November and April, each chapter is responsible for ensuring that Residence Life has a signature from each affiliate which permits Residence Life to release the grades of its affiliates.
- Membership rosters will be updated and corrected until the last day of each semester. All official notifications to change membership status must be made to Student Activities (sororities) or Residence Life (fraternities).
- If a chapter fails to turn in a grade release form for the semester their academic ranking will be calculated with the information available. No individual Greek affiliate grades will be released without a signature of consent.
- Prepared grade listings will be available to the chapter scholarship officer and chapter advisor by the end of January and July. Individual grades for each chapter affiliate will be available only after Residence Life receives a grade release from every chapter affiliate.
- Chapters are responsible for ensuring that the FERPA law is being followed. *(See FERPA law at end of manual)
- Greek affiliates may revoke the release of their grades to the chapter by notifying Residence Life, in writing, at any time.

Fraternity Occupancy

As a fraternity member at Willamette University, it is generally expected that the member supports his fraternity and its program. As part of the membership privilege, the University is providing residential space for each chapter with the expectation that members reside in that space in support of their chapter. For the University to operate the facility for the chapter, the membership is responsible for generating the income through assignments to the chapter.

Since 1998, Greek occupancy has consistently averaged well below non-Greek occupancy. To address this issue, University administrators and chapter advisors have agreed upon following tenants:

When a chapter house is full and members request residential assignments elsewhere on campus, the following procedure is in place:

1. During April sign up for the following academic year, if a chapter house is full, a member requesting assignment to a residence hall or to the university-owned apartments will be accommodated. These members will be required to sign a waiting list in priority order and will be reassigned to the house if a vacancy occurs.
2. In May, Residential Services will send an email to the Greek students on their chapter's waiting list regarding their responsibility to live in their chapter house. The email will reiterate the waiting list process and remind students that they will automatically be moved into their chapter house if their name moves to the top of the list. Students moved into their chapter house during the summer will receive a confirmation email from Residential Services. The officer in charge of assignments will be copied on the email. If students have any questions, they should contact the chapter officer in charge of assignments.
3. In August, the first five students on the chapter waiting list will receive an email from Residential Services on behalf of the chapter reminding them of their status and their obligation to move into the house if a vacancy occurs. Copies of these emails will be sent to the chapter president and officer in charge of assignments.
4. If a vacancy occurs in the chapter house prior to the fall no show deadline (end of the second class day), the next person on the waiting list will be reassigned to the chapter house.
5. If a vacancy occurs in the chapter house after the fall no show deadline, the next person on the waiting list will not be assigned to the chapter house if the house is at or above the to date non-fraternity residential occupancy percentage.
6. If at the no show deadline for spring semester (end of the second class day) the house occupancy percentage drops below the to-date non-fraternity residential occupancy percentage (including the incoming TIUA class), then members living on or off campus will be required to move into the house.
7. After all the students required to move in have done so, any students in under-assigned rooms will be required to consolidate, or at the discretion of the Director of Residential Services, students may be given the option of occupying a double room and paying the single rate.
8. Generally, we will not require students living elsewhere on campus to move into the house during the semester. We would only need to move a Greek student into their chapter house if all three conditions listed below were to occur:
 - a. There are students living in temporary spaces on campus or a student from off campus is requesting assignment to campus housing
 - b. A vacancy occurs in a chapter house
 - c. A member of that house is living elsewhere on campus

If moving a member who is living in a residence hall or apartment into the chapter house would create a space for a student assigned to a temporary space, that member would be required to move during the semester.

9. Willamette University reserves the right to place any student in a residential facility as part of our two year live on requirement. This may require that in extraordinary circumstances a fraternity member will be asked to move from a non-fraternity residential space to their chapter house regardless of the occupancy percentage requirements.

When the chapter house is below capacity, the following procedure will be followed:

1. If a chapter house falls below 90% occupancy (29 men) at spring sign-up or prior to the fall no-show deadline (end of the second class day), the chapter may:
 - a. invite current non-Greek WU men to live in the chapter for the following academic year with a member as a roommate.
 - b. invite current TIUA men to live in the chapter in the fall with a member as a roommate.

If the chapter does not have 90% occupancy at spring sign-up or the occupancy drops below 90% prior to the fall no-show deadline, the members relinquish the right to live on the first floor of the chapter. The Director of Residential Services will determine whether the chapter will have access to these 11 bed spaces for the academic year. An RA may be placed on the first floor and it may be used for non-Greek men.

2. If the following year a chapter house falls below 90% occupancy (29 men) at spring sign-up or prior to the fall no-show deadline, the chapter may again:
 - a. invite current non-Greek WU men to live in the chapter for the following academic year with a member as a roommate.
 - b. invite current TIUA men to live in the chapter in the fall with a member as a roommate.

If the chapter does not have 90% occupancy at spring sign-up the following year or the occupancy drops below 90% prior to the fall no-show deadline, the University may revoke the privilege of occupying the chapter house. The fraternity will remain a social organization on campus.

If the chapter is between 90% and 100% occupancy at spring sign-up the following year and remains between those percentages until the fall no-show deadline, the house will be on probation. If, during in the next 5 years, the house falls below 90% at spring sign-up or the occupancy drops below 90% prior to the fall no-show deadline, the University may revoke the privilege of setting aside a specific living community for the chapter. The fraternity will remain a social organization on campus.

3. Before the privilege of occupying a chapter house is revoked, there will be a review process. The review board will include the Director of Residence Life, the Director of Residential Services, and the Dean of Campus Life. If housing privileges are suspended for the fraternity, the review board will reconvene when the membership is sufficient to reapply for campus housing to consider renewing the fraternity's housing privileges.

updated 8/04/07:md

Emergency Procedures

Emergency Phone Numbers

Area Coordinator On-Call Cell	503-370-4730
University Representative On-Duty Cell	503-370-6825
Campus Safety	6911
Counseling Services	6471
Fire or Medical Emergencies (Ambulance)	6911
Police (go through Campus Safety)	6911
Health Center 8am - 5pm; M-F	6062
Maintenance	6003
after hours call Campus Safety	6911

General Procedures

1. Report the emergency to the appropriate agency, remembering to identify yourself and your location. Explain the problem clearly.
2. Arrange a meeting place if emergency personnel must come to the residence. Make use of students who have gathered around to help with direction.
3. Contact a University Representative, House Director, or the on-call Area Coordinator immediately. Notify the staff of the building as soon as possible.
4. Do not make statements to the press on behalf of Willamette University. Forward any calls to Marketing Communications (x6014).

Accident or Serious Illness

1. During the day (Monday-Friday) notify the Health Center (6062) and Campus Safety (6911). After hours, contact Campus Safety.
2. Identify yourself, give the location and name of the student and explain the problem.
3. In case of severe medical emergencies, call Campus Safety (6911). If during working hours, notify the Health Center as they may be able to provide the hospital with valuable information about the patient's medical history.
4. Stay with the ill or injured person until help arrives.

Caring for a Drunk Person

Do Rouse the person and check for a level of consciousness. Use questions like "Who are you?" "What day is it?" and "Where are you?" to find out the person's level of consciousness. If the person cannot be aroused or does not seem coherent, get medical help.

Try to find out what the person has been drinking, how much, over what period of time, and if any other drugs or medications were involved.

If the person is in bed, make sure they are lying on their side, not on the back or stomach. Be extra cautious if they are on a waterbed. Prop them up with a pillow behind their back so they won't roll onto their back.

When speaking to the person, speak in a clear, firm, reassuring manner.

Keep your distance if the person becomes violent.

Don't Assume that every drunk person who passes out will just "sleep it off."

Let a drunk person operate a car, motorcycle, or bike.

Administer anything by mouth - food, liquid, aspirin, etc. to help sober them up.

Attempt to constrain the person.

Try to keep them awake (no coffee, cold shower, etc.)

Try to walk, run or exercise the person.

Induce vomiting.

Medical assistance is required when:

- He/she has consumed alcohol in combination with any other drug or medication.
- He/she is experiencing shallow or irregular breathing.
- He/she cannot be aroused by shaking or yelling.
- He/she is vomiting.
- He/she is less than coherent.

If in doubt, call Campus Safety!

Evacuating Residents with Physical Disabilities

If you have a person who may need assistance evacuating the building in an emergency, talk with him/her about choosing one or more of the following options:

- a. The resident or staff member informs the community of his/her need for assistance. We would ask other residents to alert the responding Campus Safety officer or fire-fighters of this person's location and need for assistance.
- b. If the resident hears a fire alarm, he/she will call 6911 and ask Campus Safety to assist him/her in evacuating. This option provides more control for the alter-abled student, not relying on someone else to remember him/her.
- c. If the resident has an remote control door opener, he/she can ask several community members to come by as they are evacuating to assist him/her. If he/she doesn't have a remote control door opener, the resident could check out extra keys to give to these assistants.
- d. If the situation is a matter of imminent danger, the resident may choose to leave the wheelchair behind.

Fire

1. In the event that there is a fire and the alarm has not gone off:
 - a. pull the alarm.
 - b. notify Campus Safety to report your name and the location of the fire.
2. In case of fire or a fire alarm, evacuate the building. Students should clear their floors and continue to clear people from the building as they proceed to the nearest exit. If it is reasonable to do so, close all doors and windows as you exit.
3. Feel doors with the back of your hand. If they are hot, do not open. If you can't exit your room, leave the door closed with a towel at the bottom (wet if possible). Make your presence known at the window. If smoke is in the air but you can exit your room, keep close to the floor and cover your head with a towel or item of clothing to protect you from heat and smoke.
4. If clothes are on fire, do not run. Roll up in a rug or bedspread.
5. Do not attempt to fight a fire. Wait for the Fire Department. However, you may come upon a situation where students are already trying to extinguish a fire. Therefore, please note the following safety tips regarding extinguishing fires:
 - a. Do not use water on electrical fires or on fires involving grease or oil; use the ABC extinguishers.
 - b. If a grease fire develops in a container or on a stove, eliminate the source of heat by turning off the stove and covering the container by slipping a lid across the top from the side.
 - c. Wash extinguisher chemicals off the skin as soon as possible.

Remind residents not to take fire fighting into their own hands, but rather leave that to the professionals. Have them evacuate the building as quickly and as orderly as possible.

6. Assemble at the predetermined evacuation location, enabling staff to determine accountability of residents. Keep people away from the building, main sidewalk and entrance area.
7. Campus Safety will have a current list of residents. A community member can assist Campus Safety in determining in any residents might still be in the building.
8. Assign a staff member to meet the Fire Department and give directions to the fire. Report any individuals possibly trapped.
9. No one is to re-enter the building without the Fire Department's permission. The Fire department has legal control of the building whenever an alarm is sounded. Anyone who interferes or fails to cooperate with the fire fighters is subject to a fine and/or arrest.

False Fire Alarms - In the event of a false fire alarm, the Campus Safety officer probably would not call the House Director or URep on duty unless he/she needed extra assistance. Usually, the officer can manage things. Residents can enter the building when so authorized by Campus Safety.

Fire Alarm Problems - If an alarm system is not operational, post notices instructing residents to call Campus Safety at 6911 in the event of a fire. Also inform residents and staff who are awake to call 6911. Campus Safety knows exact addresses of the buildings on campus and can communicate this clearly to outside emergency personnel. In the event that Campus Safety is not able to be reached, call 9-911 directly. We do not need to do fire watches.

Psychological Crisis or Emergency

Crisis: person might be disoriented, experiencing a loss of control or power, or feeling like their coping strategies aren't working

Emergency: any situation that requires immediate attention because of danger to self or other

The inability to make decisions for oneself is common during crisis. You will need to assess the person's ability to make decisions for themselves. In some situations you will only need to assist someone, help them organize and process their thoughts. In other situations you may need to make decisions for a person. Only take away as much control as necessary.

In crisis management, the goal is to keep the crisis from escalating, gathering information and working toward the goal of referral. You need to refer whenever the situation has the potential to be life threatening or is beyond your level of expertise.

In crisis intervention, the helper is involved in more active assistance with the whole process from exploration through the development of an action plan. Community members do not have the training to engage in crisis intervention.

In psychological crisis situations, you can best help the person in crisis by staying calm while gathering the information necessary to pass on to the professional response person. Be compassionate but direct with the individual. Keep him/her informed of who you need to contact and why. You can take your time; you don't need to rush the referral unless there is an immediate danger. Do not, however, attempt to counsel an individual in crisis. Contact your House Director, Chapter Advisor, or Residence Life Staff person. He/She will gather the information necessary to assess the situation. He/she may want to talk with the student or may decide to access one of the following for consultation or assistance:

1. Counseling Center staff
2. Campus Safety
3. Marion County Psychiatric Crisis Center if after hours (503) 585-4949
4. Salem Police - The police have the ability to hospitalize a person if necessary.

Do not leave the person alone. A friend or roommate may stay with him/her if you need to leave the room for any reason.

For the sake of the person in crisis, try to keep the situation as private as possible. Be careful to notify only those individuals who are needed to respond.

Suicide

The suicidal person is seeking relief from what they see as an intolerable situation. They see the problem as hopeless, life as hapless, and themselves as helpless. They are not optimistic about death; rather, they are pessimistic about life. And yet, they are usually ambivalent about dying. The strength of their desires to live and die will vary for different persons and also within the same person under different conditions.

Suicide is usually the result of long-term gradual wearing away (10-20 years) of the ability to cope with stress, loss, frustration, etc. With these individuals the precipitating event is not the cause of suicide. Another pattern seems to be the person who has everything go right in their life; they've never had any major problems. Therefore, they've never developed any problem-solving skills. When a major problem comes, along they can't deal with it. Suicidal persons need to develop problem-solving skills with professional help.

The degree to which a person is upset is not at all related to lethality. A person may be highly upset but not at all suicidal, or may be very lethal but not appear to be upset. While most people who attempt suicide give some kind of indication or sign, about 25% don't give any clues.

Possible Signs of Suicide

- Situational - sudden loss (death of a loved one)
- Depressive - insomnia or drastic changes in sleeping
- drastic changes in eating
- low motivation, apathy, feelings of worthlessness
- inability to concentrate
- anhedonia (not getting pleasure out of things that normally give you pleasure)
- Verbal - statements reflecting worthlessness, "life sucks"
- Behavioral - physical defenses fall, get sick
- escapism, use of drugs
- previous attempts
- preparing the means (buying a gun, getting pills)
- giving away possessions, tying up loose ends
- "calm before the storm" at peace, decision is made, turmoil is over

Categories of Self-Destructive Behavior

- Ideation having thoughts, not uncommon in the general population but always a concern, especially if the person spends much time thinking about it.
- Threat saying or doing something that indicates self-destructive behavior
- Gesture an act symbolic of self-destructive behavior but of low lethality
- Attempt has elements of completed suicide without death, someone intervened
- Suicide taking of one's life with conscious intent

Suicide Crisis Management

In most situations you will have time to consult with your House Director, Chapter Advisor, URep, or the Area Coordinator on call regarding the situation. Always consult if you have the time. Four possible suicide crisis scenarios:

1. If you need to intervene immediately, do so. Call 6911 if you need medical assistance or Campus Safety, and the House Director, Chapter Advisor, URep or Area Coordinator on call.
2. If someone tells you directly that he/she is feeling suicidal, you will refer the person to a House Director, Chapter Advisor, the Area Coordinator on call, or the Counseling Center staff before you leave him/her. But having sought you out, he/she would probably appreciate your ear for a few minutes first. If you are comfortable, listen until it seems appropriate to refer. Explain why you need to refer him/her and how that will happen. Don't promise blanket confidentiality. You have an ethical responsibility to contact a professional. Assure him/her that you will only inform those who need to know.
3. If during a conversation with someone you get the sense that he/she might be feeling suicidal, you have two options:
 - a. Ask the person directly, such as:
Are you thinking about hurting yourself?
Do you ever think about death?

If the response is yes, follow the procedure in #2. If no, contact your House Director, Chapter Advisor or the Area Coordinator on call after your conversation.
 - b. Contact your House Director, Chapter Advisor, URep, or the Area Coordinator on call immediately after your conversation.

4. If you become concerned about someone feeling suicidal, or another person shares their concern with you, consult your House Director, Chapter Advisor, URep, the Area Coordinator on call, or the Counseling Center immediately. You may or may not be asked to play a role in the response.

Note: You must notify a university staff member if you believe a student might be feeling suicidal.

Maintenance Emergency

During working hours, report all broken windows, malfunctioning doors/locks, electric, plumbing, and heating failures to Maintenance (6003) immediately. Maintenance personnel are on campus during the following hours for maintenance and fire alarm calls:

Monday - Friday (academic year)	7:30am - 4:00pm
Saturday and Sunday	7:30am - 4:00pm
Summer Hours (Monday - Friday)	7:30am - 3:30pm

For sororities, all maintenance requests should go through your house director unless you cannot find them. If you are unable to locate your house director, follow the instructions listed here.

To make contact with Maintenance personnel after hours and on weekends, contact the URep on duty or House Director. If unable to reach him/her, call Campus Safety who will assess the situation and notify Maintenance personnel. Campus Safety is to place any emergency calls to Maintenance personnel.

Missing Persons

Occasionally a student leaves without letting someone know or disappears without explanation. If you have not seen a member in your regular contact, talk with their roommate and friends. Find out the time of disappearance. Contact Campus Safety and your House Director/URep. Campus Safety may contact Salem Police. Usually Police will not begin search procedures for 24 hours. We usually don't contact the family for 24 hours unless deemed necessary.

Sexual Assault

Survivors need emotional support during the aftermath of a sexual assault. As a friend, you may provide some of the needed support. Campus and community resources will be able to provide information and professional help to survivors of sexual assault.

While both men and women are survivors of sexual assault, far more women are assaulted than men. Therefore, the pronouns 'she' and 'her' are used in this section.

It is important, when helping a sexual assault survivor, to assist her in regaining control of her life. A rapist takes away power and control from a person. It is necessary that the survivor feel in control of her body, mind, and surroundings so that the healing process can begin. To help the survivor regain control, let her make the decisions about what she will do after the assault. Give her options, but she must make the decision.

Responding to Sexual Assault and Attempted Rape Survivors

1. If the assault just happened, get the victim to a safe place, where she will feel comfortable and able to talk. If she appears very upset, have her take some deep calming breaths.
2. If there are any immediate medical needs, provide options for medical care. Sensitively encourage her to consider the possibility of physical trauma such as cuts, bruises, vaginal or anal tearing, unwanted pregnancy, infections, and sexually transmitted diseases (including HIV infection). Medical concerns may be health threatening if left unattended.

3. Focus on her emotional needs.

Listen. Let her tell you what happened at her own pace. How is she feeling? What does she need from you? Is there another person she wants for support?

Be Supportive. Respond to any emotions that she is experiencing (fear, guilt, anger, etc.) as understandable and normal. Let her know the assault was not her fault.

Be careful not to come across as critical or judgmental. Don't use words such as "should" or "ought." Questions such as "Why didn't you . . ." may also seem critical.

Don't assume heterosexuality.

4. Tell the survivor about the resources available on and off-campus. Help her make informed decisions on how to take care of herself.

Women's Crisis Center - advocates who can help make decisions about seeking medical attention, reporting the assault to the police, etc.

Sexual Assault Advisors - faculty and staff who are designated to provide information about procedures at Willamette and in the community. They are also trained to assist survivors who choose to file a complaint throughout that process.

Counseling Center - counselors can provide confidential counseling and on going support.

Residence Life and Campus Safety - staff are always available for support and will work with the survivor to address any concerns regarding safety and security.

Bishop Health Center - provides medical attention, pregnancy tests, and the morning after pill (prevents pregnancy).

Salem Hospital - provides medical attention, the morning after pill, and sexual assault exams.

Reporting possibilities - She may choose to file a complaint on campus or with Salem Police. Women's Crisis Center staff, sexual assault advisors and Campus Safety officers can assist her in filing these complaints. Refer to the *Selected Policies Manual* for more information on the campus complaint procedures.

Sexual Assault Advisors

Warren Binford

Assistant Professor of Law & Director of Clinical Law Program
503-370-6574 office 503-587-8795 home

Seth Cotlar

Assistant Professor of History
503-370-6297 office 503-301-5287 home

Meredyth Edelson

Associate Professor of Psychology
503-370-6133 office 503-363-7787 home

Kate Schnurr

Assistant Director of Student Activities
503-370-6751 office 402-215-3322 home

Charlie Wallace

Chaplain and Associate Professor of Religion
503-370-6213 office 503-581-1555 home

5. Never make decisions for the survivor, but ask what she would like to do regarding calling an advocate, seeking medical attention, or reporting the assault to campus complaint recipients or to the police.
6. Determine whether she is considering reporting the assault. If she is interested in prosecution and the assault happened in the recent past, it is important to go to the hospital for a sexual assault exam. Do not touch any possible evidence. Tell her not to wash, shower, or douche. If she is still wearing the clothes she had on during the attack, leave them on. Take a change of clothes to the hospital. If she has already removed her clothes, put the clothes in a paper bag.
7. Consider the affects the assault may have on the community in which she lives. The survivor may or may not want to tell her community. Others in the community may already know about the assault and they may have concerns about the survivor's safety, as well as their own.

Recovery comes from taking back control over her life and from the support and understanding of family and friends. Taking control may begin during or after the assault when the survivor acts to protect herself, bring the incident to the attention of to others, or contributes to the arrest or conviction of the attacker. What she does first after a sexual assault will depend on her needs. She may want to call an advocate, a friend, or the police.

Women's Crisis Center	503-399-7722
Campus Safety	6911
Counseling Center	6471
Salem Police	503-588-6123
Bishop Health Center	6062
Coordinator On-Call Pager	503-918-2120

Death of a Student

The death of a student or other community member on a campus as small as Willamette's will likely have a significant impact on many community members. If a student dies off-campus, staff will be informed as soon as possible. We will discuss a plan to inform our communities and support affected individuals.

The following procedures are provided as guidelines for dealing with a death on campus.

1. Call 6911 immediately. Contact Campus Safety and then your House Director/UREp, Chapter Advisor, the Area Coordinator on call, or other professional staff.
2. Secure the scene or location of the deceased to reduce panic, confusion, rumors and prevent students from viewing the victim.
3. Either the Dean of Campus Life or the Office of Marketing Communications will take care of notifying family. Don't discuss the matter with the news media or allow them to enter a building without permission from the professional staff person in charge. Refer all inquiries to Marketing Communications. If you are concerned that the presence of media or others is disruptive to the community, contact Campus Safety.
4. Residence Life and Counseling Center staff will work with affected residents and staff.
5. Consult (Inter)National Risk Management Procedures for follow up with your organization.

Residential Services/Housing

Introduction

The following section explains and expands on University policies, procedures, and contract terms for residential living communities. Unless explicitly stated otherwise, University policies, procedures, and contract terms described are in effect campus-wide in all residential communities (including all residence halls, apartments, commons, fraternities, and sororities) and apply to all students and live-in staff. Residential Services and Residence Life maintain the right to clarify any information listed herein.

The University is responsible for general maintenance needs of the fraternity/sorority. This includes but is not limited to plumbing, wiring, fixtures, heating, entrance control system, fire alarm and safety equipment, voice/data, windows and other usual building needs subject to regular maintenance or repair. In addition, the University is responsible for the maintenance of the exterior of all residences. The University is responsible for the normal wear and tear of items. Repair work required that is not a result of normal wear and tear will be the responsibility of the fraternity/sorority. Requests for exterior additions must be proposed to the Trustee Facility Committee and, if approved, become the responsibility of the fraternity/sorority and University property.

The fraternity/sorority shall be responsible for the furnishings and upkeep of the following areas:

- Chapter room furnishings and daily upkeep
- Exterior additions (with prior approval)
- Daily laundry room upkeep
- Daily upkeep and cleaning of the basement areas
- Sorority common area furnishings
- Sorority House Director apartment furnishings

The University shall be responsible for the furnishing and upkeep of the following areas:

- Sleeping/private study areas
- Hallways and stairs
- Fraternity living rooms
- Bathrooms
- Fraternity U-Rep apartment upkeep
- Overhead lighting
- Carpeting
- Tile
- Washer/dryers (under contract)
- Dish TV satellite system/receivers

Billing for Damages in Common Areas

Because all residents share responsibility for damage or loss to public areas of the chapter house, a chapter or chapter residents/members may be charged for repair, replacement or cleaning in public areas (in excess of normal wear and tear) when the person(s) responsible is unknown. Our procedure is:

1. Upon receipt of a work order, Facilities Management (maintenance) will fax a copy of it to Residential Services. Facilities Services (housekeeping) sometimes just sends Residential Services and Residence Life an email.
2. Residential Services will make three copies of work orders - for the Residence Life Administrative Assistant, Area Coordinator for Fraternities, and the chapter president.
3. Residence Life will send a copy of the work order, or forward the email, to the chapter president and University Advisor. This initial work order/email may not have a cost for the repair. However, having

the chapter president notified of damage that is considered to be beyond normal wear and tear allows him to start looking into the matter.

4. Within two weeks of receipt of the work order/email, the chapter president will notify the Area Coordinator for Fraternities whether the bill will be assigned to particular students (with names provided), charged to the chapter account, or split among chapter residents (or members). If the chapter president feels the damage is normal wear and tear, he needs to inform the Area Coordinator so he/she can set up a time for the chapter president to meet with the staff member who made the determination. The question of responsibility for the bill should be determined soon after the damage is reported. If the bill will be split among chapter residents (or members), an officer needs to inform the residents (or members) via email and copy the University Advisor, Area Coordinator and Residence Life Administrative Assistant.
5. After the damage has been repaired, Facilities Management will send Residential Services a copy of the bill with the parts and labor itemized. Residence Life will forward a copy of the bill to the chapter president and University Advisor (after concealing confidential information such as University account numbers and names of repair staff). Since we will know who is paying for it, Residence Life or Residential Services will bill it out accordingly. If the bill is being split among chapter residents (or members), all residents living in the house (or all members of the chapter) at the end of each semester will be billed for charges that the chapter decided to split among the residents (or members). Men who move into the house (or join the chapter) mid-semester will pay for any charges split among chapter residents (or members), even if they were not living there (or were not members) when the damage occurred. At the end of the semester, an officer needs to inform the residents (or members) of the total bill for the semester via email and copy the University Advisor, Area Coordinator and Residence Life Administrative Assistant.

If a work order isn't completed at the end of semester and the cost will be split among chapter residents/members, Residence Life or Residential Services will bill out the estimated cost. If the actual cost of the work is more or less than the estimated cost, Residence Life or Residential Services will either credit (estimate was high) or charge (estimate was low) the chapter account.

If fraternity men disagree with a bill or have questions about it, the house manager or chapter president should first talk with the Area Coordinator for Fraternities. He/she will determine who is the most appropriate staff member to talk with the student. If a chapter wants to challenge a bill, they need to do so within a month of receiving the bill.

Chapter Access

The chapter can choose from the following options as to who can have access to their house:

- All on-campus residents until 11 pm, after 11 pm only residents of the chapter (same access in residence halls/apartments).
- Only residents of the chapter house.
- All members of the chapter, including those who live in other residences and off campus.

If the chapter chooses to have restricted access, only members and advisors will be able to be added. For instance, friends or other non-members cannot be given access.

For access questions or to add/change members a designated fraternity/sorority officer should contact Campus Safety at safety@willamette.edu.

University personnel and contractors must have access to all the areas of the chapter house facility for necessary maintenance and upkeep.

Exterior Projects/Additions

Any exterior additions to the building are subject to approval of the appropriate University planning committee. Plans should be turned in to the Residential Services in advance for submission to the

committee. The planning committee does not meet regularly so please do not expect an immediate decision on exterior project or addition requests.

Facility Services (Housekeeping/Custodial)

Dan Craig (503-370-6135) is in charge of issues relating to recycling, carpets, light bulbs, and minor vacuum repairs. Betsy Johnson (503-370-6698) is in charge of issues relating to residential housekeeping questions, issues, or concerns.

Facilities Services is responsible for the day-to-day upkeep and cleaning of the hallways, stairways, bathrooms, living room and library/den. However, they are not responsible for excess messes such as garbage or vomit in public areas. Individuals or entire chapters will be billed if cleaning or bodily fluid clean up is necessary. Housekeepers do not enter student rooms.

Call the Facilities Services supervisor at 503-370-6135 immediately to clean up excess water to prevent carpet/floor damage. If there is water clean up after hours, contact Campus Safety. Facilities Services staff members are on campus most nights working in academic buildings and will be called to a residential community in an emergency. Please do not let excess water stand overnight as additional damage can be caused.

When students organize a special event, they must arrange their own cleanup. Failure to clean up afterwards may result in a cleaning charge to the chapter.

Students are responsible for keeping common areas and hallways free from obstructions at all times so that the Housekeepers can successfully do their jobs.

In Sororities, housekeeping questions or problems should be reported to the House Director or House Manager.

Fireplace Use

The fireplaces on campus have been closed for several years and therefore cannot be used. Only sorority fireplaces with gas inserts can be used.

House Improvements

Chapters wishing to request a house improvement must do so in writing to the Director of Residential Services in the fall of the academic year. Budget preparations for such projects begin in the fall and, if approved, are scheduled during the following summer. It is understood that these requests must compete with all other University budgetary requests. In addition, it is understood that if a chapter should request the purchase of an item that is more expensive than the University would normally pay, the chapter would cover the difference between the amount the University would be willing to spend and the actual cost of the desired item(s). Any items purchased in this manner remain the property of the University unless a written agreement between the chapter and the University is in place.

Meeting with House Managers

Residence Life, Residential Services, Facilities Management and Facilities Services staff members are willing to meet each semester with fraternity and sorority House Managers to talk about Facility issues that arise in their chapter houses. Members are encouraged to use this meeting to meet University staff and get questions answered or issues resolved. House Managers should contact the Director of Residential Services if they would like to participate in a group meeting.

Mouse Protocol

Field mice, or voles, are native to the Willamette Valley and are typically seen in the late summer and early fall. If a mouse is spotted in the chapter, put in a work order to have snap traps delivered immediately. Students should keep all food in sealed containers (e.g., Rubbermaid or cookie tins), keep beverages closed, take empty cans and bottles to the recycling area and keep their rooms “nest free.” Mice like piles of clothes (clean or dirty). If the first sign of mice is ignored, they will multiply quickly.

Here are the steps Facilities staff follows when mice are reported:

1. Facilities Management posts the residence to notify students that snap traps will be delivered to each room. Traps are placed out of sight (under desks or beds usually since mice typically travel along the walls).
2. When a mouse is trapped, students can call Facilities Management at 503-370-6003, (M-F, 7:30-4:00) to request to have the mouse disposed of. After hours and on weekends, call Campus Safety (503-370-6911). Campus Safety will then contact an after hours/weekend staff member to pick up the mouse and bring another snap trap.
3. If a student elects to dispose of a mouse on their own, they should use rubber gloves. Gloves will be made available in the Residence Life workroom. Leupitz Pest Control (the University’s pest control contractor) will place bait stations outside of campus buildings.
4. Cases of snap traps will be made available in the Residence Life workroom.
5. Do not to put out poison. Mice will crawl into the walls and die thus creating other problems.
6. Other measures that are annually taken during semester break: Facilities staff members put traps in all affected areas (student rooms, bathrooms, hallways and common areas) and check them each day. During the holiday days when the University is closed, Facilities staff members check the traps as well.

Painting Requests for Common Areas

With advanced planning and permission, students are allowed to paint selected areas in their residence. Examples of student paint projects are hallway murals or graphics, highlighting a basement lounge wall with a different color and painting resident’s handprints on the wall with names and dates or fraternities adding Greek letters or crests to a prominent wall. If a group of residents is interested in a paint project, here is what they need to do:

1. Talk to the Fraternity Coordinator/Sorority House Corporation President to let them know that they would like to a painting project and see if there are any questions/concerns.
2. Submit a detailed plan of the project to Residential Services including:
 - a) When the work will be done and by who
 - b) Proposed location of the paint project
 - c) Design and colors (please keep in mind that the communities are used 12 months a year by people of all ages)
 - d) If the design includes an existing logo, cartoon, painting, etc. provide the certificate of copyright permission from the artist. For more information on the University’s copyright policy or how to request copyright permission, go to:
<http://www.willamette.edu/wits/resources/copyright/policy.htm>.
3. The plan will be submitted to a University planning group that meets every Thursday morning. The committee will look at the plan and get back to the contact person if there are any questions or concerns. The contact person, the Fraternity CRD and U-Rep, the Sorority House Corporation President, and the Facilities Management paint staff will be notified of the project status after the committee’s meeting.

Vacuums

In an effort to assist students keep their rooms clean, Residential Services helps with the purchase of community owned vacuums. To order a vacuum, provide delivery instructions and authorize payment: **fraternity treasurers**, fill out a funding request form (available from Residence Life) and submit it to the Director of Residential Services; **sorority treasurers**, email housing@willamette.edu with the request. Upon delivery, the chapter's University account will be billed half of the cost (\$90.00) and Residential Services will pay the other half. If the vacuum needs a minor repair, contact Facilities Services at 503-370-6135. Chapters are responsible for purchasing replacement vacuum bags and repair costs, if any.

Vending and Laundry Machines

Under the present contracts, Pepsi and Canteen are the exclusive food and snack vendors on campus. Commissions on sales from the Pepsi and Canteen are deposited in the respective chapter accounts for the residents to use as they wish for expenditures, except alcohol and video rental. The laundry company servicing the machines on campus is Coin Meter Co.

If vending/laundry machines are vandalized or damaged, the responsible party/chapter will be assessed the cost of repairs or replacement.

U-Rep staff or fraternity residents should report problems with machines to Fraternity CRD to contact the companies directly. Problems in sororities should be reported to the House Director who will contact Residential Services.

Wireless Access Points

Wireless Access Points are installed in chapter houses to give students wireless access in their 'homes.' Some of the wireless boxes can be installed out of site, but some need to be installed along hallways or visible in ceiling locations depending on the residence. If a wireless access point is tampered with or damaged the cost incurred to repair/replace the equipment will equally split and assessed to the entire living group or portion thereof if the person(s) responsible is not identified.

Contracts & Assignments

Moving Pledges/New Members Into the Chapter House

The number of sophomore, junior or senior new affiliates who can move into the chapter house after recruitment is unlimited and they move in throughout the year. Freshmen pledging a chapter may move into the house no sooner than the fall semester of their sophomore year. The only exception is a first-year student (freshman) pledge/new member who moves into a chapter house to replace a live-in member who graduated in December or went on a Willamette study abroad program. First-year student pledges cannot move in to replace members who graduated and were living off campus or members who went on a non-Willamette study abroad program.

Follow these steps for new affiliates moving into the chapter:

1. Turn in a list of pledges/new members who are moving in to the assignments coordinator in Residential Services by the advertised deadlines in January.
2. In advance, notify the new members who have been selected to move in, giving them the deadline and check-in/check-out procedures listed below.
3. Please insure that all moves are completed by the specified deadline.
 - a. Students moving into chapter houses need to check out of their current room/apartment with their RA/CM. This means that they need to make a check out appointment with their RA/CM, sign their inventory card and return their key.
 - b. New fraternity affiliates need to exchange their keys in Residential Services. New sorority affiliates turn their key into their RA/CM at check out and receive their new key from their House Director.
 - c. Residential Services will authorize Campus Safety to change card lock access for these new live-in affiliates.
4. Notify new sorority affiliates that their meal plan will be changed to the Sorority Meal Plan and their Goudy points will be removed.

It is the chapter's responsibility to communicate this information to its new affiliates. No additional communication goes out from the Residential Services to the students who are moving into your chapter house.

Room Selection (spring process for fall assignments)

Willamette University is committed to housing all new and transfer students on campus. In order to accommodate these housing requests, who are potential future Greek members, the chapter needs to take responsibility for filling their house. Deferred recruitment rules are in effect and nonaffiliated freshmen will not be assigned to Greek chapter houses, unless the residence halls are over capacity and additional freshmen need to be accommodated. Fraternities and sororities are asked to work with Residential Services to fill their houses during spring room selection.

Current members of Greek organizations are not eligible to sign up for residence halls or on-campus apartments until their house is full and they have signed their chapter's waiting list. It is the chapter's responsibility to inform any member unable to secure a space in the chapter, if it is full, that they may choose to live in a residence hall or on-campus apartment. However, Residential Services will reassign them to the chapter house (even if they live in the University Apartments, Kaneko Commons apartments or Haseldorf) in waiting list order when a space occurs. The chapter determines the waiting list order and is responsible for communicating with members on the list when a vacancy occurs in the house.

In late March/early April a meeting will be held for all chapter delegated officers who are in charge of room selection. The meeting will explain the room selection process, go over the timeline and answer any

questions the chapter representatives may have about housing for the following year. Please make sure that your chapter is represented at this annual meeting.

Some areas in the room selection process require special attention for fraternities and sororities. All students who will live in fraternities and sororities the following year:

- Select/are assigned to a specific room
- Complete a preference card
- Sign a housing contract

When fraternity chapter members select rooms for the upcoming fall semester, please remember that the room occupancy space needs to be maximized. That is, if there are numerous double occupancy rooms with only one individual, people should consolidate. We will also ask members to consolidate in August and January. Your help in getting your membership to consolidate during the room selection process this spring is greatly appreciated! Example: 8 double rooms with 8 people should be consolidated into 4 rooms.

Room selection materials (contracts, preference cards and instructions on how to facilitate this process) will be available for chapters to pick up in Residential Services at the March/April meeting time and are due in the office by noon on the pre-established date. Greek students sign up for rooms the first week of the housing selection process so that other students will know what is open in the halls/apartments. When a chapter does not turn in their housing materials on time, they hold up the section process for all other on campus students. Please mark your calendars with the housing selection dates now (see calendar of Important Dates) and plan ahead.

Vacancy in Greek Chapters

Greek affiliates (sophomore, junior or senior members/pledges) may sign up for a non-Greek community after their house is full and they have signed their chapter's waiting list. Greek affiliates will be reassigned to their chapter (in accordance with the waiting list) if a vacancy occurs in the house.

General Closing Procedures

Residential Services will distribute detailed information to U-Reps and House Directors in December and May. Here are a few highlights.

Access Over Semester Break

There is no access to storage or residential communities over semester break (except Haseldorf, UAP, and Kaneko Commons apartments). Students need to take everything that they need (or think they will need) from their room/storage since the chapters are closed.

Unauthorized individuals found within secured residences during vacation periods will be considered trespassers.

End of the Year Closing

Summer Conferences

The University contracts all residential space for summer use by conference groups, including the fraternities. If the chapter decides to make fraternity furnishings available for summer, it does so at its own risk. Groups using fraternities during the summer will not have access to chapter rooms or basements. Any chapter item or furnishing that the chapter does not wish to have available for use (e.g., televisions, VCRs, plaques, pictures, and the like) should be moved and stored in the basement for the summer. Please remember that any item stored is at risk of loss or theft and is not subject to reimbursement by the University.

Sorority chapters are occasionally asked to open their houses during the summer for receptions or alumni gatherings. Requests should be referred to the Office of Scheduling, Events & Conferences for information on rates and availability of a campus facility.

Summer Storage

Fraternities: Summer storage is available in fraternity basements and chapter rooms. Items stored in the basement and chapter room cannot be stacked higher than 6 feet and no closer than 3 feet to any wall. The basement and chapter room need to have two aisles (3 feet wide) across in the center of the basement for a fire lane. Please remember not to block electrical panels and/or sump pumps. A University staff member will tape off the fraternity basement and chapter room during the last week in April to outline proper storage space.

Sororities: Summer storage is available in designated storage areas only.

All property belonging to students or the chapter must be removed from student rooms/common areas/sleeping porches and stored in the designated areas or off-campus. Facilities Management staff needs to be able to access all mechanical, electrical, and plumbing areas. University-owned property is not to be stored in the student storage areas, on or off campus.

Anything that belongs to the chapter (e.g., TV, VCR, athletic equipment, phones, etc.) should be marked and stored. Make a list of these items and their locations and submit it to your chapter advisor for reference.

Summer storage of personal belongings is done at the individual's own risk. The University assumes no responsibility for lost, stolen or damaged items stored on campus. Basement storage rooms are locked during the summer, so individuals should not store items that they will need before fall. Mark everything that is left in the basement with a storage label provided by the U-Rep/House Director, including name, address and current date. Items stored over 1 year are subject to donation.

Items that cannot be stored on campus include, but are not limited to:

- student-owned furniture
- carpet
- bikes
- wood
- cinder blocks
- motor vehicles
- gasoline, oil, paint, or other hazardous chemicals
- weapons
- animals
- empty cardboard boxes
- and any other items deemed unsafe by the fire marshal

Closing Procedures

Each chapter president, house manager, advisor/House Corporation President, U-Rep/House Director will receive a memorandum detailing the end of the year closing procedures. Please ensure that important and valuable information is disseminated to the entire in-house membership. The memorandum will highlight:

- Summer storage
- Quiet hours for finals week
- Donations
- Trash
- Hallways, stairwells, and building entrances/exits
- Check out deadlines
- Vacuums
- Phones
- Keys
- Appointments for checking out

Closing calendar

The University Representative/House Director will also be distributing a closing newsletter, checkout checklists, and trash bags to each in-house member.

Trash

Students are responsible for taking their extra trash from their rooms out to the dumpster outside and not simply piling it in the bathrooms for the housekeepers to carry out. Extra trash bags will be made available. If there is trash in the common areas/hallways, it must be cleaned immediately.

Check Out Deadlines and Dates

Any resident who does not have all their belongings out of their room/community and their room key turned in by the contracted deadline will be billed for improper check-out.

U-Reps do not have the authority to give anyone permission to stay past their closing time. Students must contact the Fraternity CRD for special permission. Sorority members, please contact the House Corporation President.

Security

During the closing weeks, theft is typically much more frequent. Building entrances are more likely to be propped and items are more likely to be left in the hallway or in a room with the door open. Thieves

walking out of the building with these items are assumed to be friends or family members moving belongings out. Please encourage residents to be careful and question strangers.

Donations

If chapter members choose to collect items for donation they are responsible for setting up collection area and taking the donated items to the off campus site (i.e., Salvation Army, Goodwill, etc.).

Hallways, Stairwells, and Building Entrances and Exits

Belongings cannot be left in the hallway. Residents must keep items in their rooms or get them into storage quickly. If there is a fire and the hallway is full of clutter, the potential for loss of life will be significant.

Bikes

Bikes left in common areas without the owner's name and a current date will be considered abandoned property and will be donated.

Family Educational Rights and Privacy Act (FERPA)

Also known as the Buckley Amendment (passed in 1974)

The Family Educational Rights and Privacy Act (FERPA), more commonly known as the Buckley Amendment, protects the rights of individuals to keep information pertaining directly to them confidential. The most "sacred" information protected by the Buckley Amendment is that of education records - not only to include individual academic performance, also whether or not a student is enrolled, a student's course schedule, etc.

A student's written permission is required before disclosing education records or personally identifiable information. Education records are those described above, directly related to a student and maintained by the University. Personally identifiable information is that which would make the student's identity easily traceable such as name, family member names, local or permanent address, social security number, and/or personal characteristics which would make the student's identity easily traceable.

Directory information, like that included in the Fusser's Guide, may be disclosed without prior written consent because the University has complied with FERPA requirement which allows for certain information to be designated as directory information. Students receive a form at the beginning of each year in which they can restrict access to directory information by filing a written request with the Registrar. The University defines directory information as: student's name, local and permanent address, telephone number, e-mail, class, enrollment status, as well as some additional information which includes sports, honors and awards at WU.

Disclosure of education records and personally identifiable information, even when allowed under FERPA, is further limited as the recipient (Chapter Scholarship Chair or Chapter Advisor). The recipient must agree that the information will not be further disclosed to others without written permission of the student and it must only be used for the purposes justifying the disclosure. If the recipient discloses the information to third parties as part of its purpose in obtaining the record, then the University must have a statement of who those third parties are and the third parties' legitimate interest in the information.

It is important that you clearly understand the Family Educational Rights and Privacy Act (FERPA) because it directly pertains to you. If any tenet of the Buckley Amendment is violated, it could be grounds for a lawsuit. If you have any questions, please contact Marilyn Derby, University Judicial Officer at 370-6212 or visit the following web site: <http://www.willamette.edu/ir/ferpa.html>.



Relationship Statement

Greek letter organizations comprise a major group of students in the Willamette University community. It seems fitting, therefore, that the University clarify the relationship between the University and campus Greek letter organizations, affirm the University's commitment to these organizations, and specify the University expectations of Greek letter organizations.

The Greek letter organizations at Willamette University are comprised of inter/national fraternities and sororities that have petitioned the University for recognition and have accepted and met the conditions for recognition. As recognized inter/national chapters, the institution accepts them as formal components of its co-curricular program, acknowledges their role in the fulfillment of the University's mission, pledges the support of the University, and permits the use of its name. This relationship thus compels the University to accept responsibility for the official actions of its fraternities and sororities; in turn the fraternities and sororities are directly accountable to the institution.

The University supports Greek letter organizations as an integral part of the campus life and a source of support for the educational and developmental efforts of the University. More specifically, fraternities and sororities provide an environment that can have significant personal and educational benefit for students and help enrich student life through social programs, leadership opportunities, and service projects. Their members also serve as alumni supporters of the University. Success of fraternities and sororities collectively and individually thus is dependent upon the mutual efforts of the University, the individual chapters, inter/national organizations, and local alumni. In turn, the University expects that the fraternities and sororities will assist the student in the process of education: from fostering an intellectual curiosity and atmosphere to modeling constructive leadership skills and team efforts.

Willamette University recognizes the significant contribution of fraternities and sororities and actively supports these organizations by providing personnel and resources to aid in their development. University employees serve as advisors to their governing councils and provide access to the student database for the purpose of membership recruitment. Chapters are provided opportunities to receive on-campus housing and office space for Panhellenic and Interfraternity Councils. Fraternities and sororities also receive the benefits of being recognized student organizations at Willamette, as outlined in the student handbook.

3/1/84
Revised 6/04



Fraternity & Sorority Chapter Advisory Board Expectations

A successful Greek community rests on a strong partnership between the University and the Greek organizations, which include current chapter members, local alumnae/i advisors, and inter/national headquarters. Advisory boards oversee the development of procedures and programs that support the mission of a liberal arts education and the core principles and values of the inter/national organization. Alumnae/i advisory boards guide, mentor and support the chapter and its officers in areas such as recruitment, new member education, brother/sisterhood, risk management, scholarship, finance, and the development of leadership and personal life skills. In relation to the chapter house, the advisory boards are responsible for guiding chapter officers in creating and maintaining a living environment conducive to the academic success and physical, social and emotional well-being of the residents.

Rather than asking an individual advisor to fulfill the multiple tasks of advising a chapter, each chapter will have an advisory board consisting of at least four members. One of these individuals will serve as a chairperson. In addition, a Willamette faculty or staff employee will serve as the University advisor and attend board meetings. The structure of the board and the role descriptions of the individual advisors are left to the determination of the chapter and its advisory board.

Alumnae/i Advisory Board responsibilities would generally include, but may not be limited to:

1. work with the chapter members to carry out the chapter's mission and achieve its goals in accordance with inter/national organizational mission and goals
2. develop strong working relationships with the chapter members in order to provide effective oversight of the chapter's affairs
3. maintain visibility in the residential community by meeting regularly with the chapter leadership and being available to meet with members upon request
4. work with the chapter officers to implement a comprehensive scholarship plan and a residential environment that supports academic success
5. ensure that individual behavior is addressed through a chapter standards board that empowers members to hold each other accountable for their actions consistent with the values of the organization and University; be involved in any situations that involve allegations of sexual misconduct or other egregious behavior
6. refer students with serious academic, health, or safety concerns to the Bishop Wellness Center; consult with BWC staff regarding students who need, but have not sought, professional assistance
7. serve as resource persons for planning events and programs and resolving issues which arise and are related to the chapter
8. ensure that an effective and timely officer transition occurs
9. meet with representatives of the inter/national organization during chapter visits
10. take advantage of training opportunities offered by their inter/national organization or the Interfraternity Institute (IFI)
11. encourage and help identify resources for members to attend their inter/national organization's leadership training opportunities

12. facilitate the chapter's progress towards Willamette University's minimum standards as outlined in the Greek Chapter Checklist, including the development of a membership recruitment and retention plan with the goal of total house occupancy
13. attend an orientation session facilitated by the Offices of Student Activities and Residence Life
14. maintain a close working relationship with relevant University offices
15. advise the Offices of Student Activities and Residence Life of any changes in its structure, policies or board membership
16. fraternities need to designate at least one advisory board member to attend a monthly meeting with University staff, chapter presidents and IFC officers

updated 8/4/07



University Greek Advisor Job Description

In requiring registered student organizations to have advisors, the University assumes that advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its advisor. The student organization advisor is primarily responsible for providing advising and guidance for the organization and to act as a resource person.

The duties and responsibilities of the advisor include, but are not limited to, the following functions:

1. Having a concern for the ongoing function of the organization. This includes attending meetings or reading the meeting minutes and being familiar with the group's constitution.
2. Scheduling a monthly meeting with the chapter president and being available to meet with members upon request.
3. Serving as a resource person for planning events and programs, resolving issues confronting the group and orienting new members and officers. The advisor should be able to help the students utilize the Willamette resources available to them.
4. Encouraging the organization to function within University guidelines and to not condone any activity that does not keep with the letter and spirit of University policy. Each advisor should be knowledgeable about University policies and keep current copies of the *Student Handbook* and *Selected Policies Manual* as valuable resources in understanding these policies. The advisor should report anticipated or actual violations of these policies to the University Judicial Officer.
5. Being aware of the organization's financial status and encouraging the maintenance of accurate financial records.
6. Encouraging the learning process by remembering that it is the students' organization and they are free to make their own decisions.
7. Attending meetings of the organization advisors when requested by the Office of Student Activities.
8. Providing a signature for all Willamette documents that require an advisor signature.
9. Working in partnership with University staff, chapter advisors and national headquarters to foster a positive fraternity experience for the undergraduate members.



Greek Chapter Checklist January - December

Greek organizations have shared and contributed to Willamette University's rich and proud history. Social clubs and societies began developing as early as the 1850's. Local fraternities and sororities formed in the 1920's. Following World War II, President G. Herbert Smith invited national fraternities and sororities to affiliate with the local Greek organizations at Willamette. Currently, Willamette University hosts three nationally affiliated sororities (Alpha Chi Omega, Delta Gamma, and Pi Beta Phi), and four nationally affiliated fraternities (Beta Theta Pi, Phi Delta Theta, Sigma Alpha Epsilon, and Sigma Chi).

Willamette University is committed to fostering an excellent Greek community. Membership in a fraternity or sorority should be a rewarding experience, both educationally and personally, for students. The University, in partnership with the national organizations, alumni/alumnae, and undergraduate members, wishes to improve all aspects of the Greek experience. In order to better communicate with all stakeholders, Willamette University offers the following checklist that articulates minimum expectations for Greek organizations to maintain recognition.

Chapter Operations

- Respond to all University and national headquarters' requests for paperwork, meetings, etc. within 7 days or by the given deadline
- Complete Greek Data Collection Questionnaire by the last day of classes each semester
- Pay any charges assessed to the chapter's account with the University by the 10th of each month or adhere to the chapter's debt-payment agreement
- Secure involved, alumni/alumnae advisory support with a minimum of four members who fulfill the Fraternity & Sorority Chapter Advisory Board Expectations
- Identify one University faculty or staff member to serve as a University Advisor
- Serve year-long chapter president positions
- Attend chapter presidents' meetings as scheduled
- Participate in chapter president's retreat
- Comply with event planning guidelines (registered functions) and national risk management policy
- Ensure that Initiation Week and the Ceremony of Initiation do not occur in the final three weeks of a semester

Member Behavior

- Follow all University policies, including the Standards of Conduct and policies concerning publicity, fundraising, and academics (found in the Selected Policies Manual and the Student Handbook)
- Work in partnership with University and national headquarters staff on behavioral issues within the chapter
- Achieve chapter GPA above all-women's average (sororities) or all-men's average (fraternities)
- Attend leadership training sponsored by the Panhellenic Council and Interfraternity Council

Service to the Greek/University/Greater Community

- Serve as participating members of Interfraternity and Panhellenic Councils, attending all meetings and encouraging members to assume leadership positions within the respective council
- Perform community service and utilize the Office of Community Service Learning/Lilly Outreach Grant
- File re-registration form and submit risk management policy with the Office of Student Activities each spring

Implementation of the Checklist

Willamette University provides the national organization, the chapter president, and the chapter advisory board a copy of the finalized checklist for the year. At the end of the spring semester, each organization receives a midpoint evaluation of its progress towards the successful completion of the checklist. The chapter receives a preliminary year-end report at the beginning of December. While the reports contain expectations listed above, it has a different appearance. A form indicates if the expectation has or has not been met, the University representative who made the decision, the University representative's contact information, and space provided for that individual's comments. For example, the IFC/PHC president and advisor determines if the chapter has been involved in the governing councils, while University judicial officers address chapter violations of University policies and code of conduct. If a chapter makes progress towards accomplishing an expectation but has yet to do so, that is noted also. Before a final report is produced, the chapter leadership has an opportunity to follow up on discrepancies or concerns. After these have been addressed, a final report is produced and provided to the chapter, the chapter advisory board, and the national organization.

The University would not prefer to take a punitive approach when a chapter does not meet an expectation. Instead, University administrators would like to work with the chapter leadership, chapter advisory board, and the national headquarters to help the chapter achieve the expectation in the future. We encourage members to utilize the resources of both the University and their national organization to constantly improve their chapter. However, the University may take punitive action against a chapter that consistently fails to make progress on the checklist or chooses to disregard it. It is important to remember that each chapter exists at Willamette because the University - in addition to the national headquarters - recognizes its given charter; like every student, academic program, and co-curricular activity, Willamette has high expectations of its Greek organizations.

Interfraternity Council Constitution

ARTICLE I: NAME

- 1.1 The name of the organization shall be the Interfraternity Council of Willamette University, hereafter referred to as the IFC.

ARTICLE II: PURPOSE

The purpose of the fraternity system is to serve as an important component in a well-rounded, educational experience in the university setting by:

- 2.1 Providing a unique and complementary educational experience for the development of skills in leadership, scholarship, self-discipline, and social group interaction;
- 2.2 Providing beneficial programs for social and recreational activities;
- 2.3 To promote honor, scholarship, excellence, integrity, philanthropy and community service among all of its members.
- 2.4 Supporting the goals and missions of the institution;
- 2.5 Encouraging cultural interchange with organizations such as Black Student Organization (BSO), Tokyo International University of America (TIUA), Hawaii Club, etc.
- 2.6 The specific roles of the Interfraternity Council are:
 - 2.6.1 To be the governing body of the fraternity system.
 - 2.6.2 To promote unity within the fraternity system.
 - 2.6.3 To better utilize university, national fraternity, and alumni organizational resources, support, and assistance.
 - 2.6.4 To act as a liaison between the fraternity system and the University.
 - 2.6.5 To work cooperatively with the Willamette University Panhellenic Council.

ARTICLE III: SCOPE OF POWER

- 3.1 By virtue of authority vested in it by this constitution the IFC shall have power to:
 - 3.1.1 Represent fraternity interests in all matters involving the general welfare of Willamette University;
 - 3.1.2 Regulate all matters with respect to Interfraternity interests and relations between the IFC and its constituent members;
 - 3.1.3 Act for the fraternity system in matters, which involve fraternity interests and other agencies of the University or its constituency.

ARTICLE IV: MEMBERSHIP

There shall be two (2) classes of membership in the IFC:

Colony Class

- 4.1 Colony members shall be those groups of persons who do not meet the criteria of regular member class but desire to form a fraternity. Achievement of colony member class shall include satisfaction of the following requirements:
 - 4.1.1 Approval by the Willamette University Administration and IFC. Must have a Two-Thirds (2/3) vote of the IFC.
 - 4.1.2 Designation as an official colony of any national social college fraternity, if so affiliated.
 - 4.1.3 Submission of a progress report to the IFC during each academic semester in colony member class.
 - 4.1.4 Each colony member applying for regular member class shall pay an application fee of one hundred dollars (\$100.00) to the IFC.

Achievement of Regular Class Status
- 4.2 Achievement of Regular Class status shall include satisfaction of the following requirements:
 - 4.2.1 Possess a charter from a national college social fraternity and must receive official recognition from Willamette University.
 - 4.2.2 Satisfy all requirements for a colony class.
 - 4.2.3 Operation for a minimum of six (6) consecutive months immediately prior to application for regular member class.
 - 4.2.4 Consideration of being in good standing with Willamette University, pertaining to financial, academic, and judicial standing.
 - 4.2.5 As a colony member maintain the current all-fraternity average for one semester.
 - 4.2.6 Membership or Pledges of at least twenty-five (25) persons.
 - 4.2.7 Adequate permanent housing or plans to obtain such.
 - 4.2.8 Prove financial security through a current financial statement
 - 4.2.9 Must secure and maintain a faculty advisor that is a University staff member.
 - 4.2.10 Must secure and maintain a resident advisor or housing governing board, approved by the Willamette University, if housed as a group.
 - 4.2.11 Satisfactory record of participation and attendance at IFC events and meetings.

- 4.2.12 Must be knowledgeable with, understanding of, and abide by all rules, policies and regulations of IFC and Willamette University as stated in the current Student Handbook, IFC Constitution, or other University correspondence.
- 4.2.13 Must submit semester membership updates to the Office of Student Activities, and officer updates when appropriate, within ten (10) days of the beginning of each semester and other appropriate times (i.e. new officer elections, chapter by-law amendments, etc.)
- 4.2.14 Must insure that no practice which might be considered hazing by law or the National Interfraternity Conference occurs.
- 4.2.15 Must provide the Office of Student Activities a copy of its constitution to be kept on file.

Regular Class Requirements

- 4.3 The fraternity entities known as "Beta Theta Pi", "Phi Delta Theta", "Sigma Chi" and "Sigma Alpha Epsilon", which existed only at the time of ratification of this constitution will be given the status of Regular membership in the IFC.
 - 4.3.1 All regular class members shall maintain all of the previously stated qualifications from 4.2.7 - 4.2.15.
 - 4.3.2 Must maintain a cumulative Grade Point Average of 2.7 on a 4.0 scale.
 - 4.3.3 Membership or pledges of at least twelve (12).
- 4.4 A member fraternity can be removed from the IFC by Two-Thirds (2/3) vote of the IFC and is automatically removed upon withdrawal of recognition by Willamette University and the President of Willamette University.
- 4.5 Any member fraternity who loses either national or university recognition, automatically loses IFC recognition.

ARTICLE V: COMPOSITION

- 5.1 The officers of the IFC shall be a President; Vice President for Administration, Vice President for Programming, Vice President for Recruitment, Vice President for Public Relations, and Vice President for Risk Management. These positions shall comprise the Executive Board of the IFC.
- 5.2 Each chapter will be represented in the IFC by two (2) representatives of each fraternity (Chapter President and Elected IFC Representative). The same elected representatives must attend and represent their chapter at all IFC meetings.

ARTICLE VI: VOTING

- 6.1 Two-Thirds (2/3) of the membership shall constitute a quorum for the transaction of business.
- 6.2 Each member fraternity shall be entitled to two (2) votes.

- 6.3 The voting members must be the pre-designated chapter representatives or the official replacement.
- 6.4 In case of a tie the IFC President will cast the deciding vote.
- 6.5 A simple majority of members eligible to vote shall be necessary to pass a main motion unless otherwise specified in the Constitution. All votes shall be oral unless specified or requested otherwise.
- 6.6 Any action may be deferred to the next regular meeting by a simple majority vote of those present. Any further deferment shall require a three-fifths (3/5) vote of those present.
- 6.7 All other voting procedures shall follow Robert's Rules of Order's parliamentary procedures
- 6.8 Elections shall be done by secret ballot.

ARTICLE VII: ATTENDANCE POLICY

- 7.1 Representation of member fraternities shall be fulfilled only by the two specified elected IFC delegates from each chapter (this will include the Chapter President and any member of the Chapter's Executive Council if he is one of the pre-designated representatives).
- 7.2 It is mandatory that each IFC affiliated fraternity is represented at IFC meetings by both of the specified elected IFC delegates from each chapter.
- 7.3 Attendance records will be maintained on the basis of an individual's attendance. In the event that a representative is unable to attend, an executive officer of that specific fraternity or a pre-assigned replacement must attend.
 - 7.3.1 Failure of a representative to attend two (2) meetings, during the course of a term of office, shall result in a \$25 fine which will be applied to the absent representatives chapter.
 - 7.3.2 Failure to attend three (3) meetings, during the course of a term of office, shall result in a fine of \$50 fine which will be applied to the absent representatives chapter, and that member fraternity losing all voting privileges for that semester.
 - 7.3.3 Failure to attend four (4) or more meetings, during the course of a term of office, shall result in a fine of \$75 to the absent representatives chapter, and that member fraternity being placed on probation for a specified period of time by the IFC Executive Board.
- 7.4 The chapter representative is required to notify the IFC VP of Administration acknowledging the voting authority of his replacement when he is not attending. Without this notification, the representative's replacement will be unable to vote and it will count as an absence.

- 7.4.1 This notification must be received before the start of the meeting through written communication.
- 7.5 The members of the IFC Executive Board are expected to attend all IFC, Executive Board and other special meetings of this governing body.
 - 7.5.1 In the event that a member of the IFC Executive Board cannot attend a meeting, that member must notify the IFC President and the IFC Advisor prior to said meeting.
 - 7.5.2 Failure to attend one meeting, during the term of office, without proper notification shall result in a written reprimand from the IFC President.
 - 7.5.3 Failure to attend two (2) meetings, during the term of office, without proper notification shall result in termination of office.

ARTICLE VIII: MEETINGS

- 8.1 The IFC shall meet on a weekly basis. The schedule of meeting times and places shall be established by the President at the first meeting of every semester.
- 8.2 At least one regular meeting of the IFC shall take place each academic week of the school year at such time and place as may be designated by the president.
- 8.3 Special meetings of the IFC will be called by the president or advisor:
 - 8.3.1 If an emergency exists.
 - 8.3.2 At the written request of a sizable constituency of the member fraternities.

ARTICLE IX: ADVISOR

- 9.1 The selection of the IFC advisor shall proceed as follows: All candidates shall be brought up during IFC. The IFC President and a member house President shall interview each candidate and determine if each candidate is eligible for the position. The IFC President shall bring the nominations and recommendations to the Executive Board meeting. The Executive Board then slates their number one candidate. At the next meeting the slated candidate is given along with the IFC President's report on all candidates, the election is then tabled to the next IFC meeting. Finally the Advisor must receive a four-fifths (4/5) majority vote.
- 9.2 The IFC advisor is responsible for:
 - 9.2.1 Assisting the Executive and IFC as deemed appropriate;
 - 9.2.2 Assisting the IFC President and IFC President-elect in training new officers;
 - 9.2.3 Maintaining all written records over the summer;
 - 9.2.4 Holding individual meetings monthly with each IFC Executive Officer;

- 9.2.5 Attend all IFC meetings and IFC Executive meetings unless proper notification is provided.
- 9.2.6 Act as a mediator between IFC and Willamette University during disputes.
- 9.2.7 Facilitate regular meetings between the IFC delegations and Willamette University Administration.
- 9.2.8 Act on IFC Executive Board's behalf during urgent or immediate circumstances.
- 9.3 The IFC Advisor can be removed if:
 - 9.3.1 They neglect or can no longer carry out their duties as IFC Advisor
 - 9.3.2 After the Advisor is given a chance to be heard, the IFC votes with a unanimous vote to be removed.

ARTICLE X: EXECUTIVE BOARD

- 10.1 The Executive Board of the IFC shall consist of the officers of the IFC.
- 10.2 Candidates for the positions of President, Vice President for Administration, Vice President for Programming, Vice President for Recruitment, Vice President for Public Relations, and the Vice President for Risk Management shall be of at least sophomore standing, and shall be active members of a recognized fraternity for at least one semester.
- 10.3 The IFC President shall be the chair of the Executive Board.
- 10.4 This committee shall have the power to appoint committees or task forces to administer decisions, and to serve as the IFC Peer Review Board.
- 10.5 The IFC Executive Board meetings will be called by the president whenever necessary. At least one regular meeting of the IFC Executive Board shall be conducted each academic week of the school year prior to the regular IFC meeting.
- 10.6 The IFC Executive Board shall be the only body with the authority to waive IFC regulations when deemed necessary. Request for such a waiver must be made to the IFC President forty-eight (48) hours in advance of its exercise. A two-thirds (2/3) vote of the IFC Executive Board will be required to waive any regulation.

ARTICLE XI: PLEDGING

- 11.1 A pledge's activities in preparation for his initiation shall take place when they do not interfere with his active participation in the curricular or extra curricular program supported by the University.
- 11.2 Hazing shall not be permitted by the IFC or IFC member fraternities.
 - 11.2.1 The IFC defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort.

Such activities and situations include creation of excessive fatigue; physical and psychological shock; kidnapping which creates a potentially dangerous situation; morally degrading or humiliating games and activities; work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies under the Willamette University Student Handbook, and State of Oregon.

- 11.3 Judgment of an infraction shall be the responsibility of the University Judicial Officer.
- 11.4 Member fraternities should determine their own procedures in regards to selectivity of pledges and/or initiates. These procedures should comply with University and IFC regulations regarding discrimination.

ARTICLE XII: FINANCIAL RESPONSIBILITIES / DUES

- 12.1 The semester dues of the IFC shall be decided by the Vice President for Administration and approved by a Two-Thirds (2/3) vote of the IFC. At the time of the ratification of this constitution, IFC dues are set at twenty (\$20) dollars per active member.
 - 12.1.1 The IFC has only one bank or fiscal account. Within this account are these funds:
 - 12.1.2 Greek membership and colony dues shall fund the General Fund. The General Fund shall be used to finance general activities and projects of the IFC, furnish office supplies, and provide for any other expenditure as designated by the President or Vice President for Administration.
 - 12.1.3 Delegation from the IFC and collected funds from ticket sales of fundraisers and philanthropic events shall fund the Philanthropy fund. The Philanthropy fund shall be used only to pay for expenses of IFC sponsored philanthropic events and contributions to Non-for-Profit charities.
- 12.2 The Vice President for Administration shall bill all members by October 1st for first semester's dues and by February 10th for second semester dues.
- 12.3 The semester dues will be no lower than \$10 per member in each fraternity.
- 12.4 The signature of the Advisor or the Vice President for Administration and President shall be required to bind the IFC.
- 12.5 For purposes of Finance, "Greek Member" is defined as any individual who meets the following criteria: is assessed membership dues by a "regular member fraternity" as described in Article IV, is a member or pledge of a regular member fraternity and is enrolled as a student at Willamette University.
- 12.6 Each member fraternity is required to update its Greek Member list before the second regular IFC meeting of the fall and spring semesters at Willamette University.

FINES

- 12.9 Fines are payable within ten (10) business days of the date of the letter advising the chapter of the fine.

12.9.1 If the fine is not paid by the date specified, the fraternity will incur an additional penalty of \$20.00 per business week until the fine is paid.

12.10 Failure to have a representative of the chapter to attend committee meetings including, but not limited to Recruitment Chairs, Community Service Chair, Philanthropy Chairs, and Vice President for Administrations may result in a \$10.00 fine per absence.

ARTICLE XIII: ELECTIONS

13.1 The President, Vice President for Administration, Vice President for Programming, Vice President for Recruitment, Vice President for Public Relations, and the Vice President for Risk Management shall be elected by the IFC in the second week in February of each year.

13.1.1 The IFC President and Advisor are in charge of elections and officer transition.

13.2 Term of office shall be for one (1) year.

13.3 Elections shall be determined by a simple majority vote of members that are present provided there is a quorum. In case no candidate receives a majority the two candidates that received the most votes will have run-off. In the case of a tie, the current president will act as the tiebreaker unless he is running for the position.

13.4 Newly elected officers shall take office the third week after elected. They shall use this time to become better acquainted with their positions, define goals for their up-coming term and observe the incumbent officer so that the transition of office will be smooth.

13.5 All candidates for positions of the Executive Board shall be of at least sophomore standing in the University, and shall be an active member of a recognized local or national social fraternity as specified in Article IV, for at least one academic semester.

13.6 Any member who holds the President position in his respective fraternity may not hold an Executive Board office of the IFC. If an Executive Board officer at any time decides to hold this office within his respective chapter, he must resign from his Executive office and that office must be re-elected as provided for in the Constitution.

13.7 No member of the IFC will hold more than one office on the Executive Board at any one time.

13.8 No more than two (2) members of one fraternity may be elected to positions on the Executive Board

13.9 IFC Executive Officers can not serve as either one of the IFC representatives from their given chapter.

13.10 The elections of all officers shall be by secret ballot from nominations.

13.11 Nominations for all officers shall be made preceding the election. The nominations will be placed on a ballot prepared by the Vice President for Administration. A candidate may not run for office if he has not applied in advance of the election, nor may he run for a position for which he has not submitted an application.

- 13.12 Speeches by candidates for each office will occur before the election of each officer on the night of elections. Following the speeches of the candidates there will be a 5-minute discussion period.
- 13.12.1 Presidential speeches may be five minutes in length.
- 13.12.2 All other speeches may be two minutes in length.
- 13.13 If more than five people apply for a position, the IFC Executive Board will slate five people for final consideration.
- 13.14 At the end of each election the winners of the election will be immediately announced in case a person running wishes to run for another position that he has previously applied for. This same procedure will be used for the election of the rest of the Executive Board.
- 13.15 During the election process, chapter Representatives may speak on behalf of a nominee from his chapter only once. Members of the IFC Executive Board should not speak on behalf of nominee who is a member of his fraternity. IFC Executive Board members must maintain an unbiased attitude toward all candidates for office.

ARTICLE XIV: DUTIES OF OFFICERS, THE ADVISOR AND REPRESENTATIVES

- 14.1 The duties of the IFC Advisor shall be to act in an advisory and consultative capacity to the Executive Board and the IFC as a whole. The advisor also interprets the IFC Constitution to provide for consistency.
- 14.2 The duties of the voting IFC Representatives from each house shall be:
- 14.2.1 To cast the house votes at all IFC meetings which he attends.
- 14.2.3 Provide a forum for discussion of matters of interest and concern among member fraternities;
- 14.2.4 Adopt such statements of position and policy as may represent member fraternities to the University community;
- 14.2.5 Establish regulations governing conduct among member fraternities as organizations and, where appropriate, individual members in member fraternities;
- 14.2.6 Serve as a means of communication between persons and agencies in the University community and member fraternities;
- 14.2.7 Offer the availability of resources and services to member fraternities for concerns, which they may indicate;
- 14.2.8 Attend meetings, take part in debate, and serve as a chair or a member on standing and special committees when appointed.
- 14.4 The IFC President shall:
- 14.4.1 Have overall responsibility for the operation of the Interfraternity Council

- 14.4.2 Preside at all regular meetings of the Interfraternity Council and call and preside at its special meetings
- 14.4.3 Call and preside at all meetings of the Interfraternity Council Executive Board
- 14.4.4 Review and approve all internal correspondence of the IFC
- 14.4.5 Serve as member ex-officio (with voice but not vote.) of the Recruitment Council during formal Recruitment
- 14.4.6 Scheduling at least monthly meetings with the Advisor, to determine the progress of the Interfraternity Council, and review information and material appropriate to the position
- 14.4.7 Maintain a complete and up-to-date President's file, which will include a copy of the current Interfraternity Council Constitution, Bylaws and Standing Rules, the current IFC budget, and all other important IFC documents
- 14.4.8 Appoint Special Committees as needed
- 14.4.9 Meet Monthly with the Director of Residence Life to discuss judicial issues
- 14.4.10 Coordinate the IFC election process in coordination with the Advisor
- 14.4.11 Maintain at least 3 office hours per week in the IFC/PHC Office.
- 14.4.12 Assist with the training of all the new officers and delegates of IFC
- 14.4.13 Perform all other duties usually pertaining to this office
- 14.4.14 Represent the Interfraternity Council on other campus committees
- 14.4.15 Work with the President of the Panhellenic Association

14.5 The Vice President for Administration:

- 14.5.1 Perform all the duties of the President in his absence, inability to serve, or at his call
- 14.5.2 Prepare an annual budget for IFC in coordination with the IFC President and IFC Advisor
- 14.5.3 Receive all payments and fines due to the IFC
- 14.5.4 Pay all IFC bills in a prompt manner
- 14.5.5 Supervise the IFC Budget and give financial updates at all IFC meetings
- 14.5.6 Keep minutes at all meetings and publish them within 24 hours of the meeting
- 14.5.7 Keep an up-to-date roster of all IFC members and take roll at appropriate meetings
- 14.5.8 Keep accurate attendance records
- 14.5.9 Serve as a ex-officio member of the Recruitment Council during formal Recruitment
- 14.5.10 Maintain a complete and up-to-date file which will include a copy of the current IFC Constitution, all correspondence and adjudication materials pertaining to the IFC committees, and all other important documents of the IFC
- 14.5.11 Represent the IFC on other campus committees as necessary
- 14.5.12 Maintain at least 2 office hours per week in the IFC/PHC Office.
- 14.5.13 Work in conjunction with similar position on the Panhellenic Council

14.6 The Vice President for Programming shall:

- 14.6.1 Serve as a liaison between the Interfraternity Council and the university and community
- 14.6.2 Serve as chair of the IFC committee on Philanthropy and Community Service
- 14.6.3 Serve as chair of the IFC committee on Social Events
- 14.6.4 Oversee Mr. Willamette, Serenades, and all other Philanthropic or Community Service Events
- 14.6.5 Coordinate the Scheduling of all chapter parties and Social events

- 14.6.6 Plan at least 1 educational program for fraternity members each semester on a important current issue facing fraternities
- 14.6.7 Represent the IFC on other campus committees as necessary
- 14.6.8 Work in conjunction with the similar position on Panhellenic Council
- 14.6.9 Maintain at least 2 office hours per week in the IFC/PHC Office.
- 14.6.10 Serve as ex-officio member of Recruitment Council during formal recruitment

14.7 The Vice President for Recruitment shall:

- 14.7.1 Prepare the Recruitment Manual
- 14.7.2 Organize and implement all aspects of the IFC Recruitment process, including formal recruitment
- 14.7.3 Serve as Chair for the IFC New Member Recruitment Committee
- 14.7.4 Serve as Chair of the Recruitment Council during formal recruitment
- 14.7.5 Oversee all recruitment rules and monitor all chapters during the recruitment process
- 14.7.6 Report any and all recruitment violations to the IFC Executive Board
- 14.7.7 Schedule and conduct regular meetings of all chapter Recruitment chairs
- 14.7.8 Keep up-to-date records on all new member signings
- 14.7.9 Keep current statistics on the number of initiated members, pledges, and deactivates for each chapter
- 14.7.10 Maintain at least 2 office hours per week in the IFC/PHC Office.
- 14.7.11 Work in conjunction with the Panhellenic Council Recruitment Chair on all other issues pertaining to recruitment

14.8 The Vice President for Public Relations shall:

- 14.8.1 Coordinate all advertisements and publicity for IFC events
- 14.8.2 Prepare an IFC newsletter to go out to the Greek and Campus Community
- 14.8.3 Develop and distribute a calendar of events for each semester (including major events and all regularly scheduled meetings)
- 14.8.4 Oversee all external correspondence of the IFC
- 14.8.5 Prepare and distribute the Recruitment Manual
- 14.8.6 Serve as ex-officio member of Recruitment Council during formal recruitment
- 14.8.7 Maintain at least 2 office hours in the IFC/PHC Office.
- 14.8.8 Represent the IFC on other campus committees as necessary
- 14.8.9 Work in conjunction with the similar position on Panhellenic Council

14.9 The Vice President for Risk Management shall:

- 14.9.1 Plan at least 1 educational program for all fraternity members each semester on risk management issues (i.e. - Hazing, Alcohol and Drugs, and any other of demonstrated need)
- 14.9.2 Coordinate the scheduling of IFC representatives at all chapter parties and social events
- 14.9.3 Serve as Chair of the IFC committee on Risk Management
- 14.9.4 Serve as ex-officio member of Recruitment Council during formal recruitment.
- 14.9.5 Maintain office hours in the IFC/PHC Office.
- 14.9.6 Represent the IFC on other campus committees as necessary
- 14.9.7 Work in conjunction with the similar position on Panhellenic Council

ARTICLE XV: SCHOLASTIC REQUIREMENTS FOR FRATERNITY INITIATION

- 15.1 The minimum grade point average for pledging and being initiated into a fraternity at Willamette University is determined by each individual chapter's national requirements.

ARTICLE XVI: ORDER OF BUSINESS

- 16.1 Roll Call
- 16.2 Officer Reports
- 16.3 Old Business
- 16.4 New Business
- 16.5 Announcements
- 16.6 Adjournment

ARTICLE XVII: CONSTITUTIONAL REVISIONS

Any portion of this constitution may be eliminated, revised, or supplemented at a regular or special meeting upon a simple majority vote of the member fraternities, provided that the proposed change has been presented in writing at the previous meeting. The Interfraternity Council shall adopt resolutions for the conduct of its affairs. Changes shall be proposed by the executive branch of the IFC on its own motion or upon the request of any member of the IFC. The resolutions may be suspended at any meeting of the IFC only for the duration of that meeting by a simple majority vote of the members present.

Constitution & Bylaws of Willamette University Panhellenic Association

ARTICLE I. NAME

The name of this organization shall be the Willamette University Panhellenic Association.

ARTICLE II. PURPOSE

The object of the Panhellenic Association shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

- (1) Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- (2) Promote superior scholarship as basic to intellectual achievement.
- (3) Cooperate with member fraternities and the university administration in concern for and maintenance of high social and moral standards.
- (4) Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
- (5) Act in accordance with such rules established by Panhellenic Council as to not violate the sovereignty, rights and privileges of member fraternities.

ARTICLE III. MEMBERSHIP

There shall be two classes of membership: Regular and Associate.

- (1) The REGULAR membership of the Willamette Panhellenic Association shall be composed of all chapter members in good standing with National Panhellenic Conference fraternities at Willamette.
- (2) The PROVISIONAL membership of the Willamette Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference colonies and pledged chapters at Willamette University.
- (3) The ASSOCIATE membership of the Willamette Panhellenic Association shall be composed of all members in good standing of local sororities or interest groups or national or regional non-National Panhellenic Conference member groups that have met the requirements for membership in the Willamette Panhellenic Association.

ARTICLE IV. OFFICERS

- (1) The officers of the Willamette Panhellenic Association shall be President, Vice President of Recruitment, Vice President of Internal Programming, Vice President of External Programming, Vice President of Administration, and Vice President of Public Relations.
- (2) The officers shall be delegates from fraternities holding regular membership in the Willamette Panhellenic Association. Delegates from fraternities holding associate memberships shall not be eligible to hold office.
- (3) The officers shall serve for a term of one year. An officer must be enrolled as a student at Willamette University as defined by the University Registrar's office.
- (4) The officers shall not hold executive positions or any other office in their respective chapters that would not allow them to effectively disaffiliate as required of a Panhellenic officer. Examples

include, but are not limited to: philanthropy officer, recruitment officer, or public relations officer.

- (5) Any officer failing to perform her duties as outlined shall resign and a successor be designated by election or as provided in Article V, Section 3 of the Bylaws.
- (6) Panhellenic Council meetings shall be held at a time and place established at the beginning of each college semester. Panhellenic officers are not allowed to miss more than two meetings of the executive council, the Panhellenic Council, or any other special meetings a semester. If absences exceed two, the member is subject to removal by a vote of the officers.

ARTICLE V. MEETINGS

- (1) Regular. The Willamette University Panhellenic Association shall hold at least one regular meeting annually.
- (2) Special. A special meeting of the Willamette University Panhellenic Association may be called by the President when necessary and shall be called by her upon the written request of any regular or associate member fraternity at Willamette University.
- (3) The delegate from each regular or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the Willamette University Panhellenic Association.

ARTICLE VI. THE PANHELLENIC COUNCIL

The administrative body of the Willamette Panhellenic Association shall be the Willamette Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Willamette Panhellenic Association and to compile rules governing the Panhellenic Association, including membership recruitment and pledging, which do not violate the sovereignty, rights and privileges of membership fraternities.

- (1) MEMBERSHIP. The Willamette Panhellenic Council shall be composed of three total chapter representatives: one delegate, one alternate delegate, and one alumna advisor (who is not required to attend every week) from each National Panhellenic Conference fraternity chapter at Willamette and from such National Panhellenic Conference fraternity colonies or national sororities at Willamette as the council may approve for membership. Procedures for the election of Panhellenic Council officers are addressed in Article II, Section 4 of the Bylaws.

PANHELLENIC DELEGATE RESPONSIBILITIES

- (a) Must attend all Panhellenic meetings.
- (b) Must support the NPC UNANIMOUS AGREEMENTS, policies and procedures.
- (c) Must understand local Panhellenic policies and procedures.
- (d) Should attend relevant area conferences and workshops.
- (e) Should know how to consult the NPC Area Advisor for assistance and advice regarding Panhellenic concerns.
- (f) Should know when to consult own NPC Delegate regarding chapter concerns.
- (g) Should present regular Panhellenic reports at chapter meetings.

- (h) Assist the Vice President of Public Relations with publicity.
 - (i) Serve as an assistant to one executive officer by assuming responsibility for assigned tasks.
 - (j) Attend the specified orientation session of the Panhellenic spring officer retreat following elections.
 - (l) Delegates are not allowed to miss more than two Council meetings a semester. If absences exceed two, the delegate is subject to removal by a vote of the officers.
- (2) **SELECTION OF DELEGATES AND ADVISORS.** Delegates and alumnae advisors to Panhellenic Council shall be selected by their respective fraternity chapters to serve for a calendar year.
 - (3) **CHAPTER POSITIONS.** Delegates may hold any position in their respective chapter in addition to their position on Panhellenic Council.
 - (4) **DELEGATE VACANCIES.** When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a representative within two weeks and to notify the Panhellenic Council Vice President of Administration of her name, address, e-mail and telephone number.
 - (5) **OFFICERS.** The officers of the Willamette Panhellenic Association shall serve as the officers of its Panhellenic Council. These officers shall serve as the executive council of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the Willamette Panhellenic Association.
 - (6) **MEETINGS.** Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college semester.

SPECIAL MEETINGS of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any member delegate of the Panhellenic Council.

QUORUM. Two-thirds of the delegates from the member fraternities shall constitute a quorum for the transaction of business.

(7) **VOTING**

- (a) The voting body of the Willamette Panhellenic Association shall be its Panhellenic Council.
- (b) The voting members of Panhellenic Council shall be the delegate of each fraternity holding regular membership, except in the election of Panhellenic Council executive officers as outlined in Article II, Section 4. If a delegate is absent, the vote of her fraternity shall be cast by its alternate. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity's executive council who displays a Panhellenic spirit.
- (c) Two-thirds of the voting members of Panhellenic Council shall be required to establish recruitment guidelines, to determine quota and to establish Total Chapter Size, to set the date for the beginning of pledging and to add a chapter. A majority vote shall carry all other questions.

(8) VOICE

The alternate delegates and alumnae advisors of Panhellenic Council shall have voice but no vote.

ARTICLE VII. PANHELLENIC ADVISOR

(1) Panhellenic Advisor shall be appointed by:

- (a) The University administration or
- (b) The Panhellenic Council

(2) The advisor shall serve in advisory capacity to the Willamette Panhellenic Association and its Council. He/she is not required to attend regular Panhellenic Council meetings.

ARTICLE VIII. STANDING COMMITTEES

Such Standing Committees and special officers may be necessary to carry out the work of the Willamette Panhellenic Council and shall be appointed by its officers to serve during the tenure in office of the Council that appoints them.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

- (1) All members of the Willamette Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
- (2) All Willamette Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

ARTICLE X. VIOLATIONS

- (1) Violations of any regulations of this Constitution or its related Bylaws, or membership recruitment rules, of rules concerning matters other than membership recruitment, or of the National Panhellenic Conference UNANIMOUS AGREEMENTS shall be the occasion for penalties established by the Willamette Panhellenic Council in conformity with those recommended by National Panhellenic Conference (see College Panhellenics Association Judicial Procedures).
- (2) Any dispute growing out of the violation of Willamette Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

ARTICLE XI. AMENDMENTS

This Constitution may be amended by two-thirds vote of the voting members of the Willamette Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

BYLAWS

ARTICLE I. FINANCE

- (1) FISCAL YEAR. The fiscal year of the Willamette Panhellenic Association shall be from June 1 to May 31 inclusive.
- (2) CONTRACTS. The signatures of the Panhellenic President and the Vice President of Administration as well as the written permission of the Willamette University Office of Student Activities shall be required to bind the Willamette Panhellenic Association.
- (3) CHECKS. All checks issued on behalf of the Willamette Panhellenic Association shall be signed by the Panhellenic President and the Vice President of Administration.
- (4) PAYMENTS. All payments due to the Willamette Panhellenic Association shall be made to the Vice President of Administration, who shall record them. Checks for payments shall be made payable to Willamette University.
- (5) MEMBERSHIP DUES.
 - (a) Amount. The dues of each Panhellenic Association member fraternity shall be an assessment of \$42.00 per new member and \$12.50 per member per semester (as of August 2009). Dues shall be adjusted each year to account for inflation according to the United States Census Bureau. The amount of such dues shall be presented to the Panhellenic Council at its first meeting of the academic year, followed by a vote by the membership of each chapter facilitated by the delegate.
 - (b) Time of Payment. Panhellenic dues are to be distributed and due as following:
 - (1) Dues for initiated members shall be distributed by the Vice President of Administration within two weeks after the approval of dues by the Panhellenic Council.
 - (2) Dues for new members accepting a COB/informal recruitment bid shall be distributed one week after the deadline for extending COB/informal recruitment bids (this deadline is dependent upon all member groups reaching Total Chapter size) or upon receipt of a signed COB Binding Agreement.
 - (3) Dues for new members participating in formal recruitment shall be distributed within one week after extending formal bids for membership.
 - (4) Panhellenic dues are to be paid in full by the chapters within two weeks of their distribution.
 - (5) Any chapter failing to pay their dues by the above deadline will be subject to a \$50.00 fine. Any appeals to the fine should be made to the Panhellenic executive council.

ARTICLE II. SELECTION OF OFFICERS

- (1) Panhellenic Council officers shall be elected before the spring recruitment period. Applications shall be made available by the Vice President of Administration by mid-November.
- ~~(2)~~ The Panhellenic President and Vice President of Recruitment cannot be members of the same National Panhellenic Conference fraternity.
- (3) All women with the intent to run for a Panhellenic office must complete both an application and interview with the selection committee. Suggested questions will be provided to Council members by executive officers before the interviews.

- (4) All elected executive officers shall be determined by the Panhellenic Council. The outgoing chapter delegate and Panhellenic executive officers shall have a vote, with the total number of votes being 9.
- (5) Voting shall take place by written ballot, all of which will be counted by the Panhellenic Council Advisor.

ARTICLE III. OFFICER DUTIES

The President shall:

- (1) Oversee the Panhellenic executive council and have overall responsibility for the operation of the Panhellenic Council.
- (2) Call and preside at all regular and special meetings of the Willamette Panhellenic Association.
- (3) Preside at all regular meetings of the Panhellenic Council and call and preside at its special meetings.
- (4) Call and preside at all Panhellenic executive council meetings.
- (5) Call and preside at all biweekly Gavel Club (sorority chapter president) meetings.
- (6) Review, approve and sign all Panhellenic Association checks and contracts involving the Willamette Panhellenic Association.
- (7) Serve as member ex-officio of all Panhellenic Council Committees.
- (8) *Serve as a liaison to University departments and student organizations by attending Presidents' meetings and others where her presence is requested.*
- (9) Maintain bi-weekly and consistent contact with the Interfraternity Council President and serve as the Panhellenic liaison to the Council.
- (10) Assist with Panhellenic programming efforts by working with the Vice Presidents of Internal and External Programming.
- (11) Oversee the assignment of Chapter Delegate Assistants to the executive officers.
- (12) Meet as needed with appropriate University Deans and Vice Presidents.
- (13) Coordinate the selection process for Greek Woman of the Year each spring semester.
- (14) Report as required to the National Panhellenic Conference Area Advisor.
- (15) Maintain a complete and up-to-date President's file which will include a copy of the current Willamette Panhellenic Association Constitution, Bylaws, and Standing Rules, the current Panhellenic Council budget; the current NPC Manual of Information and related material, current correspondence and materials received from her NPC Area Advisor; copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
- (16) Maintain at least three office hours a week during both the spring and fall semesters.
- (17) Meet weekly with the Panhellenic Advisor.
- (18) Attend the Panhellenic spring officer retreat following elections.
- (19) Complete and submit award applications by the posted deadline.
- (20) Perform all other duties usually pertaining to this office.

The Vice President of Recruitment shall:

- (1) Have overall responsibility for the organization, planning, and implementation of both fall informal and spring formal recruitment.
- (2) Be responsible for the selection and training of all Recruitment Counselors.
- (3) Meet on a bi-weekly basis during fall semester with the chapter recruitment officers.

- (4) Spend no less than three hours in the office during the fall semester, and two hours in the spring semester.
- (5) Preside over Panhellenic Council meetings when the President is absent.
- (6) Report recruitment statistics to the National Panhellenic Conference in a timely manner.
- (7) Help plan, organize, and execute informal recruitment events in the fall for sophomore, junior and senior women.
- (8) Perform all other duties usually pertaining to this office.
- (9) Attend the Panhellenic spring officer retreat following elections.

The Vice President of Administration shall:

- (1) Keep an up-to-date roster of the Panhellenic Council members and keep track of absences from executive and council meetings.
- (2) Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.
- (3) Keep full minutes of all meetings of the Willamette Panhellenic Association, the Panhellenic Council and a record of all action taken by the executive council and distribute those minutes to officers, delegates, chapter presidents and the NPC Area Advisor in a timely manner.
- (4) Maintain a complete and up-to-date file that will include the minutes of meetings of the Willamette Panhellenic Association and its Panhellenic Council from the date of its organization, copies of all contracts made by the Panhellenic Council, and current correspondence.
- (5) Be responsible for the general supervision of finances for the Willamette Panhellenic Association.
- (6) Be responsible for the preparation of the semester budget and, following its approval by the Panhellenic Council, for providing a copy to each Willamette Panhellenic Association member fraternity.
- (7) Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
- (8) Be responsible for the prompt payment of all bills of the Willamette Panhellenic Association.
- (9) Maintain up-to-date financial records, and provide an annual report to the forthcoming Vice President of Administration elect once her term is complete.
- (10) Meet with the Panhellenic Advisor monthly with an up to date financial spreadsheet for the Panhellenic account.
- (11) Maintain at least two office hours a week during both the spring and fall semesters.
- (12) Serve as a Recruitment Counselor during formal spring recruitment.
- (13) Be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual development.
- (14) Maintain an accurate record of accumulative GPA's of each chapter, based on data from Greek grade report, furnished from Student Activities.
- (15) Be responsible for awarding of all scholarship certificates to the member sororities and individual members during the awards banquet in the spring of each academic year.
- (16) Shall work with the Vice President of Public Relations and university officials to publicize the academic success of the Greek Community and outstanding Greek individuals.
- (17) Shall work with the Vice President of Internal Programming to coordinate all-sorority activities each semester.
- (18) Shall act as a liaison between Panhellenic Council and the Order of Omega.

- (19) Schedule semesterly meetings of the chapter academic officers to plan all-sorority and new member academic programs.
- (20) Administer the Golden Apple Award each semester to the chapter with the highest GPA.
- (21) Perform all other duties usually pertaining to this office.
- (22) Attend the Panhellenic spring officer retreat following elections.

The Vice President of Internal Programming shall:

- (1) Organize at least three all sorority activities per semester.
- (2) Aid Vice President of External Programming in planning serenades for spring semester.
- (3) Organize two annual blood drives through the American Red Cross.
- (4) Serve as the chairman of the Panhellenic Judiciary Committee.
- (5) Aid the Vice President of External Programming in planning Greek Week for fall semester.
- (6) Maintain at least three office hours a week during both the spring and fall semesters.
- (7) Assist the Vice President of Recruitment with the Sorority Recruitment Counselor selection process and training program.
- (8) Serve as a Recruitment Counselor during formal spring recruitment.
- (9) Perform all other duties usually pertaining to this office.
- (10) Attend the Panhellenic spring officer retreat following elections.

The Vice President of External Programming shall:

- (1) Organize a semester calendar that incorporates all three chapters' events and PHC/IFC events and works to avoid over programming.
- (2) Be responsible for monitoring party policy for effectiveness and feasibility, which includes attending at least 50% of sponsored functions to insure that said policy is being followed in a safe manner, and attending monthly meetings with the Interfraternity Council.
- (3) Have frequent communications with the IFC to ensure needs of the Panhellenic Council are understood and followed.
- (4) During the fall semester, select a spring date for Serenades and organize the event. This includes updating and distributing rules to all fraternity chapters as well as conducting a post-serenades survey for sorority new members.
- (5) Form and co-chair the Greek Week committee with the Interfraternity Council VP of Programming during spring semester and select a fall date for the event.
- (6) Maintain at least three office hours a week during both the spring and fall semesters.
- (7) Serve as a Recruitment Counselor during formal spring recruitment.
- (8) Perform all other duties usually pertaining to this office.
- (9) Attend the Panhellenic spring officer retreat following elections.

The Vice President of Public Relations shall:

- (1) Organize advertisement strategies for all Panhellenic Council activities by working collaboratively with the executive officers responsible for the activity.
- (2) Portray and protect a healthy campus reputation by acting on any image issue that may arise.
- (3) Collaboratively design and publish a fraternity/sorority marketing piece with the Interfraternity Council Vice President of Public Relations no later than the second week of fall semester.

- (4) Design and publish the annual recruitment booklet and application to be distributed no later than the Monday preceding Thanksgiving break.
- (5) Distribute no less than two press releases a semester concerning actions and achievements of the Willamette Panhellenic community and individual chapters.
- (6) Distribute *Greek Speak* newsletter once a semester.
- (7) Maintain at least two office hours a week during both the spring and fall semesters.
- (8) Serve as a Recruitment Counselor during formal spring recruitment.
- (9) Perform all other duties usually pertaining to this office.
- (10) Attend the Panhellenic spring officer retreat following elections.

ARTICLE IV. THE EXECUTIVE COUNCIL

The Executive Council shall:

- (1) Appoint Standing and Special Committees and their Chairmen and, in making these appointments, recognize representation from all member fraternities.
- (2) Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.
- (3) Report all action taken by the Executive Council at the next regular meeting of the Panhellenic Council.

ARTICLE V. DISASSOCIATION REQUIREMENTS AND REMOVAL OF OFFICERS

Members of the Executive Council shall not compete in any on-campus competition on a team that is comprised of a majority of members from their own chapter. They shall disassociate during the time recruitment booklets are distributed until the end of the formal recruitment period. Details of this disassociation are as follows:

- (1) Disassociated individuals are not to be seen on campus, or at any off campus university function, wearing attire that would automatically connect them with a specific chapter. Additionally, they should not have any chapter affiliation paraphernalia on their cars, etc.
- (2) Disassociated individuals are not to participate in their own chapter's philanthropies (unless it is "behind the scenes" work), or in other philanthropies as a delegate from their chapter.
- (3) If a Panhellenic Executive Council member violates the previously stated requirements, neglects to fulfill the duties of her position, or participates in conduct unbecoming a Panhellenic woman, they are subject to removal by a vote of the Panhellenic executive officers.

ARTICLE VI. STANDING COMMITTEES

The Standing Committee of the Willamette Panhellenic Council shall be Judiciary.

Additional committees to be considered depend upon the size and the needs of the Panhellenic Council.

The Standing Committee shall serve for a term of one year. This term of office shall begin no later than six weeks before the end of the school year. A committee chairperson or member may be appointed to serve for a further term of office. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Council to appoint a committee chairperson and members.

- (1) Judiciary Committee:
 - (a) Membership. See National Panhellenic Conference “Judicial Procedures” handbook for the composition of the Judicial Board.
 - (b) Duties. It shall be the Judiciary Committee’s duty to address violations of the NPC Unanimous Agreements as well as Constitution, Bylaws, Standing Rules, and Membership Recruitment Guidelines of the Willamette Panhellenic Association.

ARTICLE VII. ADMINISTRATION OF MEMBERSHIP RECRUITMENT

- (1) *Willamette University Panhellenic Association shall use the following recruitment terms. Formal recruitment will refer to the recruitment period during the first week of classes in January of each academic year. Informal recruitment will refer to a period in which all Regular members of the Panhellenic Association may agree to coordinate their recruitment efforts in the fall semester of the academic year. Continuous Open Bidding (COB) shall refer to a chapter’s right to reach quota or Total during the regular school year.*
- (2) A formal spring recruitment shall be held. When chapters are under Quota-Total, an informal recruitment period coordinated by Panhellenic Council may occur.
- (3) The National Panhellenic Conference Quota-Total system shall be followed.
- (4) The preferential bidding system shall be used during formal recruitment.
- (5) Except during the formal membership recruitment period, Continuous Open Bidding (COB) shall be in effect during the school year (fall through spring) for eligible women students.
- (6) Chapters which do not fill basic quota during formal membership recruitment may continue to bid and pledge to quota in COB even though reaching quota puts them over Total.
- (7) All formal membership recruitment events shall be held in the chapter room, house, lodge, suite, or campus facilities.
- (8) Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the Chapter Total.
 - (a) A list of pledged, initiated and affiliated members shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisor on the first day of classes in each semester.
 - (b) Any depledging, termination or other change in membership shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor no later than twenty-four hours after it has occurred.

ARTICLE VIII. PLEDGING AND INITIATION

- (1) A woman must be a regularly matriculated student to be eligible for membership recruitment and pledging.
- (2) A Panhellenic Association member fraternity may not issue an invitation to membership or formally pledge a woman during any school recess.
- (3) A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.
- (4) A woman who has signed a Membership Recruitment Acceptance Binding Agreement is bound by the NPC calendar year rule. This rule states that if a woman receives an invitation to membership from any group listed on the agreement and she does not accept it, she is ineligible to pledge another fraternity on the Willamette University campus for one calendar year.

ARTICLE IX. HAZING

All forms of hazing, bid day and/or pre-initiation activities that are defined as hazing shall be banned.

Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endanger the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or such willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of NPC member fraternity.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or the educational institution. All members groups shall affirm their policies on hazing and inform their memberships of this NPC position on hazing through mailings and their inter/national magazines.

ARTICLE X. EXTENSION

- (1) When all NPC chapters at Willamette University are close to or over Total, the Panhellenic Council shall consider raising Total or adding another chapter.
- (2) Such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority that may petition an NPC fraternity for a chapter.
- (3) Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities that have filed letters expressing interest in the campus.

ARTICLE XI. VIOLATIONS

(1) Infractions may only be filed by a sorority chapter, recruitment counselor, the Panhellenic officer in charge of recruitment, the Panhellenic advisor or a potential member. The infraction must be in written form with specifics as to time, place, and witnesses. The infractions must be based on a violation of the NPC Unanimous Agreements, Willamette University membership recruitment guidelines, Willamette University Panhellenic Constitution and Bylaws. The reported incidence must be based on fact, not hearsay or rumor, and witnessed.

(2) The infraction must be submitted to the Panhellenic President using the *Violation Report Form*. The report form must be presented to the President within 30 calendar days from the date of the alleged infraction (the 30 calendar day timeline even applies during university breaks). The President shall notify the group using the *College Panhellenic Notice of Infraction Form* within one week of the President's receipt of the *Violation Report Form*. A copy of the form shall be given to the Panhellenic Advisor and NPC Area Advisor within the same time period.

- (3) Upon receipt of the form, the accused group shall contact the Panhellenic President within one week to schedule mediation or choose to proceed directly to a judicial hearing.
- (4) If an amicable solution cannot be reached through mediation or if the decision of the Judicial Board is not acceptable, then an appeal can be made by any involved party to the NPC College Panhellenic Judicial Appeals Chairman. An appeal shall be filed with the Panhellenic President using the *College Panhellenic Notice of Appeal Form* within one week of the judicial hearing decision.
- (5) A complete description of recruitment infraction procedures may be found in the NPC Manual of Information (14th edition).

ARTICLE XII. RULES OF ORDER

The Willamette Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for the Constitution, Bylaws, and Standing Rules.

ARTICLE XIII. SELECTION OF GREEK WOMAN OF THE YEAR

The selection of Greek Woman of the Year shall heed the following process:

- (1) Each chapter is to choose two initiated members as nominees. Each nominee shall submit a resume or list of activities, leadership positions, and other pertinent information for review by Panhellenic Council. Three letters of recommendation are to be submitted to the Panhellenic Vice President of Administration for each woman nominated.
- (2) The Vice President of Administration will copy all letters of recommendation and provide copies to each voting member of the Panhellenic Council. The Panhellenic Council is then to determine the Panhellenic Woman of the Year. All executive officers are not to be in the room during deliberations and do not have a vote.

ARTICLE XIV. AMENDMENT

These Bylaws may be amended by two-thirds vote of the voting members of Panhellenic Council, provided notice of the proposed amendment has been given in writing to the Council members at the preceding regular meeting and they have had sufficient time to share the information with their respective chapters.

Revised 1/17/02

Revised 12/12/02

Revised 12/02/03

Revised 12/6/04

Revised 12/06

Revised 11/07

Revised 4/09