



GREEK LEADERSHIP MANUAL

**Office of Fraternity and Sorority Life
218 Havener Center
573-341-4329
greeks@mst.edu**

Adapted from FIPG, Inc., Carnegie Mellon University, and Ball State University

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University Contact Information

Office of Fraternity and Sorority Life (OFSL)
Student Involvement and Leadership Center
227 Havener Center

studentlife.mst.edu/greek
573-341-4329 (OFSL Advisor)
573-341-7876 (OFSL Student Assistants)
greeks@mst.edu

Student Life
Student Involvement and Leadership Center
228 Havener Center

studentlife.mst.edu
573-341-6771
stulife@mst.edu

Counseling, Disability Support, & Student Wellness (CDSW)
204 Norwood Hall

counsel.mst.edu
573-341-4211 (Business Hours)
573-341-4300 (After Hours)
counsel@mst.edu

Student Advocacy
Office of the Vice Chancellor of Student Affairs
107 Norwood Hall

studentadvocacy.mst.edu
573-341-4292
stuaff@mst.edu

Community Standards
Office of the Vice Chancellor of Student Affairs
107 Norwood Hall

communitystandards.mst.edu
573-341-4292
values@mst.edu (Conduct Violations)
stuaff@mst.edu (General)

University Police
G10 Campus Support Facility
1201 N. State St.

police.mst.edu
573-341-4300
police@mst.edu

Chartwells Catering
101 Havener Center

www.mst.catertrax.com
573-341-7019
cater@mst.edu

Office of Volunteerism and Involvement
Student Involvement and Leadership Center

studentlife.mst.edu/volunteer
573-341-7981
226 Havener Center

Leadership and Cultural Programs (LCP)
Student Involvement and Leadership Center
229 Havener Center

lcprograms.mst.edu
537-341-7504
minerleader@mst.edu

Career Opportunity and Employer Relations (COER)
304 Norwood Hall

career.mst.edu
573-341-4343
career@mst.edu

Additional Resources

Counseling, Disability Support, and Student Wellness

204 Norwood Hall

counsel.mst.edu

573-341-4211 (Business Hours)

573-341-4300 (After Hours)

counsel@mst.edu

- e-CHUG
 - Electronic Check-Up to Go(e-CHUG) is a brief self-assessment that will provide you with accurate and detailed information about:
 - Your personal risk patterns
 - Your individual level of alcohol tolerance
 - Your unique family risk factors
 - Harm reduction strategies
 - Helpful resources on campus and in our community
 - <http://studentwellness.mst.edu/echug/index.html>
- START (Student Alcohol Responsibility Training)
 - Want or need additional information to guide you to your safe party planning? Check out START. It is an online education module that assists you in planning and hosting a successful, fun, and safe event of any kind.
 - <http://studentwellness.mst.edu/start/index.html>
- BASICS (Brief Alcohol Screening & Intervention for College Students)
 - BASICS Is a harm reduction approach to alcohol abuse. BASICS aims to reduce harmful consumption and negative consequences associated with risky drinking.
 - Simply contact counsel@mst.edu, Student Wellness, 341-6655 or the Office of the Vice Chancellor for Student Affairs, stuaff@mst.edu
 - <http://communitystandards.mst.edu/basics/>
- Recognizing and Assisting Students in Distress
 - Stress is a natural part of life and no stranger to university students. While many students successfully cope with the realities of college life, others become overwhelmed and struggle to manage. Additionally, a few students will unfortunately experience sexual assault, discrimination, hate crimes and/or sexual harassment.
 - <http://counsel.mst.edu/distress/>
- ASK, LISTEN, REFER
 - Ask. Listen. Refer. is an online suicide prevention training designed to help S&T faculty, staff, and students prevent suicide by teaching you to:
 - identify people at risk for suicide
 - recognize the risk factors, protective factors, and warning signs of suicide
 - respond to and get help for people at risk
 - <http://asklistenrefer.org/mst>

Student Affairs

Office of the Vice Chancellor of Student Affairs

107 Norwood Hall

stuaff.mst.edu

573-341-4292

stuaff@mst.edu

- UCARE (University Committee for Assistance, Response, and Evaluation)
 - We encourage members of the campus community to contact a UCARE member if you are concerned about a student. With the increasing number of students with various mental health conditions and learning challenges attending college, it is inevitable that more difficulties in functioning will be observed. When a need exists, UCARE would like to offer assistance as quickly as possible. Please refer to appropriate links on this website if you would like more information or wish to refer a student.
 - <http://stuaff.mst.edu/ucare/>

- Incident Reporting Form
 - This report should be completed in the event there is a policy or behavioral related concern pertaining to a Recognized Student Organization (RSO) at Missouri S&T. Policy compliance may pertain to the RSO Policy, Standard of Conduct for Student Organizations, Social Guidelines, Constitution and By-laws for Interfraternity Council and/or Panhellenic Council, (Inter)National policies and procedures, or any federal, state, or local law.
 - <http://studentlife.mst.edu/greek/>
 - Scroll to bottom of the page
 - Under 'Resources' the 3rd bullet point called 'Incident Report Form'
 - Please note, reports may be submitted anonymously, but doing so may limit the ability of the University to respond.

Undergraduate Advising Office
106 Campus Support Facility

advising.mst.edu
573-341-4424
bethw@mst.edu

Writing Center
113 Campus Support Facility

writingcenter.mst.edu
573-341-4436
wac@mst.edu

Learning Enhancement Across Disciplines (LEAD)
209 Norwood Hall

lead.mst.edu
573-341-7276
lead@mst.edu

Women's Programs
215 Centennial Hall

wise.mst.edu
573-341-7286
wise@mst.edu

Student Diversity Programs
212 Engineering Research Laboratory

sdp.mst.edu
573-341-4212
asksdp@mst.edu

National Panhellenic Conference

www.npcwomen.org

National Pan-Hellenic Council

www.nphchq.org

North American Interfraternity Conference

www.nicindy.org

Association of Fraternal Leadership and Values

www.aflv.org

Student Life

Student Life Mission:

Our mission is to enrich your S&T experience by fostering an inclusive community, empowering you to lead and serve through meaningful involvement.

With more than 200 student organizations and a variety of campus wide activities and events, there's sure to be something that interests you. We are committed to providing opportunities that will promote your academic excellence, social responsibility, appreciation of diversity and ethical leadership. Most of all, involvement will help you connect with lifetime friends, explore new things and prepare you for the real world.

Student Life Service Philosophy:

The Student Life staff takes pride in our commitment to contribute to a welcoming environment by making every effort to accommodate the needs of the campus community with integrity, quality, respect and friendly service!

Student Life Staff:



Angela Perkins

Director
228C Havener Center
Phone: 573.341.4286
Email: angelap@mst.edu

- Comprehensive oversight of campus activities, recognized student organizations and Student Life programs



Brett Watson

Fraternity and Sorority Life
227 Havener Center
Phone: 573.341.4329
Email: watsonb@mst.edu

- Serves as primary advisor for the fraternity and sorority community.
- Advisor to IFC, Panhellenic Council and Order of Omega.



Benjamin White

Volunteerism and Involvement
226 Havener Center
Phone: 573.341.7981
Email: benjamin.white@mst.edu

- Recognized Student Organization support
- Oversight of new student organization recognition process
- Civic engagement/volunteer programming and support, including Alternative Spring Break



Tina Goolsby
Student Services Advisor
225 Havener Center
Phone: 573.341.4297
Email: tinam@mst.edu

- Administrative support to Student Council and Associated Students of the University of Missouri (ASUM)
- Support to Student Activities Finance Board External Funding



Rebecca Birkner
Business & Fiscal Services
228B Havener Center
Phone: 573.341.4295
Email: birknerr@mst.edu

- Accounting/Purchasing for RSO accounts
- Accounting/Purchasing for Non-Varsity Sports and Professional Project Funding
- Travel authorizations and reimbursements
- Facilitates contract and insurance requirements



Candace Alba-Marshall
Reservations/Conference Assistant
228 Havener Center
Phone: 573.341.7877
Email: candacea@mst.edu

- Recognized Student Organization Reservations
- Poster/Banner Printing
- Student Life webmaster

Reserving Space on Campus

In order to reserve any space on campus, the organization must have someone complete the appropriate online reservation form.

1. Fill out online Student Activity Permit and Space Reservation Form
 - Form is located at <http://studentlife.mst.edu/reservations/>
 - Be sure to fill out all necessary areas of the reservation form.
 - Please direct all questions to stulife@mst.edu
2. Be prepared to fill in the following areas of the reservations form
 - Name of Organization
 - Current President
 - Organization Advisor
 - Name and Contact information of person in charge of planning the event
 - Event Information (i.e. event title, type of event, date(s), time, and description)
 - Facility and Equipment needs
 - Any specific instructions about set up
3. If you have any questions or need help please feel free to stop by Student Life (218 Havener Center).

Additional Campus Venues for Reservations

Campus Venues

Please note that Student Organizations must fill out a Student Activity Permit for all reservation requests, no matter what facility is being requested or for what time period a classroom is being requested.

Havener Center

Gale Bullman Multi-Purpose Building & Athletic Fields

Debbie Hickey
30 Student Recreation Center
341-4178
dhickey@mst.edu

Southwestern Bell Cultural Center

Student Recreation Center & Intramural Fields

Sarah Moore
29 Student Rec Center
341-4226
sarahp@mst.ed

Leach Theatre

Emily Brickler
Managing Director
103 Castleman Hall
341-6985

Video Communications Center Rooms:

If you want to reserve a Video Communications Center (VCC) equipped classroom (Civil 213, EECH 239, Toomey 260, Comp. Sci 209 and Library rooms 316 and G14), there is a fee, (\$20 per hour) regardless of whether you need any set up or assistance. For availability and approval to reserve VCC rooms, please contact Patrice Hatcher; 341-4526; phatcher@mst.edu ;G-8 Wilson Library. The appropriate online form must still be submitted to the reservationist to reserve these rooms.

Membership Rosters

Log into rosters by going to the OFSL website (<http://studentlife.mst.edu/greek/>) and click Update Membership Rosters under the Resources section.

- Scroll to the bottom and click: ***"Add a New Member"***
- Enter the name of the organization to which you will be adding a new member.
- You will be prompted to ***enter the student's userID (NOT student ID#)***. On the same screen, you will see options for identifying membership status, current officer position (if any), and residency.
- To add more than one member, hit the back button and repeat the process. To add multiple members, simply separate the userIDs with a space.
- To change a member's membership status, officer position, and/ or residency click: ***"Change Status/Residence/Officer"***. Select the person's name and you will have to the option of changing all necessary areas.
- To delete a member from your organization, please email the name(s) for deletion, which chapter, and a brief description of why they need to be removed to greeks@mst.edu.

Note: Once an individual has become an associate member (pledge) they need to be added to the roster immediately. Also please check rosters frequently for accuracy throughout the semester.

Important Documents & Information Student Life

Missouri S&T Student Organization Policies

<http://studentlife.mst.edu/organizations/policies/polpro/index.html>

Student Handbook

<http://stuaff.mst.edu/handbook/index-student/index.html>

Annual Recognition Compliance Statement

<http://studentlife.mst.edu/organizations/forms/>

RSO Risk Management Compliance Form

<http://studentlife.mst.edu/organizations/forms/>

Additional Resources

<http://studentlife.mst.edu/organizations/forms/>

- Officer Summit Finance Seminar Handout
- Participation Acknowledgement of Risk and Release of Liability
- Risk Management Handout
- RSO Transition Packet
- Student Organization Travel Approval Form

Office of Fraternity and Sorority Life

IFC Constitution, Bylaws

<http://ifc.mst.edu/documents/IFC Constitution & ByLaws SP2012.pdf>

PHC Constitution, Bylaws

<https://docs.google.com/document/d/1Xp-byns7crqNmuclWD9XvARuoO6127TqolkoDcSVEvk/edit?pli=1>

PHC Code of Ethics

https://docs.google.com/document/d/1uXjCL_U6taCRFmR-Z3MFScpaiQOIjbkv5XSjX4YsxTA/edit?pli=1

Greek Social Guidelines (IFC & PHC)

<http://ifc.mst.edu/documents/Greek%20Social%20Guidelines%202-22-11.pdf>

GIB Constitution, Bylaws

Greek Conduct Board

<http://communitystandards.mst.edu/greek/conduct/>

OFSL Anti-Hazing Compliance Form (*Located under Resources on OFSL website*)

OFSL New Member Reporting Form (*Located under Resources on OFSL website*)

NPHC Intake Guidelines, Notification Forms (*Located under Resources on OFSL website*)

Additional Resources

<http://studentlife.mst.edu/greek/>

- Recruitment Resource Guide
- Recruitment and Intake 101
- IFC Recruitment Brochure
- PHC Recruitment Brochure

Fraternity and Sorority Life

Mission Statement:

Missouri S&T Fraternity and Sorority Life is committed to creating a positive, values-based fraternal experience by providing first class leadership, educational, service, and social opportunities that complement the University's educational mission.

Community Overview:

The Missouri S&T Fraternity and Sorority community is comprised of over 1200 members belonging to 28 national and international fraternities and sororities. With just over 110 years of traditions and history, fraternities and sororities have contributed to the personal development and provided a home away from home for Missouri S&T students since 1903. Currently there are 2 Greek Independent Board (GIB) chapters, 18 Interfraternity Council (IFC) chapters, 5 National Pan-Hellenic Council (NPHC) chapters, and 3 Panhellenic Council (PHC) chapters. All IFC and PHC chapters currently have houses close to campus and are considered University Approved Housing entities. At this time 1 NPHC chapter does have a house where members reside. The overall community comprises just over 22% of the University undergraduate population.

Council and Chapters:

Greek Independent Board (GIB)

- Delta Lambda Phi
- Phi Sigma Rho

Interfraternity Council (IFC)

- | | | |
|--------------------|--------------------|---------------------|
| • Alpha Epsilon Pi | • Lambda Chi Alpha | • Sigma Phi Epsilon |
| • Beta Sigma Psi | • Phi Kappa Theta | • Sigma Pi |
| • Delta Sigma Phi | • Pi Kappa Alpha | • Sigma Tau Gamma |
| • Delta Tau Delta | • Pi Kappa Phi | • Tau Kappa Epsilon |
| • Kappa Alpha | • Sigma Chi | • Theta Xi |
| • Kappa Sigma | • Sigma Nu | • Triangle |

National Pan-Hellenic Council (NPHC)

- Alpha Phi Alpha
- Delta Sigma Theta
- Kappa Alpha Psi
- Phi Beta Sigma
- Omega Psi Phi

Panhellenic Council (PHC)

- Chi Omega
- Kappa Delta
- Zeta Tau Alpha

Missouri S&T Greek Speak

Active - An initiated man or woman who is a college student. This individual also pays dues and can participate in chapter events.

Alumna - A sorority member who has graduated or left college (plural: alumnae).

Alumnus - A fraternity member who has graduated or left college (plural: Alumni).

Associate/ New Member/ Pledge - A non-initiated member in a fraternity or sorority.

Badge/ Pin - The pin of an initiated member.

Bid - A formal invitation to join an organization.

Big Brother/ Sister - An active member who serves as a mentor for younger members.

Brother - A term used by fraternity men in reference to one another.

***Calls** - a unique vocal expression attributed by an NPHC or MGC organization

Chapter - The local collegiate group of an (inter)national fraternities or sororities.

Chapter Advisor - An alumnus who establishes and maintains a close advisory relationship with a chapter and serves as a teacher, counselor, and friend.

Chapter Total - The maximum number of members to which a sorority chapter can recruit.

Club - An NPHC term used for people of any organization that share the same line number.

Colony - A newly organized group working to become a chartered chapter.

Community Service - Hands-on activities directly benefiting others.

Crossing - An NPHC term for people that have finished the intake process and are now full members.

De-pledge - The termination of an associate member's relationship with a fraternity or sorority.

Divine Nine - Term used to describe the NPHC affiliated organizations.

Dry Rush/ Recruitment - The practice of not serving alcoholic beverages at any rush/recruitment function.

Dues - Charge of joining a fraternity or sorority. Covers costs of operations, formal events, activities and other events.

Faculty Advisor - A member of the faculty or administration who establishes and maintains a close advisory relationship with a chapter and its scholarship program. The Faculty Advisor is not necessarily an initiate of the particular organization.

Faculty Initiate - A member of the faculty or governing board of a college or university who is initiated into full membership of an organization.

Formal - A dance and dinner that organizations sponsor for their members.

Formal Recruitment - The period of time set aside for IFC and PHC sponsored activities seeking potential new members.

Frat/ Frater - NPHC term used to refer to one's fraternity or a fraternity brother.

Fraternity - The name that applies to male chapters and is characterized by a ritual, a pin, and a strong bond of friendship.

Greek - Any member of a social fraternity or sorority.

Greeks - Referring to a chapter's letters.

Greek Independent Board (GIB)- A representative body of both fraternities and sororities who do not nationally align to another governing council.

Chapter House/ Facility- The structure in which organizations reside or socialize together.

Informational - A forum for individuals interested in seeking more information about a particular NPHC fraternity or sorority.

Initiation - A formal ceremony during which a man or woman begins full membership in an organization.

Intake - Term for the process by which NPHC/ MGC members are selected to become new members of an organization. Also referred to as the Membership Intake Process (MIP). Each group is assisted in this process by their Graduate Chapter and Chapter advisor (a group of local alumni). In general, NPHC groups require sophomore status and a 2.5 cumulative GPA for someone to go through the intake process.

Interfraternity Council (IFC) - The representative body of all men's fraternities.

Legacy - An individual whose grandparent(s), parent(s), sister(s)/brother(s) is a member of a particular organization.

Line - An NPHC term used for a group that joined the organization at the same time in the same chapter. These individuals are given a specific order with a corresponding number.

North-American Interfraternity Conference (NIC) - The international organization composed of over 50 men's fraternities. National equivalent to the Interfraternity Council.

National Pan-Hellenic Council (NPHC) - The national organization for all historically African-American organizations. Also referred to as the National Black Greek Letter Organizations (NBGLO).

National Panhellenic Conference (NPHC) - The international organization composed of 26 women's fraternities.

Neophyte (Neo) - term used by the NPHC when referring to new members.

New Member - a member of a sorority or fraternity who has not been initiated (also called associate member or pledge).

New Member Period - The time during which new members learn about their organization, its members, and their activities.

New Member Presentation - an event referred to by the NPHC where new members are presented to the Missouri S&T community. Also referred as: Coming Out Show/ Presentation/ Probate/ Roll Out.

Open/ Informal Recruitment - Membership selection process that occurs throughout the academic year; also known as Continuous Open Bidding among Panhellenic sororities.

Order of Omega - national honor society that recognizes and promotes Greek leadership and scholastics.

Panhellenic Council - The local coordinating and governing organization for women's sororities.

Philanthropy - Endeavors raising money for charitable organizations.

Potential New Member (PNM) - A man or woman who is going through the rush/recruitment process.

Prophyte - An older member of the NPHC organization.

Quota - A specified number of PNMs that each Panhellenic sorority may pledge during formal recruitment.

Recommendation - A letter signed by an alumna/alumnus recommending a PNM for membership.

Ritual - Sacred and inspirational ceremonies used to inspire and educate members about the importance of the organization. Rituals are kept secret.

Recruitment/ Rush - An organized activity to meet potential members.

Recruitment Counselor (Rho Chis) - A woman who disaffiliates herself from her sorority during recruitment to help women interested in fraternity/sorority life by answering questions from an unbiased perspective.

Sands - An NPHC term used to refer to men and women who were initiated in the same term and year (i.e. Spring 2012). They do not have to belong to the same organization.

***Signs** - A display of organization pride expressed by hand symbols.

Sister - A term used by sorority members in reference to one another.

Soror - NPHC term referring to one's sorority sister.

Sorority - The name that applies to female chapters and is characterized by a ritual, a pin, and a strong bond of friendship.

Stepping/ Step Show - A tradition of NPHC organizations where entertaining synchronized movements and routines are performed.

***Strolling** - NPHC organizational members move together in a line expressing pride for their organization. In this line, members may express their pride through use of their organization's call, sign, or ritual/ custom dances, etc. All of this is done through movements that are unique to a particular organization. Never break through the line.

Yard - An NPHC term for the campus in which the organizations are present.

****Please Don't: emulated any calls, signs, or strolling of any NPHC organization. It is considered a sign of disrespect unless you hold membership in that particular organization.***

Office of Fraternity and Sorority Life

New Member Reporting Form



Full Name: _____

Email: _____

Missouri S&T ID #: _____

Year: _____ Fall Spring Class: F S J Sr.

Student Organization Policy about Anti-Hazing:

Hazing is forbidden by University regulations and laws of the State of Missouri. Hazing is defined by Missouri law as “any willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm.” Please reference Section (17) of the Student Organization Policies for what would be considered acts of hazing.

Individual members of organizations, groups, teams, and/or chapters who violate policy are subject to disciplinary action as outlined by the Standard of Conduct for Recognized Student Organizations. The Chancellor or his/her designee is designated as the primary officer for administration of discipline for unacceptable conduct or conduct which involves infractions of the University policies and regulations by a student organization and will initiate disciplinary action in accordance with these regulations.

Any knowledge of hazing activities should be reported to the proper authorities. At Missouri University of Science and Technology, reports should be forwarded to Community Standards and Student Conduct (107 Norwood Hall, 573-341-4292) or the University Police Department (573-341-4300). Please also complete the electronic Incident Report Form located under the Resources section on the Fraternity and Sorority Life webpage. The direct link to the form is as follows: http://communitystandards.mst.edu/student_organization_incident_report.html.

I, _____ (*please provide initials*), have been informed of both the University’s and my (Inter)National Organization’s policies against hazing. I understand that these practices are not only harmful but also have no place in Greek-Letter organizations. I will not allow myself to be hazed nor will I tolerate the hazing or harassment of any fellow members. I promise to notify the proper authorities of the hazing activities of which I am aware.

Standards Expectation

Further, I _____ (*please provide initials*), hereby acknowledge and understand the University’s Standard of Conduct for individuals as well as Recognized Student Organizations. I recognize that these standards imply a minimum standard for behavior and such; I seek to engage a level of ethical discernment that will not only meet, but actually surpass these expectations for me and my organization.

As a member of the Fraternity and Sorority community, I will strive to present a positive image by upholding affirmative action guidelines, following risk management policies and procedures, supporting community expectations for success, and abiding by the policies and procedures of the University along with those of my (Inter)National Organization.

Grade Release Agreement

Further, I _____ (*please provide initials*), hereby authorize Missouri University of Science and Technology to disclose the following information contained in my education records to Student Life Staff and to my chapter or Greek affiliate organizations: midterm, semester, and cumulative. I also authorize the release of grade information for the purpose of scholarship awards, recognition, and educational needs. This authorization shall remain effective so long as I am an active member of my chapter at Missouri University of Science and Technology unless rescinded by me in writing.

Organization: _____

Fraternity Sorority

New Member/ Member Signature: _____

Date: _____

Chapter President Signature: _____

Date: _____

This form must be returned to the Department of Student Life (Havener Center 218) WITHIN 72 HOURS OF A BID BEING ACCEPTED FROM A POTENTIAL NEW MEMBER. If you have any questions, call 573-341-4329.

Department of Student Life
218 Havener Center
Rolla, MO 65409

Phone: (573) 341-6771
Fax: (573) 341-4125
Email: greeks@mst.edu

Office of Fraternity and Sorority Life

Anti-Hazing Compliance Form



Deadline: Return completed forms to Student Life (Havener 218) before the second Friday of the Fall Semester.

No chapter, colony, student or alumnus shall conduct or condone hazing activities. Permission or approval by a person being hazed is not a defense or an excuse to haze. Hazing activities are defined in Section (17) of the Student Organization Policies.

We understand that absolutely no activities should occur in the name of recruitment that do not comply with our (Inter)National organization's mandated process.

We understand that the chapter is NOT to engage in any pre-pledging activities.

We have informed interested students and initiated member of the Missouri S&T Hazing Policy and our (Inter)National organization's hazing policy.

We understand that our (Inter)National headquarter will be notified if there are any concerns or allegation of illegal membership activity.

We understand that violating the Missouri S&T Hazing policy may result in a judicial hearing for the chapter through Community Standards and Student Conduct.

We understand that if we falsify information to Missouri S&T concerning our chapter, _____ is subject to strict disciplinary sanctions by the Community Standards and Student Conduct. In addition, we affirm that our new member program activities do not conflict with those policies set forth by our (Inter)National organization. We have read the information concerning hazing and the new member program, and agree to abide by the policies, procedure, and expectations set forth by the Office of Fraternity and Sorority Life, Student Life, Missouri University of Science and Technology, State of Missouri, and out (Inter)National headquarters.

This form has been read to all members of the chapter and we understand the policies outlined and agree to adhere as described.

_____	_____	_____
Chapter President (print)	Chapter President (Signature)	Date
_____	_____	_____
Risk Manager (print)	Risk Manager (signature)	Date
_____	_____	_____
New Member Educator (print)	New Member Educator (signature)	Date
_____	_____	_____
Intake Coordinator (print)	Intake Coordinator (signature)	Date
_____	_____	_____
Chapter/ Faculty Advisor	Chapter/ Faculty Advisor	Date

Department of Student Life
218 Havener Center
Rolla, MO 65409

Phone: (573) 341-6771
Fax: (573) 341-4125
Email: greeks@mst.edu

How to Utilize your (Inter)National Headquarters

One of the benefits of being affiliated with an inter/national fraternity or sorority is that you have an infinite amount of resources at your fingertips! The staff and volunteers that work for the inter/national organization are available to provide you with guidance, support, resources, answers to various questions and to ensure that your chapter is doing everything it should to uphold the values and principles of your organization. Here are a few suggestions on ways to build relationships with the staff/ volunteers that work with your chapter and to become knowledgeable about the resources provided.

1. Call or email your Headquarters to introduce yourself. Make sure they know who the president is for the Missouri S&T chapter and that you are committed to your position.
2. Review your website for any manuals, policies, resources and contact information – make sure the appropriate materials get to each officer and chairperson.
3. Visit your Headquarters if possible to take a tour or conduct initiation or a meeting there.
4. Ask your Headquarters to assist you with putting on a chapter retreat or setting chapter goals. They have lots of resources that can make these events effective.
5. Maintain regular contact with your Headquarters and keep them up-to-date on the successes and challenges your chapter is facing.
6. Utilize the chapter consultant from Headquarters to your advantage. They are a wealth of knowledge and resources so put them to the test.
7. Document the areas of struggle for the chapter and talk them over with your Headquarters or chapter consultant. With their help you can develop an action plan to address those areas.

How often do you contact your Headquarters?

What are the reasons you contact Headquarters?

Do you know what resources your Headquarters provides to assist chapters in striving toward excellence?

Does your Headquarters provide scholarships for members? If so are you fellow brothers/ sisters aware of these scholarships?

FIPG, Inc. Risk Management Policy

Alcohol and Drugs:

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guest be undertaken or coordinated by any members in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associated/ new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge/ associate member/ new member/ novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night", "big brother – little brother" events or activities/ "big sister – little sister" events or activities, "family" events or activities and initiation.

Hazing:

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is

conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

Sexual Abuse and Harassment:

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which is demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

Fire, Health and Safety:

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police, and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/ or use of firearms or explosives or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

Education:

Each fraternity shall annually instruct its students and alumni/ alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

For a copy of the full FIPG, Inc. Risk Management Manual and additional resources please go to the following link.

<http://www.fipg.org/>

Risk Management Information

Party Planning Basics

Invite People Who Care

A sure way to bore members or ruin a party is to have the wrong people attend. Other common problems that the wrong people can cause include damage and theft of property and irresponsible behavior that causes neighbor relations problems.

There is one sure way to try and avoid these problems. Do not hold any open parties. An FIPG chapter holds parties by invitation only to a pre-determined number of guests. A ratio of two guests per member (or fire code capacity, whichever is smaller) is suggested. The assumption here is that members and their personal guests will be responsible to the chapter leadership and that poor behavior can be controlled.

Be aware that the majority of claims occur during open parties. The more people present, especially guests that chapter members do not know or have any control over, the more likely incidents such as fights, sexual assaults, underage drinking, and alcohol poisoning will occur.

Where to Party

Pick a place that allows everyone to move around and mingle, but not so large you are lost in the room. Make sure adequate seating is available. If your chapter house does not meet your needs, or your policy says it may not be used for parties, look at renting a party room or local hall or hotel.

Make a Check List for Basic Safety Considerations

Are there potentially dangerous areas that should be secured, or equipment and other items to remove, or that require closely supervised use?

Is interior and exterior lighting satisfactory?

Is there safe and adequate parking?

When your party is held at a distance from campus or in an out-of-the way or unusual place, consider providing transportation. At least have volunteers to assist guests and members, and provide designated drives or a shuttle service.

Many FIPG members recommend and may require that you hold your party at an establishment that has a liquor license. The establishment becomes responsible for providing, handling, and serving alcoholic beverages. The liability is therefore transferred to the establishment, and its bartenders are responsible for any guests who may become intoxicated. To be safe, have a written contract stating that responsibility for all service of alcoholic beverages rests entirely with the establishment, and do not allow members to serve or provide any alcoholic beverages.

When to Party

Avoid scheduling parties when you don't have time to make proper plans or your members and guest really shouldn't take time to attend (e.g., during exam time). Be sure you are aware of campus party planning policies before you begin to plan. Check with the Interfraternity Council, Panhellenic Council and Greek Independent Board.

Certain occasions call for parties and the events speak for themselves – Homecoming, Founders' Day, holidays. What they have in common is a theme. For other parties, choose a theme (being aware of sensitivity issues).

Choosing Food and Drink

Food and drinks are important because they complement fun, not because they supply fun. To get the most out of your food and drink budget, match refreshments with the occasion and crowd. Non-alcoholic party drinks can be attractive and can fit in very well with your theme. Use opaque plastic cups so a person is free to drink what he/she prefers.

Be sure to always serve snacks – light sandwiches, dips, meats, cheeses, pizza. In choosing food, avoid salty items like chips and popcorn. Solid foods that are high in protein do more than satisfy the appetite – they help reduce the effects of alcohol.

Bring Your Own Events

Plan activities for your party. The more there is to do other than drink, the less people will drink – and your party will be a success. Remember, drinking games are strictly prohibited by the FIPG Risk Management Policy, and should not be permitted.

Assign monitors who will not drink and who will be responsible for making decisions at the party. No one should have the authority to override their judgment. In all cases, at least one Executive Board Officer should be a sober monitor at each function. Additionally, pledges should not be assigned to act as monitors. This is a position of authority and responsibility. The monitors will deal with those whose behavior deteriorates. Party monitors should check IDs, mark of-age drinkers in some distinctive manner, watch entrances and exits, check car and other motor vehicle keys at the door, and be responsible for maintaining a degree of decorum at the party. They should be available to assist bartenders who need to refuse serving members or guests and to make sure the bar is closed on time. Members and guests should not be allowed to re-enter the party after leaving.

Pre-Parties

Pre-parties and “spontaneous events” will likely fall under the rules of a fraternity function. Here are some questions to ask yourself:

1. Is the pre-party on chapter premises or the location of the actual party?
2. Is the pre-party/spontaneous party hosted by a member of the fraternity/sorority?
3. Are half of the people in attendance members of the chapter?
4. Is half of the chapter in attendance?
5. Was the pre-party/spontaneous party discussed at a chapter meeting?
6. Is the party in any way funded by the chapter?
7. Would someone be likely to perceive the pre-party as a chapter event?

If you answered “yes” to any of these questions, then you must follow FIPG Policy for the event. In any case, FIPG Policy exists to assist in keep our friends, members, and guests safe. Follow the policy no matter what or where the event is any you will be happy when everyone is safe.

Hosting a Party with some Common Sense

Host a Closed Party

- Members, pledges, and dates.
- Limit guests to one couple per member.
- Have a guest list.
- An open invitation to “anyone who wants to come” puts you in a potentially dangerous situation. Having no notion of the number, ages, or personalities of your guests could cause unwanted problems.

Appoint Party Monitors

- Oversee the party to make sure all attending are well behaved.
- Agree not to consume alcohol that evening.
- Act as sober hosts who agree to make sure the party starts and ends on time and that the bar opens and closes on time.
- Check all car and other motor vehicle keys at door as party begins.

Do Not Sell Alcohol

- Charging for admission or a cup and then providing alcohol is no different than selling by the drink.
- The chapter cannot provide alcohol under any circumstances, even if it is served free to members and guests.
- Do not allow undergraduates or alumni to establish bar tabs for the event.

REMEMBER:

- Check IDs at the door and identify those over the legal drinking age in some unique way, such as wrist bracelets
- It is advisable to hire professional security
- Serve non-alcoholic beverages and display them attractively
- Use same cups for alcoholic and non-alcoholic drinks so everyone feels comfortable
- Set starting time and ending time for the party
- Do not permit drinking games
- Monitor the intoxicated
- Stay with the person
- Call Campus Police if you are unsure of what to do
- Be a responsible host
- If you invite a guest, you are responsible for controlling his or her behavior
- Do not allow bottles
- You are responsible for anyone that comes into your house, invited or uninvited

BE PREPARED FOR ALL SITUATIONS

Sexual Assault, and Harassment

Sexual Assault

1. A chapter will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to men or women, including but not limited to rape, gang rape, sexual assault and verbal harassment.
2. A chapter will not sponsor or participate in any activity, including competitive games and philanthropic endeavors, that is abusive or demeaning to human beings.
3. A chapter will educate its members on the issue of sexual assault.

FAQs

Why should we be concerned about sexual assault?

Legal liability is a reality in sexual abuse incidents. It is possible that a victim of sexual abuse or rape may be able to sue the perpetrator, even though criminal charges are not filed or are dismissed. The chapter, chapter officers, and others may be sued if an incident of sexual assault occurs at a chapter function. Being a victim of sexual assault can be a very emotional and traumatic experience. Therefore, it is important to support and not isolate and/or blame anyone who may have been the victim of sexual assault.

What is rape?

Rape is sex you don't agree to, including forcing a body part or an object into your vagina, rectum, or mouth. In the United States, 1 in 6 women reported experiencing rape or attempted rape at some time in their lives.

What is sexual assault?

Any type of sexual activity that a person does not agree to, including:

- Rape or attempted rape
- Touching your body or making you touch someone else
- Someone watching or photographing you in sexual situations
- Someone exposing his/ her body to you

Sometimes, sexual violence is committed by a stranger. Most often, though, it is committed by someone you know, including a date or an intimate partner like a husband, ex-husband, or boyfriend. Sexual violence is always wrong, and a person who is sexually abused does not ever "cause" the attack. Keep in mind that there are times when a person is not able to agree to sex, such as if they are drunk or have been drugged, or if they are underage.

Quick Note:

Men are also often victims of rape and sexual assault. In fact, in the United States, about 10% of all victims are male. This percentage is merely based on the cases reported. In fact there are many cases of sexual assault and/ or rape on both women and men each year that go unreported.

There are many types of sexual assault. Recognize that sexually abusive behavior occurs on a continuum ranging from harassment to unwanted sexual touching to forced penetration. Sexual assault usually falls into two categories, verbal and physical.

Verbal abuse may include:

- Whistling
- Humor and jokes about sex or male/female specific traits
- Suggestive or insulting sounds
- Sexual innuendos about you or someone else's personal appearance
- Demands for sexual favors accompanied by implied or overt threats
- Suggestive post on social media

Physical abuse may include:

- Obscene gestures
- Staring suggestively
- Any inappropriate touching, pinching, or patting
- Brushing against someone else's body
- Coerced sexual intercourse
- assault

Hazing Concerns and Myths

Education Is Our Goal

The purpose of fraternity education is just that- education about the fraternity, about the chapter and about the college or university. It is education about past and present members of the fraternity, and it is education about what makes a good member. The goal of fraternity education is to develop the future leaders of the chapter. It is the responsibility of every member to educate in a constructive and harmless way. Each member must watch out for new members, whether pledged member, new or provisional in nature. It is the responsibility of every member to see that the anti-hazing standards of their national organization, the university, and state law is not violated.

Areas of Concern

The senseless act of hazing not only creates liability risk for the chapter and the entire fraternity, but also hinders the development of friendships that are the basis of brotherhood and sisterhood.

In recent years, a number of states have enacted laws that make hazing an illegal act, MO INCLUDED. This means that, in those states, a lawsuit resulting from a hazing activity might exclude insurance coverage for members who were aware of or condoned a hazing activity. This exclusion would result because you cannot be insured for an illegal act.

Therefore, hazing carries a number of risks, including:

1. A civil lawsuit
2. Criminal prosecution for an illegal act
3. Discipline by the fraternity
4. Discipline by the college or university; and
5. Possible loss of insurance coverage

BUT WHAT WE DO IS NOT HAZING

Beauty is in the eye of the beholder. So is hazing. What you may consider to be a perfectly harmless way of making your pledged members learn their lessons in education, may, in the view of others, be an act of violence that can be criminal.

The role of the undergraduate chapter is to see that the education process is both enjoyable and rewarding, not only for the new members, but also for the active members. This calls for a precise agenda for membership education, including a list of activities and dates and times. New and old members can participate in any activity, and by being knowledgeable, get more out of the activities and the educational experience.

Where Hazing Begins

Answer these questions about each activity in your pledge/new member education program. If there is one question that has a negative answer, then you know that this activity should be eliminated.

Is this activity an education experience?

Does this activity promote and conform to the ideal and values of the fraternity?

Will this activity increase the new members' respect for the fraternity and the members of the chapter?

Is it an activity that pledged and initiated members participate in together?

Would you be willing to allow parents to witness this activity? A judge? The Chancellor of the University?

Does the activity have value in and of itself?

Would you be able to defend it in the court of law?

Does the activity meet both the spirit and letter of the standards prohibiting hazing?

MYTH #1: As long as there's no malicious intent, a little hazing should be O.K.

Fact: Even if there's no malicious "intent" safety may still be a factor in traditional hazing activities that are considered to be "all in good fun." For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

MYTH #2: Hazing is an effective way to teach respect and develop discipline.

Fact: First of all, respect must be EARNED – not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy, and alienation.

MYTH #3: If someone agrees to participate in an activity, it can't be considered hazing.

Fact: In states that have laws against hazing consent of the victim can't be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

Make the following inquiries of each activity to determine whether or not it is hazing.

1. Is alcohol involved?
2. Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do, whether they did it as new members or not?
3. Does the activity risk emotional or physical abuse?
4. Is there risk of injury or a question of safety?
5. Do you have any reservations describing this activity to your parents, to a professor, or University official?
6. Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

How to Change Fraternity Education

There always is resistance to change. No matter how imminent the danger or how great the risk, some are always opposed to change. With the fraternity education process it is no different. People will still ask questions and make statements such as:

"We've never had any problems or gotten in trouble."

"What is this fraternity going to be like?"

"This is not the same fraternity that I joined."

"They're just doing what I did, and I liked it."

"It's a bonding experience."

"It is necessary in order to respect the organization and what it means to be a member."

Alternatives to Hazing

Of course, if you try to eliminate hazing your organization, you will likely encounter many elaborate reasons for why this will be devastating for your group. While there will be some staunch supporters of the status quo, there will be many who can be convinced of the negative effects and potential risks of hazing. Believers in the supposed “benefits” of hazing may be more likely to change their opinion if they can envision some alternatives. The supposed “benefits” of hazing follow in italics with non-hazing alternatives to accomplish the same goal listed alongside.

Some specific means to eliminate hazing and make pledge ship a challenging, positive experience:

1. Develop chapter unity of both pledged and initiated members:

Involve pledged members on chapter committees, attend chapter meetings, hold sports events with mixed teams of pledged and initiated members and have an all chapter/pledge class retreat. Clean the chapter room together.

2. Promote scholarship

Take advantage of university academic and tutoring services, designate quiet hours on your chapter’s halls, invite university speakers to discuss test-taking skills, study methods, etc.

3. Develop problem-solving abilities

Have pledged members discuss chapter weaknesses such as poor rush, apathy, and poor scholarship. These solutions should be shared with the initiated members. The pledge class should then be involved in the implementation.

4. Develop social skills

Hold a seminar on table etiquette and other social graces; plan a seminar with college resources on effective communication skills, body language, eye contact, and other aspects of communicating

5. Instill a sense of brotherhood and sisterhood

Plan special events when the entire chapter gets together, e.g., attend a movie, play, professional sports game, etc.

6. Build awareness of chapter history

Invite an older alumna or alumnus to talk about the chapter’s early days, its founding, special chapter traditions, and prominent alumnae or alumni

7. Develop leadership

Assign each pledged member to a chapter committee. Expect the pledge class to plan and implement its own activities. Encourage participation in campus activities outside of the sorority or fraternity. Have the pledge class elect their own officers.

8. Develop knowledge of the Greek system

Invite the Greek Independent Board, Interfraternity, National Pan-Hellenic, Panhellenic President's or the Greek Advisor to speak on the Greek system, covering the purposes of fraternities and sororities, the regulations they formulate, and the goals and expectations of the Greek system

9. Aid career goals

Use college resources for seminars on resume writing, internships, the job search, job interview skills; invite different alumnae or alumni to speak on various careers

10. Involve pledge members in the community

Visit a nursing home or youth center to sing, play games, or just talk; get involved with the community.

11. Improve relations with other Greeks

Have new member classes get together to plan joint social or service activities; pledged members plan cook-out with another pledge class, followed by a sports activity (softball, volleyball, etc.)

Remember: The best pledge education activities are those wherein the pledges and the chapter members are working together in the activity.

Housing

All chapter houses shall, prior to, during, and following occupancy, meet all local fire and health codes and standards.

All chapters must have posted by common phones/areas emergency numbers for fire, police, and ambulance, and must have evacuation routes from chapter houses posted in the common areas and on the back of the door in each sleeping room.

A safe house is our goal

The responsibility of maintaining a safe and positive learning environment for chapter members is a concern. Our goal in the area of chapter housing must be to make sure that all who live in our chapters houses are protected to the best of our ability.

The responsibility of meeting our housing goals rests with chapter members working in close cooperation with local property- holding alumnae/alumni corporation. The policies and standards that we establish to meet this goal become a risk management program.

Areas of concern

Two major areas of concern have been shown to cause liability and property loss problems for fraternities/sororities: fire safety and house maintenance. In both areas, a responsible risk management program can lessen the probability of causing damage to the chapter house.

Fire safety suggestions

Managing our risk requires all alumnae/alumni and chapter members to set high standards for the safety of our houses. In no area of house operations is this more important than in the area of fire safety.

1. Establish a "no smoking" policy. Ban smoking in bed and establish other non-smoking areas. Provide plenty of ashtrays in designated smoking areas.
2. Do not overload circuits. Prohibit the use of extension cords, multi-outlet devices, etc. Use power strips, preferably with surge protectors in their place when necessary. Do not permit members to install their own custom wiring.
3. Hold regular fire drills. Plan, design and post your emergency evacuation plans inside each bedroom door.
4. Keep the chapter house clean. Avoid keeping flammable materials in the house. Extra clutter, such as paper, boxes and clothing, provide fuel for a fire.

Crisis Management

In the event of a fire, serious injury, death, or other crisis the chapter president must handle the situation and maintain calm and clear thinking among other members. These procedures are provided as guidelines. Chapters should consult their National organization's crisis management plan and adapt this plan as needed. It has been adapted from various national organizations' plans.

Definition of Crisis:

- Drug overdose;
- Medical emergency;
- An accident resulting in severe or fatal injuries;
- A member attempting or committing suicide;
- A fire or explosion in the chapter facility;
- Police arresting a chapter member at the chapter facility;
- Substantial damage to the chapter facility caused by a storm, flood, tornado, or earthquake;
- Deliberate damage to the chapter facility from malicious mischief, sabotage, or a riot;
- Chapter member, members, or the entire chapter being accused of violating local, state, Federal, or University laws, rules or regulations.

Each Semester:

- Update numbers, emails and contact information for all members, campus resources and advisors in your cell phone and on paper
- Keep a hard copy of the most updated roster of members; also note anyone with ADA (Americans with Disabilities Act) needs to be provided to emergency personal in case of a fire.
- Review the plan with members and new members
- Provide a copy of your crisis management plan to all members and new members. It should include contact information.
- Host practices and drills (i.e. fire drills and case studies for a crisis situation)
- Provide your plan to parents, advisors, and the Office of Fraternity and Sorority Life
- Make sure your contact information is up to date with your inter/national organization
- Update list of members who have medical knowledge (i.e. first aid certified, CPR, nursing, EMT, etc.) in the event of an emergency during a chapter event

In the Event of a Crisis

Procedures to be followed by the Chapter President in an event of an emergency or tragedy

There are several recommended steps to follow in the event of a tragedy, with some additional steps to follow in the event of a death of one of your members or new members.

1. Who is in charge during an emergency?

Be certain that each person in your chapter knows that you as president are in command of every emergency situation involving serious injury or death from the fraternity aspect. However, your authority does not supersede that of a uniformed officer. In your absence, have a ranking order of officers established and be sure they know where to find this written procedure. You should already have arranged with your chapter advisor and housing corporation president as to how they are to be notified.

2. If a tragedy occurs:

If a tragedy has occurred within your chapter, close the house at once. You cannot give instructions if your members are leaving and strangers are entering. Permit only your members and appropriate officials to enter.

3. Emergency phone calls to make – and numbers:

You need to make several phone calls immediately.

- **First:** The campus police and/or the local emergency number (i.e. Fire Department and Rolla Police Department). If the emergency situation is a fire, your alarms may or may not automatically bring a fire truck; therefore, immediately call the fire department. Always call the campus police first!
- **Second:** Call your inter/national fraternity's administrative office
 - Call your chapter advisor
 - Call your corporation president
 - Call your risk management advisor
- **Third:** Call your Greek Advisor. In most cases your Greek Advisor will be notified by Campus Police, but we recommend you calling us as well.

4. Informing members; making public statements:

Assemble your members in a group. Depending on the situation, out-of-house members may need to be called in. It is important that all members remain calm during the crisis. Explain to them that there is an emergency situation and that the house is closed. Ask them to cooperate in halting outgoing phone calls until the situation is under control. Do not discuss the situation until the National Representative, chapter advisor, or housing corporation president arrives. Instruct your members to make no statements to anyone other than fraternity/sorority officials. As the president, you make any appropriate statements to the media after the situation is under control and you have discussed the content of your statement with school and fraternity/sorority officials and have been given permission by the National Office. Make sure, however, that everyone knows what your statements will be.

5. When a member is injured, becomes seriously ill, or dies:

Do not notify parents. In the event of a serious accident or illness, the medical personnel will notify parents and advise them of the student's physical condition. In the event of a death, the appropriate school or fraternity/sorority official should notify parents; this will be in consultation with university officials.

If the situation is a death outside the house, do not announce it until a fraternity staff member or official has arrived to help. Be very careful about this information. If the member or new member was living in the house, do not move any of the deceased student's personal possessions. Since most members share a room, perhaps you will want to move the roommate somewhere else temporarily. Only with the permission and instruction of your National Office should you call the family to offer them sympathy on behalf of the chapter. Ask what their wishes are in regard to the possessions. You may offer to pack them in boxes, but chances are the parents will prefer to do this themselves. Before they arrive, be sure that all borrowed items are returned to the student's room, and if possible, lock it. When the parents do arrive, you may want to have empty boxes available and offer help. This is an emotional trauma for parents so they may not want to be with any of their child's friends.

It is, of course, proper to send sympathy cards and notes, flowers, etc. If a funeral is not too distant, it would mean a great deal to parents for some of the members to attend. Check your ceremony manual for the memorial ritual, and offer it to the parents in advance of final arrangements.

6. If a member attempts suicide:

NEVER CALL THE PARENTS!!! In the event of an attempted suicide without serious injury, do not assemble the chapter or inform the membership. It should be held quietly with respect for the members. Contact the chapter advisor, inter/national organization, and the Office of Fraternity and Sorority Life. Always remember to REPORT REPORT REPORT! This is not just for you or your chapter but for the individual who may be in need.

In the event of an attempted suicide with serious injury follow the guidelines provided under serious injury

All of this, no doubt, seems grim and harsh. Everyone hopes that no chapter president will ever have to use these procedures. But sadly, that hope is not realistic. Tragedies do occur. Usually, they are unpredicted. You can ease the situation for all by being prepared to follow these procedures and guidelines. Remember you are not alone in any of these situations; university officials are here to help you.

Crisis Response Protocols

Please utilize the outlined protocols provided below in case of a crisis. Four main categories have been identified which include: Fire, Serious Injury, Death, and Suicide. For each category a series of suggested protocols or steps have been identified for you.

Fire in Chapter Facility:

1. Call 911 or Campus Police at 573-341-4300.
2. Alert all residents.
3. Evacuate everyone immediately. Do not stop to save possessions. Do NOT try to be a hero! Simple shout for people to GET OUT/ LEAVE NOW.
4. Have a common meeting place outside to assemble the chapter.
5. Count heads and determine who is missing. Utilize a hard copy of chapter roster with ADA notes next to appropriate names. Provide a copy of this list to firemen.
6. If anyone is missing, report it immediately to the fire department.
7. Do not re-enter the building for any reason.
8. Stay calm and help keep everyone else calm.
9. If the chapter president is not present, contact him/ her immediately. The highest ranking officer is in charge until the president arrives.
10. Call your chapter advisor (if applicable) and/or Housing Corporation President.
11. Contact Fraternity and Sorority Life Advisor.
12. Contact your National Headquarters (this should happen as soon as possible).
13. Begin gathering facts. Do NOT attempt to protect chapter members by falsifying information .
14. DO NOT MAKE ANY OFFICIAL STATES TO THE PRESS....notify them to contact the university.

Serious Injury:

1. Call 911 or Campus Police at 573-341-4300.
2. Do not move member unless he/ she is in physical danger.
3. Immediately close room/wing/hall/area if in the chapter facility.
4. If the chapter president is not present, contact him/ her immediately. The highest ranking officer is in charge until the president arrives.
5. Call your chapter advisor (if applicable).
6. Call the Fraternity and Sorority Life Advisor
7. Call your national headquarters.
8. Begin gathering facts.
9. If injury took place in the facility, close house. Try to limit members leaving and only permit members and officials to enter the house.
10. Call emergency meeting of all members. They should be told there is an emergency and they need to assemble at the house or other centralized meeting place. Do not provide details. Ask them to come immediately and to not make outgoing calls to those outside of the chapter.
11. Do not notify parents or relatives. Authorized officials will do this.
12. DO NOT MAKE ANY OFFICIAL STATES TO THE PRESS....notify them to contact the university.

Death:

1. Call 911 or Campus Police at 573-341-4300.
2. Do not move member or disturb the scene, it will be considered a crime scene by police.
3. Immediately close room/wing/hall/area if in the chapter facility.
4. If the chapter president is not present, contact him/ her immediately. The highest ranking officer is in charge until the president arrives.
5. Call your chapter advisor (if applicable).

6. Call the Fraternity and Sorority Life advisor.
7. Call your national headquarters.
8. Begin gathering facts.
9. If death occurred in the facility, close house. Try to limit members leaving and only permit members and officials to enter the house.
10. Call an emergency meeting of all members. They should be told there is an emergency and they need to assemble at the house or other centralized meeting place. Do not provide details. Ask them to come immediately and to not make outgoing calls to those outside of the chapter.
11. Do not notify parents or relatives. Authorized officials will do this.
12. Do not tell anyone it was a death until the chapter is assembled and parents have been notified by the appropriate authorities.
13. The member's belongings should not be moved or touched.
14. DO NOT MAKE ANY OFFICIAL STATES TO THE PRESS....notify them to contact the university.

Suicide:

1. Call 911 or Campus Police at 573-341-4300.
2. Do not move member unless he/she is in physical danger.
3. Immediately close room/wing/hall/area if in the chapter facility. If the student has committed suicide do not disturb the scene, it will be treated as a crime scene by police.
4. Call your chapter advisor (if applicable).
5. Call the Fraternity and Sorority Life advisor.
6. Call your national headquarters.
7. If suicide took place in the facility, close house. Try to limit members leaving and only permit members and officials to enter the house.
8. Call emergency meeting of all members. They should be told there is an emergency and they need to assemble at the house or other centralized meeting place. Do not provide details. Ask them to come immediately and to not make outgoing calls to those outside of the chapter.
9. Do not notify parents or relatives. Authorized officials will do this.
10. Do not tell anyone it was a suicide until the chapter is assembled and parents have been notified by the appropriate authorities.
11. The member's belongings should not be moved or touched.
12. DO NOT MAKE ANY OFFICIAL STATES TO THE PRESS....notify them to contact the university.

In the event of an attempted suicide with serious injury follow the guidelines provided under serious injury.

In the event of an attempted suicide without serious injury, do not assemble the chapter or inform the membership. It should be held quietly with respect for the members. Contact the chapter advisor, inter/national organization, and the Office of Fraternity and Sorority Life.

Reporting an Incident or Crisis

Chapter members have a responsibility to promptly report all incidents that could result in an insurance claim. Prompt reporting often can prevent minor incidents from developing into major problems.

What facts should I gather?

- What happened?
- Who was involved? Include any witnesses.
- When did the events take place (specific time and date)?
- What events (if any) led up to this happening? Create a timeline of events.
- Where did this occur?
- Why did this occur?
- How did this occur?
- List any property damage.
- Nature of injuries.

What type of incidents should be reported?

- Any incident that caused or contributed to an injury, death, or violation of University policy.
- Any demand for compensation, whether verbal or written.
- Any lawsuits or subpoenas served on you or your chapter by an officer of the court.
- Any contacts by an attorney or investigator asking about an occurrence that happened at the chapter facility or that involved chapter members.
- Your national organization may require that you complete specific forms. Do this as soon as possible while the facts are still fresh in members' minds.

How do I report any incidents or crisis to the University?

- Incident Reporting Form
 - This report should be completed in the event there is a policy or behavioral related concern pertaining to a Recognized Student Organization (RSO) at Missouri S&T. Policy compliance may pertain to the RSO Policy, Standard of Conduct for Student Organizations, Social Guidelines, Constitution and By-laws for Interfraternity Council and/or Panhellenic Council, (Inter)National policies and procedures, or any federal, state, or local law.
 - <http://studentlife.mst.edu/greek/>
 - Scroll to bottom of the page
 - Under 'Resources' the 3rd bullet point called 'Incident Report Form'
 - Please note, reports may be submitted anonymously, but doing so may limit the ability of the University to respond.

What do I do after I report?

- Do not admit responsibility or liability in any accident or occurrence.
- Never discuss an incident with an attorney or investigator without clearance from your national headquarters.
- Appoint one spokesman (usually the chapter president) to handle any questions from outsiders about the occurrence.
- Instruct the chapter members not to discuss the incident with anyone outside of the Fraternity/ Sorority or the University.
- Continue constant communication with your national organization and the university.
- Depending on the circumstances you may need to follow up with university counseling services.

Crisis Management Worksheet

Emergency Information Cards:

Keep on file in the president's room an emergency card sheet for each member and new member/ associate/pledge.

Included on the card should be:

- Member's full legal name, student ID#, and birth date
- Member's local address and telephone number
- Name, address, telephone numbers and email addresses of parents or guardians. Be sure to get this information for both parents if possible. Include residences, work and cell phone numbers.
- Name, address, and phone numbers of another person to notify in the event the parents cannot be reached. (i.e. brother, sister, cousin, grandparent, etc.)
- Medical information (allergies, medical conditions, etc.)
- Name and phone number of family physician.

Emergency Telephone Numbers:

The following people need to be notified of any emergency.

Fraternity and Sorority Life Advisor:

Cell: _____ Office: _____ Home: _____

Chapter Advisor:

Cell: _____ Office: _____ Home: _____

Housing Corporation President:

Cell: _____ Office: _____ Home: _____

Regional or District Officer:

Cell: _____ Office: _____ Home: _____

National Headquarters:

Cell: _____ Office: _____ Home: _____