

Valparaiso University  
Greek President's  
Manual  
2010-2011



Valparaiso  
University

Produced By  
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Assistant Dean of Students for  
Greek Life and New Student Orientation



**TO: Chapter Presidents**

**FROM: Jennifer Jones-Hall, Assistant Dean of Students  
for Greek Life and New Student Orientation**

**RE: President's Manual**

It gives me great pleasure to provide you with the Chapter President's Manual on-line.

This manual is designed to provide you with information you need to be an effective leader, as well as instant access to helpful resources. On the following pages, you will find copies of policies affecting all Greek-letter organizations at Valparaiso University, emergency information, a plethora of resources, and lastly a calendar that contains important Greek life event dates. As additional programs are planned, you will be notified on a weekly basis.

As always, the Greek Life Office is committed to working with you in optimizing the Greek experience at Valparaiso University. Feel free to contact me with any questions or concerns throughout the year. Hopefully, you will find the President's Manual useful and worth utilizing on a daily basis.

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## **Things to Know as a Chapter President**

1. Please read your email daily. This is the most time-efficient way for me to communicate with you and as a large group. If you can provide me with a response at that time, please do, if not, do get back to me by the deadline. If you pass this responsibility off to another officer, follow up to make sure they meet the deadline.
2. Please meet deadlines. It is so important now in life to pick up the habit of meeting deadlines, instead of being hounded after the deadline.
3. If Yvonne calls you to come in, it is important for you to call her back and see if you can fit in my schedule for that day. It is usually not the best of times if Yvonne calls.
  - Presidents are asked to meet with me at least twice a semester. It is important to talk about goals and objectives and then wrap up the semester on still what needs to be accomplished.
4. Become familiar with the Greek Life web page ([www.valpo.edu/greeklife/](http://www.valpo.edu/greeklife/)). This is your one stop shop for everything you need. I made myself a deal that once the web site was up, I was not printing a president's manual. So if you need to know about our Risk Management Policy or Greek Judicial Board, etc. please download the documents off the web site. The only thing not listed presently is Standards and Expectations.
5. Have your IFC/PH Delegates give reports at each chapter meeting. I provide them with an agenda every week of my report. It is information that you need as a Chapter President or programs that are important for your chapter to hear about.
6. Ask for help. Ask for help from other officers, from myself, from your executive board, from your advisor. You are a better leader if you learn up front to delegate, follow-up and ask for help!
7. The Standards and Expectations were designed and developed by Chapter Presidents. They are required by the University and are tied to your recognition as a Greek life organization on campus. Please stay on top of these, and or delegate to someone who will get them done.
8. Support one another. There are only 14 other people who know and feel the same as you.
9. If you have a problem with Panhellenic or IFC go to the elected leaders of those organizations. You would want your chapter to come to you and talk to you about a problem, before going to the advisor. If they truly cannot help you or rectify the problem, feel free to come see me.

10. Know your organization's policies and procedures. You might be surprised on what you don't know!
11. Invite me to functions. I truly want to know more people in the Greek community, so if you have an event or program and you would like me to attend, please ask!
12. If the police, fire department, or ambulance are involved with your chapter for any reason, please call me at home or on my cell. If you think it can wait until the morning, please call the next day (in the office or at home). If your members go to the hospital or are arrested for any reason, please call. Err on the side of caution and not waiting for me to get a police report.
13. And last but certainly not least...Do not lie to me. It is easier if you ask for permission than to ask for forgiveness. If you don't think I won't find out about something, think again...I know almost everything that goes on-on campus.

## **Academic Calendar 2011-2012**

Welcome/Orientation August 20-22 and January 9-10

Classes Begin August 23 and January 11

MLK Birthday Observation January 16

Homecoming September 30-October 2

Spring Recess March 3-March 18

First 7 Weeks Ends October 12 and March 19

Fall Break October 13-14

Second 7 Weeks Begins October 17 and March 20

Family Weekend October 29-30

Thanksgiving Recess November 19-27

Good Friday April 6

Classes End December 9 and May 8

Reading Day December 10 and May 9

Final Examination Period December 12-16 and May 10-15

Commencement December 11 and May 20

## Fraternities and Sororities at Valparaiso University



**Greek letter organizations at Valparaiso University are recognized for the purposes of providing students a small group living and learning experience; facilitating maturational growth in the areas of scholarship, personal and leadership development, campus and community service involvement; and clarification of values.**

The Student Affairs division of the University serves as a liaison among the undergraduate chapters, alumni, national organizations, and Valparaiso University to provide educational programs, services and resources toward holistic growth and to support the ideals of fraternity by challenging members to live by their purposes.

**Chapters** – Since 1903, Greek-letter organizations at Valparaiso University have been an integral part of campus life. Currently, 15 organizations (8 fraternities and 7 sororities) comprise VU's award winning Greek community.

**NPC – (National Panhellenic Conference)**

**Sororities**

Chi Omega  
Delta Delta Delta  
Gamma Phi Beta  
Kappa Delta  
Kappa Kappa Gamma  
Pi Beta Phi  
Delta Xi Phi Multicultural Sorority, Inc.

**NIC – (North-American Interfraternity Conference)**

**Fraternities**

Lambda Chi Alpha  
Phi Kappa Psi  
Phi Mu Alpha Sinfonia (Music)  
Phi Sigma Kappa  
Sigma Chi  
Sigma Phi Epsilon  
Sigma Pi  
Sigma Tau Gamma

**Governing Structure** – The Interfraternity and Panhellenic Councils serve as the governing bodies of the 16 chapters at VU. In this community, NIC and NPC students work together as a unified force to promote Greek life, govern chapters and sponsor Greek events.

**Scholarship** – Scholastic excellence is a major focus of the VU Greek community with the All-Sorority GPA for spring 2010 at 3.15 and the All-Fraternity GPA at 2.95.

**Traditional Activities** – The Greek community is responsible for a number of activities at Valparaiso University.

- \* **Walk a Mile in Her/His Shoes**
- \* **All Greek Leaders Retreat**
- \* **Greek Awards Ceremony**

- \* **Major Speakers**
- \* **Dunes Day**
- \* **Greek Week**

**Did You Know That . . .**

Greeks comprise 32%-35% of the undergraduate student population, and they provide 75% of the membership for major student organizations. Greeks are consistently selected for major positions on campus such as Orientation Assistants, Student Government, Office of Alcohol and Drug Education Peer Educators, SAAFE Peer Educators, as well as Volunteer organizations.

# **Standards and Expectations for Fraternities and Sororities**



**Valparaiso**  
University

**Adopted  
September 5, 2001**

**Updated by the Standards and Expectations Task Force  
March 2005**

## **PURPOSE OF THIS PACKET**

**The purpose of this packet is to provide an inclusive summary of the Standards and Expectations for fraternities and sororities at Valparaiso University. This packet includes a brief summary of each standard, summary checklists regarding due dates, and blank report forms for all information to be submitted to the Greek Life Office. This packet is designed to help student leaders prepare and report progress on all Standards and Expectations for fraternities and sororities.**

## Monthly Review Checklist

### **SEPTEMBER**

15th- Internal judicial system documentation due

15th- Social/risk management policy from inter/national due (*only if it has changed since 2005*)

15th- Finances/budget authorization from chapter advisor due

15th- Scholarship chair and scholarship program due

15th- New member education chair as well as the new member education program due

### **OCTOBER**

1st- Fire inspections due

### **DECEMBER**

1st- Two program evaluation forms due for educational programming

1st- Two program evaluation forms are due for Greek unity programming

1st- Member Activity list is due

1st- Community Service report due for fall semester service projects

### **MAY**

1st- Alumni newsletter from each semester due as well as your program evaluation form on your alumni programming due

1st- Program evaluation forms for community service/philanthropy due from each semester as well as the Community Service report for spring semester service projects

1st- Two program evaluation forms due for educational programming

1st- Two program evaluation forms are due for Greek unity programming

1st- Member Activity list is due

1st- One program evaluation form due for programming with a non-Greek organization

# **Standards and Expectations for Fraternities and Sororities**

**Final Document Approved on 09-05-01  
Updated by Task Force in March 2005**

## **Student Guide to University Life Preamble**

“Greek letter social sororities and fraternities provide interested students the opportunity to become part of a group which shares common ideals and promotes community service, scholastic excellence, and philanthropic endeavors, as well as opportunities for leadership development, and social activities. Sorority and fraternity life at Valparaiso University can offer training, guidance, friendship, and lasting inspiration to their members, to the campus and to the Valparaiso community.

As recognized social organizations, fraternities and sororities are responsible to the University. They are expected to regulate their own lives within standards which apply to all students, to retain a quantity and quality of membership to insure their continued success, and to maintain their own internal discipline at a level to assure continued recognition as a social organization and a recognized housing unit. The University reserves the right to remove this recognition at its discretion. The fraternities and sororities govern themselves through their own constitutions and policies and collectively through the Interfraternity Council and the Panhellenic Association.

Sororities and fraternities are responsible for a positive contribution to the primary functions, mission and goals of the University, and therefore are under an obligation to encourage the intellectual, physical, social and spiritual development of their members. In this regard, the University has established the following norms and expectations for fraternities and sororities:

- Objectives and activities that are in accord with the goals and purposes of the University.
- Conduct consistent with Christian morals and civil laws.
- An atmosphere which stimulates substantial intellectual progress and achievement.
- Maintenance of safe, sanitary and wholesome physical conditions in their housing areas.
- Sound business practices both in chapter finances and business relations of their members.

As members of the Valparaiso community, fraternities and sororities are directly subject to civil and criminal laws. The University expects them to function responsibly in the community and to obey civil and criminal laws.”

This evaluation tool has been established by the Assistant Dean of Students for Greek Life and Volunteer Programs in conjunction with student leadership. It provides the framework for the continued positive interactions and relationships between the University and social Greek letter organizations.

\_\_\_ 1. **Chapter Advisor**

The University believes that an active, involved chapter advisor is a key ingredient to a successful chapter. Because of this, each chapter shall have a chapter advisor who either lives or works within Northwest Indiana/Greater Chicago land area, and who has the support of the inter/national organization. This chapter advisor should remain close to the daily operations of the fraternity/sorority, and be of support and assistance to chapter officers and serve as a liaison between the fraternity/sorority and the University.

**Implementation:** *Fall 2001*  
*Please fill out the Chapter Roster with information requested.*

\_\_\_ 2. **Faculty/Staff Advisor**

It is imperative that Greek chapters become invested with the larger campus community. Of particular importance is developing relationships with faculty and staff. Toward this end, all Greek organizations are required to have an involved faculty advisor. The faculty/staff advisor must be employed by Valparaiso University, but do not need to be an alumnus or alumna of any fraternity/sorority. The faculty/staff advisor will be responsible for assisting the organization in educational programming, scholastic advisement as well as maintaining a healthy relationship between the fraternity/sorority and the University.

**Implementation:** *Fall 2001*  
*Please fill out the Chapter Roster with information requested.*

\_\_\_ 3. **Housing Corporation Board**

Each fraternity/sorority is required to have an alumni housing corporation. The House Corporation operates under the Laws of the State of Indiana in which it is incorporated. One or more trustees have the responsibilities of maintaining the assets of the housing corporation so that money is available for use by current and future active chapter members. The trustees have a responsibility to make sure that the chapter house/room is well maintained and protected by insurance. Housing contracts, budget preparation and authorization, and accounts receivable are final responsibilities of the Housing Corporation.

**Implementation:** *Fall 2001*  
*Please fill out the Chapter Roster with information requested.*

\_\_\_\_\_ **4. Active Participation with the Interfraternity Council, Panhellenic Council, and Hellenic Council.**

The University believes that chapters are successful when they collaborate with their inter/national organizations and become active participants in the respective campus governing body. Because of this belief, all chapters must be active members of the Interfraternity Council, or Panhellenic Council and the Hellenic Council. Chapter representatives are required to attend all meetings of the respective organizations.

**Implementation:** *Fall 2001*  
*Please fill out the Chapter Roster with information requested.*

\_\_\_\_\_ **5. Alumni Program**

Chapter alumni can play a positive role in the life of the chapter and its members. Too often chapters do not provide opportunities for alumni members to be involved in chapter activities nor do they keep alumni informed about chapter life and events. Chapters will be asked to publish an alumni newsletter twice per year (once a semester). The University will assist in identifying addresses of alumni if needed. Greek organizations will also be responsible for hosting a minimum of one (1) program each year, which involves alumni.

**Implementation:** *Spring 2002*  
*File with the Student Affairs Office a copy of your alumni newsletter each semester, as well as fill out a program evaluation form on the alumni event hosted by the chapter.*  
*The newsletters and program must be on file, no later than May 1st of each year.*

\_\_\_\_\_ **6. Social/Risk Management**

All fraternities and sororities shall comply with the risk management policies as set forth by their inter/national organization, as well as the IFC/PH Risk Management Policy adopted by the chapter presidents in the Fall of 1997. Each chapter will be responsible for attending the annual risk management meeting that is held in the beginning of each semester, as well as attending the monthly social chair meetings. All new members of the Greek community will be educated and informed of the risk management policies each semester as a part of their new member education retreat sponsored by the Hellenic Council.

**Implementation:** *Spring 2002*  
*Each fraternity and sorority will be responsible for delivering their inter/national organizations risk management policy to the Student Affairs Office*

*on or before September 15th of the academic year.  
After the fall of 2005, give an updated copy ONLY  
if the policy has changed.*

\_\_\_ 7. **Community Service/Philanthropy**

Given the commitment to service of others in most Greek organization mission statements, and the educational value that such service promulgates, all chapters are expected to initiate and implement a minimum of one community service project each year. This project can be your national philanthropy (not to include a philanthropy party) where you raise money, or it may be a chapter service project where you give your time to a worthwhile project. The project needs to include at least 51% of your chapter and a program evaluation form needs to be placed on file with the Student Affairs Office, after its completion.

Each organization is also asked to participate in at least one philanthropy project of another organization. The chapter hosting the event will list on their evaluation form every organization that participated.

***Implementation: Spring 2002  
Each chapter must file with the Student Affairs Office a completed program evaluation form on the community service/philanthropy event(s) no later than December 1<sup>st</sup> and May 1<sup>st</sup> of each year.  
Each chapter must also file their Community Service Report by the same dates listed above.***

\_\_\_ 8. **Educational Programming**

One of the primary goals of the Greek community is to further the development of leadership qualities within their members. One means to that end is the fostering of leadership potential within members throughout all stages of their academic experience. Highly educated and responsible leaders will set an example through their efforts.

To enhance the individual and personal development of members, each chapter, with the assistance of their alumni and inter/national organization, will be asked to plan and implement at least four (4) programs/workshops a year (2 each semester). The chapter shall elect which program or programs would best meet its particular chapter needs. An evaluation of each program shall be submitted by the chapter at the end of each semester. Programs may occur during chapter meetings and chapters may work together on joint programming.

IFC/PH will be asked to support and bring in at least one major all Greek program each semester that addresses issues affecting the individual needs of the Greek community. Listed below are ideas on programs that each chapter may host:

Values clarification  
Ethical decision-making  
Academic success  
Time management  
Study skills  
Career development  
Alcohol awareness  
Drinking and driving  
Stress management  
Academic integrity  
Confronting problem drinking  
Alcohol and its effects  
Personal achievement  
Personal responsibility  
Sexual assault  
Leadership development  
Communication  
Male/Female relationships  
Diversity  
Sexism, racism, etc.  
Eating disorders

**Implementation:**      *Spring 2002*  
*After each program has been completed, the fraternity/sorority will be responsible for filling out a program evaluation form. Two (2) program evaluation forms are due no later than December 1st and the remaining two (2) are due no later than May 1st of each academic year.*

## **\_\_\_ 9. Internal Judicial System**

Establishing internal methods of confronting inappropriate behavior and creating high standards of conduct are important goals of Greek organizations. While many organizations already have such internal control mechanisms, some do not. To make certain these mechanisms exist in all chapters, each organization will document annually the existence and function of an internal judicial system to enforce their own policies and procedures.

**Implementation:**      *Fall 2001*  
*Each fraternity and sorority will be asked to document the existence and function of an internal judicial system within their organization. This document is due no later than September 15th of each academic year.*

\_\_\_\_ 10. **Finances/Budget**

Poor financial management of a chapter is likely to have negative effects on overall chapter management. Through discipline, consistent bookkeeping, qualified supervision, and fiscal control, the chapter will build an atmosphere of fiscal responsibility and security. Every chapter is asked to prepare a chapter budget each semester that is approved by their chapter advisor. The chapter advisor will sign a statement that he/she has been kept up-to-date on the fiscal status of the chapter. The treasurer will also sign that he/she has communicated with the chapter advisor(s) on a regular basis. Each fraternity and sorority will also be asked to pay its bills due to the IFC/Panhellenic, the University and other agencies on time.

***Implementation: Fall 2001***  
***Each chapter will document that the Chapter Advisor has approved their fall and spring semester budgets. Both budgets are due into the Student Affairs Office by September 15<sup>th</sup>.***

\_\_\_\_ 11. **Greek Unity**

The Greek community is only as strong as its weakest link. With that said, Greek unity is of utmost importance and should be a top priority. In order to improve Greek relations and to help each chapter succeed individually, the Panhellenic/IFC and Hellenic Council will be coordinating a program that asks each organization to host at least four (4) events with another organization. Examples of events include but are not limited to: bowling, educational programs, barbeques, movie nights, etc. Each fraternity and sorority will be asked to participate in at least four (4) events a year with at least 51% of their membership in attendance (two events each semester).

***Implementation: Spring 2002***  
***After each event is held, the fraternity/sorority will be responsible for filling out a program evaluation form. Two (2) evaluation forms each semester are due no later than December 1st and the remaining two (2) are due no later than May 1st of each academic year.***

\_\_\_\_ 12. **Academics**

Greek organizations espouse their concern for the academic success and progress of individual members. The University expects that its students will pursue academic achievement as their highest priority. Greek organizations should demonstrate this value by assisting the performance of its members. Each fraternity and sorority shall have an elected

scholarship chairman as well as a developed and implemented chapter scholarship program. Each fraternity and sorority will be asked to submit their scholarship program to the Student Affairs Office once a semester.

**Implementation:** *Fall 2001*  
*File with the Student Affairs Office the name, address and phone number of the elected scholarship chair. Also file with the Student Affairs Office your chapter scholarship program. This will be completed no later than September 15<sup>th</sup>.*

### \_\_\_ 13. **New Member Education**

The new member education process is essential to the positive development of chapter members. Hazing, as defined by the Valparaiso University Student Guide to University Life, is totally unacceptable. The new member education program must be conducive to the strong academic performance of every new member, help educate the new member on fraternity/sorority history, and last no longer than six (6) weeks out of an eight (8) week period. Each fraternity and sorority is asked to abide by the six (6) week new member education program and file with the Student Affairs Office the inter/national's written new member education program. Hellenic Council will continue to offer a new member retreat each semester that addresses scholarship and academic achievement, leadership opportunities, campus involvement, personal development, Greek history of VU and clearly expresses values and expectations for conduct within the community.

**Implementation:** *Fall 2001*  
*File with the Student Affairs Office the name, address and phone number of your new member education chair as well as the inter/national's written new member education program. This will be completed no later than September 15<sup>th</sup>.*

### \_\_\_ 14. **Fire Inspections**

In order to allow students the opportunity to move off campus into recognized fraternity/sorority housing, it is an expectation that each fraternity/sorority have a fire inspection completed of their house each semester.

**Implementation:** *Fall 2001*  
*Every fraternity/sorority will be required to have a fire inspection done by the Valparaiso City Fire Marshall. The results of that fire inspection are due to the Office of Student Affairs on October 1<sup>st</sup>.*

\_\_\_\_ 15. **Campus Involvement**

A fraternity/sorority chapter's image is formed greatly by its involvement in campus activities. Being involved in campus activities that are not just strictly Greek-letter organization sponsored events is very important to our image on campus. By being involved, we can build a more positive image of the Greek community. Each chapter is asked to participate in the following activity each year to accomplish this goal:

- a) Each member of the fraternity/sorority must participate in one campus organization besides their Greek-letter organization.

**Implementation:** *Spring 2001  
File with the Student Affairs Office the Member Activity list by December 1st and May 1st each semester.*

\_\_\_\_ 16. **Diversity/Outreach and Non-Greek Programming**

Programming is an important part of a Greek organization. Valparaiso University's Greek community prides itself on providing the entire campus community with valuable events as well as participating in many current campus events. Through programming the Greek community strives to strengthen bonds between specific Greek organizations and the relationships with the non-Greek community. The following programs and outreach will be required of each organization:

- a) Each social Greek organization must co-sponsor one (1) event with at least one non-Greek campus organization.

**Implementation:** *Spring 2001  
Each fraternity and sorority will be responsible for filling out a program evaluation form.  
This information is due no later than May 1<sup>st</sup>.*

17. \_\_\_\_ **Chapter Management**

To assist chapters in recording their achievements and successes throughout the year, all chapters shall submit a Chapter Management Plan at the beginning of the school year and a Chapter Annual Report at the end of the academic year. The Chapter Management Plan should outline the chapter's plan to:

- a) Develop leaders and encourage leadership development.
- b) Promote diversity within the chapter.
- c) Submit and implement a membership development program.
- d) Manage social functions sponsored by the chapter.
- e) Maintain fiscal solvency.
- f) Provide a healthy and safe residential environment (where appropriate).

***Implementation:***

***Fall 2002***

***In order to meet this standard, each chapter must submit their Chapter Management Plan and meet with the Greek life Office by October 1st to discuss this plan. The Chapter Annual Report must be submitted by May 1st.***

**STANDARDS AND EXPECTATIONS  
PROGRAM/EVENT EVALUATION**

**For use in evaluating: Alumni Event/ Community Service/Philanthropy Event/  
Educational Programming/ Greek Unity Event/  
Diversity/Outreach Event**

**THIS FORM IS TO BE COMPLETED BY THE PERSON RESPONSIBLE FOR  
THIS EVENT**

Chapter: \_\_\_\_\_

Date of Program/Event: \_\_\_\_\_

Location of Program/Event: \_\_\_\_\_

Title of Program/Event: \_\_\_\_\_

Presenter/Facilitator (if applicable): \_\_\_\_\_

# In Attendance/% of Chapter: \_\_\_\_\_ / \_\_\_\_\_  
# %

What were the goals of this program?

How effectively were these goals met by this program?

What could have been better about this program?

On a scale of 1 to 10, how would you rate this program?

LOW      1      2      3      4      5      6      7      8      9      10  
HIGH

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Constitution of the  
Valparaiso University  
Panhellenic Association  
Approved July, 1998  
Updated February 2010**

**Article I. Name**

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

**Article II. Object**

The object of the Valparaiso University Panhellenic Association shall be to develop and maintain fraternity/sorority life and intergreek relations at a high level of accomplishment and in doing so 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/sororities and the University administration in concern for 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 the Valparaiso University Panhellenic Council as do 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 Valparaiso University Panhellenic Association shall be composed of all chapter members in good standing of the National Panhellenic Conference members at Valparaiso University.
- (2) The Associate membership of the Valparaiso University Panhellenic Association shall be composed of all members in good standing of the National Panhellenic Conference colonies or local sorority chapters.

**Article IV. Officers**

- (1) The officers of the Valparaiso University Panhellenic Association shall be President, Vice-President of Recruitment, Secretary/Treasurer, Public Relations/Recruitment Guide Director.
- (2) The officers shall be delegates from fraternities/sororities holding regular membership in the Valparaiso University Panhellenic Association. Delegates from fraternities/sororities holding associate membership shall not be eligible to hold office.

- (3) All officers must be active members of a National Panhellenic Conference fraternity/sorority.
- (4) The officers shall serve for a term of one year, the term of office to begin no later than February 1st.
- (5) Any officer failing to perform her duties as outlined shall resign and a successor be designated by election or as provided in Article VI., Section 3.

#### **Article V. Meetings**

- (1) **Regular.** Valparaiso University Panhellenic Council shall hold weekly meetings, if applicable.
- (2) **Special.** A special meeting of the Valparaiso University Panhellenic Council 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/sorority of the Valparaiso University Panhellenic Association.
- (3) The delegate from each regular or associate member fraternity shall be responsible for notifying her chapter of all regular and special meetings of the Valparaiso University Panhellenic Association/Council.

#### **Article VI. The Panhellenic Council**

The administrative body of the Valparaiso University Panhellenic Association shall be the Valparaiso University Panhellenic Council.

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

- (1) **Membership.** The Valparaiso University Panhellenic Council shall be composed of one delegate, and one alternate delegate from each regular member fraternity/sorority colonies, national chapters, and only one delegate from each associate local sorority chapters at Valparaiso University.
- (2) **Selection of Delegates.** Delegates in the Panhellenic Council shall be selected by their respective fraternity/sorority or local sorority chapters to serve for a term of one year. Whenever possible, the alternate delegate of one year shall be the delegate for the succeeding year.
- (3) **Delegate Vacancies.** When a delegate vacancy occurs, it shall be the responsibility of the fraternity/sorority concerned to select a replacement within two weeks and to notify the Panhellenic Council Secretary/Treasurer of her name, address and telephone number. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the fraternity concerned shall fulfill the duties of the delegate in all cases, except that of President. The Vice-President shall fulfill the duties of President.

- (4) **Officers.** The officers of the Valparaiso University Panhellenic Association shall serve as the officers of its Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as prescribed in the Bylaws of the Valparaiso University Panhellenic Association.
- (5) **Meetings.** Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college term or semester.

**Special Meetings.** 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 member fraternities/sororities shall constitute a quorum for the transaction of business of the Panhellenic Association.

- (6) **Voting.**
- (a) The voting body of the Valparaiso University Panhellenic Association shall be its Panhellenic Council.
  - (b) The voting members of the Panhellenic Council shall be delegates of each fraternity holding regular membership. If a delegate is absent, the vote of her fraternity shall be cast by its alternate. If both a delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing she has been approved by the Council President prior to the meeting.
  - (c) Two-thirds of the voting members of the Panhellenic Council shall be required to establish recruitment rules, to establish Total Chapter size and to add a chapter. A majority vote shall be required to carry all other questions.
- (7) **Voice.** The Sorority Student Senate Representatives, Fraternity/Sorority Presidents and Panhellenic Advisor shall have voice but no vote.

#### **Article VII. Panhellenic Advisor**

- (1) The Panhellenic Advisor shall be appointed by the University administration.
- (2) The Panhellenic Advisor shall serve in an advisory capacity to the Valparaiso University Panhellenic Association and its Council.

#### **Article VIII. Sorority Student Senate Representatives**

- (1) The Sorority Student Senate Representatives must be members of a National Panhellenic Conference fraternity/sorority. They will be elected under the guidelines of the Valparaiso University Student Senate by members of the Valparaiso University Panhellenic Association.
- (2) The Sorority Student Senate Representatives shall serve as a liaison between the Valparaiso University Panhellenic Council and Student Senate.

### **Article IX. Standing Committees**

Such Standing Committees and special officers as may be necessary to carry out the work of the Valparaiso University Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them.

### **Article X. Unanimous Agreements and Policies**

- (1) All members of the Valparaiso University Panhellenic Association shall act in accordance with the fundamental policies established by the National Panhellenic Conference in the UNANIMOUS AGREEMENTS (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreement on Questionnaires and Constitutions, and the Jurisdiction of a College Panhellenic Council).
- (2) All Valparaiso University Panhellenic Association rules and policies shall be in harmony with those currently established by the National Panhellenic Conference.

### **Article XI. Violations**

- (1) Violation of any regulations of this Constitution or its related Bylaws, of recruitment rules, of rules concerning matters other than recruitment, of the National Panhellenic Conference UNANIMOUS AGREEMENTS (the Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreement on Questionnaires and Constitutions and the Jurisdiction of a College Panhellenic Council) shall be the occasion for penalties established by the Valparaiso University Panhellenic Council in conformity with those recommended by the National Panhellenic Conference (see College Panhellenic Agreement).
- (2) Any dispute growing out of the violations of the Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

### **Article XII. Rules of Order**

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

### **Article XIII. Hazing**

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

Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity/sorority premises to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include 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; morally

degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; any other activities which are not consistent with the regulations and policies of the educational institution.

### **Article IX Amendments**

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

**Bylaws of  
Valparaiso University  
Panhellenic Association  
Approved July, 1998  
Updated April 2008**

**Article I. The Executive Board**

The Executive Board shall:

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

**Article II. Selection of Officers**

- (1) The elected officers on the Valparaiso University Panhellenic Association must have a 2.25 cumulative grade point average as required by Valparaiso University.
- (2) Two representatives of the same fraternity/sorority cannot hold Executive Board positions at the same time unless otherwise approved by the Valparaiso University Panhellenic Council.
- (3) All elected officers shall be chosen by a majority vote of the Valparaiso University Panhellenic Council at the end of the fall semester.
- (4) The order of elections shall run: President, Vice-President of Recruitment, Secretary/Treasurer, and Public Relations/Recruitment Guide Director.
- (5) Panhellenic Executive Board members may not hold the following positions within their chapter: President, Vice President, Formal Recruitment Chair, Recruitment Chair, Panhellenic Delegate, or their equivalents, due to a conflict of interest.

**Article III. Officer Duties**

The President shall:

- (1) Have overall responsibility for the operation of the Panhellenic Council.
- (2) Call and preside at all regular and special meetings of the Valparaiso University Panhellenic Association.
- (3) Preside at all regular and special meetings of the Panhellenic Council and call and preside at its special meetings.
- (4) Call and preside at all meetings of the Panhellenic Executive Board.

- (5) Review, approve and sign all Panhellenic checks and contracts involving the Valparaiso University Panhellenic Association.
- (6) Serve as member ex-officio of all Panhellenic Council Committees with voice but no vote.
- (7) Report as required to the National Panhellenic Conference Area Advisor.
- (8) Maintain a complete and up-to-date President's file which will include a copy of the current Valparaiso University Panhellenic Association Constitution, Bylaws and Standing Rules, the current Panhellenic Association budget, the current NPC **Manual of Information** and related materials, current correspondence and materials received from her NPC Area Advisor, her copies of the college Panhellenic Reports to the Area Advisor, and other pertinent materials.
- (9) Perform all other duties usually pertaining to this office.

The Vice-President of Recruitment shall:

- (1) Perform the duties of the President in her absence, inability to serve, or at her call.
- (2) Prepare and distribute copies of the most current recruitment rules and proposals as approved by the Valparaiso University Panhellenic Council to each fraternity/sorority Recruitment Chairperson prior to formal recruitment.
- (3) Hold fraternity/sorority Recruitment Chairperson meetings as deemed necessary by the Executive Board.
- (4) Communicate with each Recruitment Chairperson, especially during formal recruitment, and relay any sentiments or problems to the Executive Board.
- (5) Distribute any fraternity/sorority financial sheets approved by the Executive Board during formal recruitment.
- (6) Compile the pamphlets used during formal recruitment.
- (7) Distribute any special information announcements to fraternity/sorority Recruitment Chairpersons as deemed necessary by Executive Board.
- (8) Organize and coordinate a formal recruitment evaluation workshop and/or survey upon the conclusion of formal recruitment.
- (9) Chair the Membership Selection (Recruitment) Committee.
- (10) Maintain a complete and up-to-date file that shall include a copy of all recruitment rules, chapter member numbers, fraternity/sorority financial obligations, and any other material pertaining to recruitment and her office.
- (11) Perform all other duties pertaining to this office.

The Secretary/Treasurer shall:

- (1) Keep an up-to-date roll of the members of the Panhellenic Council and call at every meeting.
- (2) Keep current statistics concerning the number of initiated members and new members of each Valparaiso University Panhellenic Association member fraternity/sorority.
- (3) Keep full minutes of all meetings of the Valparaiso University Panhellenic Association, the Panhellenic Council, and a record of all action taken by the Executive Board.

- (4) Maintain a complete and up-to-date file which will include the minutes of the meetings of the Valparaiso University Panhellenic Association and its Panhellenic Council from date of its organization, copies of all contracts made by the Panhellenic Council, and current correspondence. Maintain up-to-date financial records, give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- (5) Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
- (6) Maintain the calendar of Panhellenic Council and notify all Executive Board members of regular scheduled meetings or events.
- (7) Chair the Educational/Programming Committee.
- (8) Be responsible for the general supervision of the finances of the Valparaiso University Panhellenic Association.
- (9) Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, providing a copy to each Valparaiso University Panhellenic Association member fraternity/sorority.
- (10) Receive payments due to the Panhellenic Association, collect all dues, and give receipts.
- (11) Be responsible for the prompt payment of all bills of the Valparaiso University Panhellenic Association.
- (12) Co-sign Panhellenic Association contracts when authorized to do so.
- (13) Develop and implement all service projects of the Panhellenic Association.
- (14) Perform all other duties usually pertaining to this office.

Public Relations/Recruitment Guide Director shall:

- (1) Be the spokesperson of all Panhellenic Council business.
- (2) Be responsible for the supervision of all Panhellenic Association publications.
- (3) Have any special Greek or Panhellenic Association activities submitted to the *Torch*, the University Newsletter, WVUR, and town newspapers.
- (4) Be responsible for both formal and informal recruitment publicity.
- (5) Chair the Public Relations Committee.
- (6) Develop and implement all service projects of the Panhellenic Association.
- (7) Be responsible for organizing and conducting interviews for those interested in becoming Recruitment Guides so as to insure the selection of qualified Recruitment Guides.
- (8) Be responsible for orientation and training of the new Recruitment Guides.
- (9) Be responsible for the coordination and maintenance of the Recruitment Guides program during formal recruitment with the assistance of the President and the approval of the Executive Board. Throughout recruitment, she shall monitor the Recruitment Guide's progress, making sure they are attending appropriate recruitment functions and fulfilling all duties.
- (10) Be responsible for distributing and compiling two sets of surveys: one for Recruitment Guides evaluating their Coordinator, and one for all new members evaluating their respective Recruitment Guides, at the conclusion of formal recruitment.
- (11) Chair the Recruitment Guide Committee.

- (12) Maintain a complete and up-to-date file including press releases, posters/publicity created, or anything else pertaining to Public Relations. Maintain a complete and up-to-date file including all training material for Recruitment Guides, information on all Recruitment Guides, and any other material pertaining to Recruitment Guides.
- (13) Perform any other duties pertaining to this office.

#### **Article IV. Standing Committees**

The Standing Committees of the Valparaiso University Panhellenic Council shall be: Recruitment Guide Committee, Membership Selection (Recruitment), Public Relations and Educational Programming Committee.

Committees to be considered depend upon size and needs of each Valparaiso University Panhellenic Council. The Standing Committees shall serve for a term of one year. Such term of office to begin no later than the first of February. A committee chairperson or member may be appointed to serve 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 Board to appoint committee chairpersons (if one is not already appointed) and members.

- (1) Recruitment Guide Committee.
  - (a) Membership. The Recruitment Guide committee shall consist of the Public Relations/Recruitment Guide Director who will serve as chairperson, and no less than two members.
  - (b) Duties. This committee shall be responsible for the conducting of interviews for those interested in becoming Recruitment Guides. This committee will consist of the President, Vice President of Recruitment, Director of Public Relations and Recruitment Guides and one member of the sororities not represented on the Panhellenic Executive Board. This committee shall be responsible for the conducting of interviews and will select the most qualified Recruitment Guides based on interviews and evaluations.
- (2) Membership Selection (Recruitment) Committee.
  - (a) Membership. The Membership Selection Committee shall consist of the Vice-President of Recruitment, who will serve as chairperson and the recruitment chairperson from each chapter.
  - (b) Duties. This committee shall be responsible for all Valparaiso University Panhellenic Council matters related to Membership Selection (recruitment). This committee shall be responsible for reviewing and developing Membership Selection (recruitment) rules, submitting them for discussion and approval to the Panhellenic Council before the end of the fall semester, and distributing copies of them when approved to the delegates of the member fraternities/sororities. Following each Membership Selection (recruitment) period, the chairperson of this committee shall present a full report, including recommendations, to the Valparaiso University Panhellenic Council.
- (3) Public Relations Committee.

- (a) Membership. The Public Relations Committee shall consist of the Public Relations/Recruitment Guide Director who shall serve as chairperson and no less than six members.
- (b) Duties. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Valparaiso University Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain that the administration, faculty, and campus and news media is kept informed about the Valparaiso University Panhellenic Association.
- (4) Educational Programming Committee
  - (a) Membership. The Educational Programming Committee shall consist of the Secretary/Treasurer who will serve as chairperson and no less than four members.
  - (b) Duties. The Educational Programming Committee shall be responsible for the selection of topics for the educational programs sponsored by the Valparaiso University Panhellenic Council. The Educational Programming Committee shall be responsible for staying abreast of the educational requirements of each chapter as well as the Council's requirements from the National Panhellenic Conference and the Mid-American Greek Council Association.

**Article V. Administration of Membership Selection**

- (1) As a requirement of Valparaiso University, a spring, deferred recruitment shall be held. First year students interested in formal membership recruitment must be in their second semester.
- (2) As required by Valparaiso University, all women interested in participating in recruitment must have a 2.25 cumulative grade point average.
- (3) The National Panhellenic Conference Quota-Total system shall be followed.
- (4) The preferential bidding system shall be used.
- (5) Except during the formal recruitment period, continuous open bidding shall be in effect during the school year (fall through spring) for all eligible women.
- (6) Chapters which do not fill basic quota during formal recruitment may continue to bid and pledge to quota in continuous open bidding even though reaching quota puts them over Total.
- (7) All membership selection events shall be held in the chapter rooms, campus facilities, or Executive Board approved sites.
- (8) Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the Chapter Total, set at 53.
  - (a) A list of new, initiated and affiliated members shall be filed with the President of the Panhellenic Association and the Panhellenic Advisor on the first day of classes in each semester.
  - (b) Any depledging, termination, or other change in members shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor no later than twenty-four hours after it has occurred.

- (9) Summer Contacts. The Panhellenic Executive Board has the ability to make summer contact with incoming students in order to relay general information concerning the Valparaiso University Panhellenic Association.
- (10) Pre-Recruitment Activities (beginning of school until formal recruitment)
  - (a) There shall be no alcohol exchanging hands between any first year women at Valparaiso University and sorority member(s).
  - (b) No sorority women shall invite any first year women at Valparaiso University to an event where alcohol is present, with the exception of Greek sponsored compliant parties.
  - (c) The "Limited Silence" rule shall be implemented for the sorority community, effective at 8:00 a.m. on the morning that the Recruitment Guides (Rho Gamma) disassociate from their respective sororities.

#### **Article VI. New Member Education and Initiation**

- (1) A woman must be a regularly matriculated student to be eligible for recruitment and new member education and at least a second semester first year student.
- (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/sorority to which she is pledged.

#### **Article VII. Extension**

- (1) When all NPC chapters at Valparaiso 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 the Valparaiso University colonization process by an NPC fraternity or through organization of a local sorority which 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 which have filed letters expressing an interest in the campus.

#### **Article VIII. Finance**

- (1) Fiscal Year. The fiscal year of the Valparaiso University Panhellenic Association shall be from 1/01 to 12/31 inclusive.
- (2) Contracts. The signatures of the President and Secretary/Treasurer shall be required to bind the Valparaiso University Panhellenic Association.
- (3) Checks. All checks issued on behalf of the Valparaiso University Panhellenic Association shall be signed by the President, Advisor and/or Secretary/Treasurer.
- (4) Payments. All payments due to the Valparaiso University Panhellenic Association shall be made to the Secretary/Treasurer, who shall record them. Checks for payments shall be made payable to the Valparaiso University Panhellenic Association.

- (5) Membership Dues.
  - (a) Amount. The dues of each Panhellenic Association member fraternity/sorority shall be an assessment per member and new member. The amount of such dues shall be determined annually by Valparaiso University Panhellenic Council, to be implemented in the fall and spring semesters. (\$10.00 per member)
  - (b) Time of Payment. The dues of each Valparaiso University Panhellenic Association member fraternity shall be payable on or before the fourth meeting of the semester.
  - (c) Those fraternities/sororities who fail to pay their dues will be subject to the Greek Judicial Board.
- (6) Fines. Any sorority delegate or president whom misses a Panhellenic meeting without prior notification to the Secretary and fails to send a replacement delegate will have their chapter fined \$15.00 for each incident. (Emergencies are the exception) In the circumstance whereupon the meeting calls for a vote, the fine will be doubled to \$30.00. Any chapter whose representative misses a committee meeting, including standing committees, will have their chapter fined \$15.00. Any chapter that fails to meet a deadline of Panhellenic will be fined \$15.00 everyday until the deadline has been met. During recruitment, fines for failure to meet a deadline or attend a meeting will be \$15.00 every five minutes that it is late beginning with the first minute. Fines will be totaled by the Secretary/Treasurer and distributed at the end of each month. The payment will be due in full at a date to be announced by the Secretary/Treasurer.
- (7) Alcohol. No Panhellenic funds shall be used to purchase alcohol.

#### **Article IX. Amendment**

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

**Interfraternity Council Constitution**  
**VALPARAISO UNIVERSITY**  
**Valparaiso, Indiana**  
Revised November 2009

**ARTICLE I**

Name

The name of this organization is the Interfraternity Council of Valparaiso University, which may be abbreviated as IFC.

**ARTICLE II**

Purpose

- Section 1. The purpose of IFC is to:
- A. Create and maintain cooperation and coordinate interfraternal affairs among member fraternities.
  - B. Foster the development of scholarship and leadership among member fraternities and their members.
  - C. Promote a positive relationship between the community and member fraternities.
  - D. Act as a medium between member fraternities and:
    - 1. faculty and administration;
    - 2. the student body;
    - 3. other student organizations.
  - E. Institute policies and rules that will benefit the fraternity community and maintain the purposes of IFC.

Section 2. Mission Statement

- A. While members of the individual fraternities strive to attain chapter goals, it must be understood by all members of the fraternities that a standard of excellence for the fraternity community is the common goal. Harmony being the key to any successful organization, it should be further accepted that all fraternities must work together in striving toward constantly improving the fraternity community.

**ARTICLE III**

Membership

Membership and participation shall be free from discrimination based on race, religion, ethnic group, national origin, or handicap. Social fraternities exist upon the invitation of the University and the approval of IFC.

Section 1. Classes of Membership

- A. There are two classes of membership in IFC: full and associate.

Section 2. Requirements to Become a Full Member

- A. A fraternity must be recognized by Valparaiso University as a student organization and be in good standing with the University.
- B. A fraternity must have been an associate member of IFC and during that time must have met all of the obligations of an associate member.
- C. Upon fulfillment of all obligations, a statement affirming full membership into the Interfraternity Council will be given. The Governing Council reserves the right to express concerns to the organization in question regarding their performance at this time.

Section 3. Privileges of a Full Member

A full member shall:

- A. Have all privileges and rights under this Constitution and Bylaws, except as limited by the actions of the Judicial Board or Valparaiso University.

Section 4. Duties of a Full Member

A full member shall:

- A. Pay all dues and fees owed to IFC.

Section 5. Requirements to Become an Associate Member

- A. Must be recognized by the University as a student organization.
- B. Must be in good standing with the University.
- C. Must be a social fraternity.
- D. Must, in a petition for associate membership, submit for review to the Executive Board:
  - 1. its name;
  - 2. the names of its alumni advisors and patrons;
  - 3. a copy of its Constitution and Bylaws;
  - 4. a statement of its purposes.
- E. Must receive a two-thirds vote of the Governing Council to affirm associate status.
- F. Organizations who do not meet all of the above requirements may be granted the status of a non-voting member by the Governing Council and a non-voting member may only attend and speak at IFC open meetings.

Section 6. Privileges of an Associate Member.

An associate member may:

- A. Participate in all IFC-sponsored programs.
- B. Attend IFC meetings with non-voting status.
- C. Speak at IFC meetings.

Section 7. Duties of an Associate Member.

- A. Must be an associate member for a period of no less than one semester.
- B. Must pay one-half of the dues required of a Full member.
- C. Abide by this Constitution and Bylaws.
- D. Abide by all regulations of the Executive Board.
- E. Must encourage interfraternity spirit among its members.

**ARTICLE IV**  
Governing Council

- Section 1.      Composition
- A.      The legislative powers of IFC lie in the Governing Council, which shall be composed of two representatives per fraternity. One shall be the fraternity President and the other shall be a representative selected by each individual fraternity.
- Section 2.      Voting
- A.      Each senior member or his delegated representative shall have the right to cast one vote on any issue. Each president is entitled one vote, while each representative is entitled one vote.
- B.      A roll call will be granted at the request of a member of the Governing Council at any time except during elections.
- Section 3.      Duties of Representatives
- A.      Attend each regular and special session of the IFC.
- B.      Abide by this Constitution and Bylaws.
- C.      Formulate all regulations that are necessary to maintain and execute the purposes of IFC.
- D.      Vote upon proposals from the floor or from the Executive Board.
- E.      Elect Executive Board members, excluding appointed officers.
- F.      Make motions to amend this Constitution and Bylaws.
- Section 4.      Definition of a Quorum
- A.      A quorum shall consist of two-thirds of the eligible voting members of the Governing Council.
- Section 5.      Meetings.
- A.      Meetings of IFC will be held once a week on a specified day, or special meetings may be held at the request of the President.

**ARTICLE V**  
Executive Board

- Section 1.      Authority
- A.      The administrative power of IFC lie in the Executive Board.
- Section 2.      Requirements to be a member
- A.      In order to be a member of the Executive Board, a candidate must have a cumulative GPA of 2.75 or better.
- B.      Must be elected by the Governing Council.
- Section 3.      Composition
- A.      The Executive Board of IFC shall be elected positions:
1.    Elected officers: President, Vice  
            President/Recruitment, Treasurer/Secretary and Director of Public Relations.

2. These nominations must be approved by a majority vote of the Governing Council.

Section 4. Terms of Officers

- A. The term of office of a member of the Executive Board shall last for one year.
- B. These officers shall not be representatives of their fraternity to the Governing Council for the duration of their term, i.e. shall not serve as Executive Board of their fraternity.

Section 5. Duties of Officers

- A. Attend regular and special sessions of IFC.
- B. Attend Executive Board meetings.
- C. Carry out his duties as specified by this Constitution and Bylaws.
- D. Must by administrative action not contrary to the authority granted to the Executive Board, facilitate the smooth operation of IFC in accordance with its purpose.
- E. Cooperate with the Panhellenic Council, the Assistant Dean, and any other member of the University community for the advancement of the purposes of IFC.
- F. Maintain accurate records of all activities and programs for which he is responsible.
- G. Participate in the transfer of files to and a training session with his successor.

Section 6. Removal of Officers

- A. Officers of the Executive Board may be removed from office by a three-fourths vote of the Governing Council. The vote must be called for by a petition of three-fourths of the Governing Council.

**ARTICLE VI**  
Judicial Board

Section 1. Judicial Board

- A. See Greek Judicial Board document

**ARTICLE VII**  
Advisor to the Interfraternity Council

Section 1.

- A. The Assistant Dean of Students is appointed by the University.
- B. The Assistant Dean of Students may attend all sessions of IFC and all Executive Board meetings and shall remain informed of IFC business.

**ARTICLE VIII**  
Suspension, Expulsion, Readmission

Section 1. Suspension and Expulsion

- A. Violations of this Constitution, Bylaws, or established policies of IFC may result in suspension or expulsion from the IFC.

- B. Suspension or expulsion of a member fraternity may be carried out by a three-fourths vote of the Judicial Board.
- C. Motions to expel a member fraternity must be submitted in written form to the members of the Governing Council at least two weeks prior to the Judicial Board hearing.
- D. Member fraternities suspended or expelled from IFC will lose recruitment and social events privileges for the period of suspension or expulsion.
- E. One calendar year shall be the maximum period for suspension.

Section 2. Readmission

- A. Member fraternities suspended for a stated period of time are to be automatically readmitted at the end of that period.
- B. Expelled member fraternities may apply for readmission as associate members.

Section 3. Inactivity

- A. If a member fraternity should become inactive on campus, then it shall automatically lose its membership in IFC.
- B. To be readmitted in IFC, the inactive member must reapply for admission as an associate member.

**ARTICLE IX**  
Amendments

Section 1. Right to Introduce Amendments

- A. Any IFC member may introduce an amendment to the Constitution.
- B. Any Executive Board member may introduce an amendment to the Constitution.

Section 2. Procedure for Proposing Amendments

- A. After an amendment is introduced, the Governing Council must determine when to vote on it; it can be voted on immediately or at a later date; the exception is that a special meeting may be called specifically to vote on an amendment, but the meeting must be called two weeks in advance.

Section 3. Ratification and Adoption

- A. This Constitution must be ratified by a three-fourths vote of the Governing Council.
- B. An amendment that receives the affirmative vote of at least three-fourths of the Governing Council is adopted as a part of this Constitution.

**ARTICLE X**  
Bylaws

Section 1. Right to introduce a Bylaw Amendment

- A. Same as Article IX, Section 1.

Section 2. Procedure for Proposing Amendments

- A. Same as Article IX, Section 2.

Section 3. Ratification and Adoption

- A. The Bylaws of IFC must be ratified by a three-fourths vote of the Governing Council;
- B. An amendment that receives the affirmative vote of at least three-fourths of the Governing Council is adopted as a part of this Constitution.

**Bylaws**  
**INTERFRATERNITY COUNCIL**  
**VALPARAISO UNIVERSITY**  
**Valparaiso, Indiana**  
**Revised April 2010**

**ARTICLE I**  
**Nominations for Office**

**Section 1.**     *Procedure for Nomination*

In order to be nominated:

- A.     A candidate must submit a personal information sheet (including prior service experience and campus involvement).
- B.     A candidate must have above a cumulative 2.75 GPA.
- C.     A candidate must be interviewed by the current IFC Executive Board and Assistant Dean of Students for Greek Life and New Student Orientation. Those candidates who are qualified or possess the best skill-set for the position will be presented to the Interfraternity Council for an official vote.

**ARTICLE II**  
**Election Procedures**

**Section 1.**     *Elected Officers*

- A.     The Governing Council shall elect all elected officers, of the Executive Board (President, Vice President/Recruitment, Treasurer/Secretary and Director of Public Relations).
- B.     All candidates shall be from an organization with membership to the Interfraternity Council.
- C.     The term of office shall be for one year, running from December until November.

**Section 2.**     *Election Meeting*

- A.     The Executive Board shall set the date for the Election Meeting sometime in November and shall announce the date to the IFC at least three weeks beforehand.

**Section 3.**     *Procedure for an Election Meeting*

- A.     At the Election Meeting, in person, each nominee for office shall present his qualifications and goals for the office he seeks within five minutes.
- B.     The IFC may then question a candidate for up to two minutes.

**Section 4.**     *Procedure for Voting*

- A.     The Governing Council shall vote on each office one at a time in the following order: 1) President, 2) Vice President/Recruitment 3) Treasurer/Secretary 4) Director of Public Relations.
- B.     Voting shall be conducted by written ballot.

- C. If there are two candidates, the winner shall be confirmed by a majority vote; if there are more than two candidates for office then voting will be done until the candidates are narrowed down to the two receiving the most votes.
- D. The Assistant Dean of Students for Greek Life and New Student Orientation shall count the ballots.
- E. The President shall announce the outcome of each vote.
- F. In case of resignation or removal of the President where the Vice President will not assume office, an election will be held in regards to the position. The election procedures of Article II in the IFC Bylaws shall be followed on the meeting date chosen by the executive board and advisor. The new officer shall be installed immediately.

**Section 5.**     *Installation*

- A. Installation of officers will occur at the first IFC meeting after elections.

**ARTICLE III**  
**Duties of Executive Board Officers**

**Section 1.**     *Duties of the President*

The President is responsible for the overall operation of IFC and shall:

- A. Preside over all sessions of the Governing Council and meetings of the Executive Board.
- B. Serve on or represent the IFC on any University or student committee as necessary.
- C. Represent the IFC to the VU Administration, faculty, alumni, the community of Valparaiso, and at all regional conferences.
- D. Coordinate and expedite projects and business of the IFC.
- E. Act as an ex-officio member of the Greek Judicial Board.
- F. Vote on decisions of the Governing Council or Executive Board in the event of a tie.
- G. Work and maintain close contact with the President of the Panhellenic Council in order to improve Greek relations and to better the Greek community.
- H. Establish and disband special committees when necessary.
- I. Shall oversee the Executive Board officers and their programming.
- J. Shall select and supervise the IFC/PH Council Social Coordinator.
- K. Will chair the Police Relations committee.
- L. Will serve on the Greek Life Expansion Committee.

**Section 2.**     *Duties of the Vice President/Recruitment*

The Vice President/Recruitment shall:

- A. Act as IFC president in case of absence or removal or late term removal as seen fit by the executive board and advisor.
- B. Be responsible for coordinating and implementing Recruitment and Pledging according to the constitution and bylaws of the IFC.
- C. Coordinate all Greek Recruitment and Pledging/New Member events.
- D. Develop and publicize a Recruitment Calendar.
- E. Organize and coordinate Recruitment Kickoff.

- F. Make himself available to aid member fraternities with their own Recruitment programs.
- G. Develop and present information for high school students and other incoming students.
- H. Recommend programs to the Executive Board that may be beneficial to fraternity recruitment efforts.
- I. Oversee and coordinate Recruitment and Pledging/New Member activities.
- J. Help the Assistant Dean of Students for Greek Life and New Student Orientation with summer FOCUS.
- K. Publish a Recruitment FOCUS brochure if applicable.
- L. Work with special events when necessary.
- M. Will chair the Recruitment committee.

**Section 3. *Duties of the Treasurer/Secretary***

The Treasurer/Secretary shall:

- A. Manage accurate accounts of all IFC financial transactions.
- B. Bill and collect dues and or fines from member fraternities in a timely and efficient manner.
- C. Prepare a budget for the Executive Board to submit to the Governing Council.
- D. Regulate the finances of the IFC in strict line with the budget.
- E. Pay all bills owed by the IFC.
- F. Report monthly on IFC's financial status to the Governing Council.
- G. Be responsible for taking and distributing the minutes of each IFC meeting. The minutes will be sent to the Chapter Presidents, IFC delegates, IFC Executive Board and the Assistant Dean of Students for Greek Life and New Student Orientation.
- H. Will chair the Programming committee.
- I. Will chair the Scholarship committee.

**Section 4. *Duties of the Director of Public Relations***

The Director of Public Relations shall:

- A. Be responsible for advertising all IFC functions and events.
- B. Promote the Valparaiso University Greek community.
- C. Be responsible for handling all press concerns of the IFC, both public and private.
- D. Increase public relations with the administration and faculty of Valparaiso University and the local community.
- E. Coordinate all IFC functions deemed as "special events."
- F. Act as the liaison officer of the IFC with the Panhellenic regarding Spring Weekend, and other Greek events.
- G. Coordinate Greek events.
- H. Coordinate with fraternities to emphasize, promote, and implement programs that will improve scholastic achievement of member fraternities and the overall Greek community. A report of these efforts will be given to the IFC at minimum once per semester.

**ARTICLE IV**  
**Standing Committees of the IFC**

**Section 1.**     **Standing Committees**

- A.     The IFC will have five standing committees: the Public Relations committee, Programming committee, Recruitment committee, Scholarship committee, and Police Relations committee.
- B.     The committees rosters will be decided by the President of the IFC, and will be set unless conflicts due to appointments arise or a special preference is shown towards a single committee.
- C.     The committees will meet at the discretion of the committee chairs. Committee chairs will present the schedule of committee meetings to the committee members and to the IFC by the second regular IFC meeting of the semester. Special meetings of the committee require a minimum of one week notice to the IFC and committee members.

**Section 2.**     **Public Relations Committee**

- A.     The Public Relations committee will exist to improve the interactions between the fraternity community, the Student Body at large, and the City of Valparaiso. The Director of Public Relations will chair this committee.

**Section 3.**     **Programming Committee**

- A.     The Programming committee will exist to propose and foster positive activities that encourage growth in the relation between fraternities and growth in the individual members themselves. The Secretary/Treasurer will chair this committee.

**Section 4.**     **Recruitment Committee**

- A.     The Recruitment committee will exist to promote Greek life in general. The committee will seek out ways to find quality men from the campus community and enlighten them about the fraternity community so that they may feel welcome to explore the community for themselves. The Vice President of Recruitment will chair this committee.

**Section 5:**     **Scholarship Committee**

- A.     The Scholarship committee will exist to support Greek men in their pursuit of academic excellence. The committee will hold at least one academic workshop per semester with each Fraternity's scholarship chair in attendance. These workshops will provide the overall academic goals of the fraternity community. The Secretary/Treasurer will chair this committee.

**Section 6:**     **Police Relations Committee**

- A.     The Police Relations committee will exist to aid in communication between member fraternities, the Valparaiso City Police Department, and the Valparaiso University Police Department. The committee will be made up of one representative from each member fraternity, the Chair, a representative from the Valparaiso City Police Department and a representative from the Valparaiso University Police Department. The

committee will hold at least one meeting a month to discuss relations between the fraternities and the police. The President will chair this committee.

## **ARTICLE V**

### **Dues, Salaries and Fines**

#### **Section 1.**     ***Dues***

- A. The Governing Council shall set the dues that member fraternities owe the IFC, the current dues being \$8.00 per capita basis from each member fraternity every semester.
- B. The Governing Council shall assess dues on every member fraternity per capita basis; the Treasurer shall base the assessment on the member fraternity's roster of current members and pledge/associates as recorded by the Assistant Dean of Students for Greek Life and New Student Orientations's Office.
- C. Each semester the member fraternities having the highest GPA and the most improved semesterly GPA from the previous semester shall receive a \$100 discount on each member fraternity's dues assessment.
- D. A member fraternity shall pay its dues no later than two school weeks after the Treasurer has assigned dues to the member fraternities, unless the member fraternity has been excused by the executive board for special circumstances.
- E. Late payment interest will accrue two school weeks after the Treasurer has assigned dues to member fraternities at a rate of \$15.00 per school week.
- F. Failure to pay within two school weeks after the Treasurer has assigned dues will automatically result in the loss of voting privilege at the next meeting; also social probation, and/or a fine can be imposed by the Judicial Board.

#### **Section 2.**     ***Fines***

- A. Each IFC member not present during roll call at a regularly called meeting or at an IFC sponsored event/program that has been designated as required, will be fined \$15.00 for each person(s) not in attendance.
- B. Failure to pay a fine within two school weeks will result in loss of voting privilege, social probation, and/or a fine as mandated by the Greek Judicial Board.

## **ARTICLE VI**

### **Recruitment Rules**

#### **Section 1.**     ***Regulations***

- A. Recruitment will take place during a two week period during the fall semester and a three week period during the spring semester. The dates of recruitment will be announced by the Vice President of Recruitment and the Assistant Dean of Students for Greek Life and New Student Orientation to the IFC the semester prior.
- B. A rushee is defined as any non-affiliated full-time male student at Valparaiso University.

- C. A recruitment event shall be defined as a gathering led by fraternity men, convened for the sole purpose to recruit new members.
- D. Risk management registered events are not considered recruitment events.
- E. All recruitment events are dry. NO EXCEPTIONS.
- F. Women are prohibited from assisting chapters with recruitment activities. The exception to this rule is the chapter sweetheart who may serve as a hostess during recruitment events.
- G. All recruitment events not previously on the all-Greek rush calendar must be announced to the Vice President of Recruitment 24 hours prior to the event.
- H. Advertising of rush events shall not contain (either by explicit emphasis or by implying) 1.) Any connection with alcohol. 2.) Sexual content. 3.) Racial discrimination or 4.) Any negative connotation or slanderous description or depiction of other fraternities. All advertising must be approved by the Assistant Dean of Students for Greek Life and New Student Orientation.
- I. Balloting Day shall take place on the last day of recruitment. No fraternity man may be in the immediate vicinity of the balloting location during balloting. Exact details as to the balloting location and the boundaries of its immediate vicinity will be announced by the Vice President of Recruitment prior to the event.
- J. Bids may be handed out at any time during rush/recruitment. However, no bids may be turned in until Balloting Day. Exceptions to this can be made by the Assistant Dean of Students for Greek Life and New Student Orientation.
- K. The Vice President of Recruitment will provide a list of all new members within the hour after Balloting has concluded.
- L. Grades must be checked before a bid may be given out.

**Section 2.** *Rights of the Rushees*

- A. No rushees shall be sought after by a fraternity in a manner that isolates him from members of other fraternities or does not allow enough personal time to perform his regular University activities.
- B. No rushee shall be identified with a particular fraternity (i.e., through pledge/associate pins, fraternity letters, etc.) which isolates him from members of other fraternities prior to the conclusion of balloting.
- C. For rushees, all functions on nights before classes must end by midnight, and may not begin before 8:00 a.m.
- D. Rushee's will ballot alone in a room without any undue pressure from any fraternity member.

**ARTICLE VII**  
**Association/Pledging**

**Section 1.** *Associate Member/Pledge Requirements*

- A. A rushee is eligible to associate/pledge a fraternity only if he is registered as a full-time student of the University; this includes commuters, and is a second semester freshman.

- B. A rushee must have a minimum cumulative GPA of 2.25 or the semester before before he associates/pledges a GPA of a 2.50. Final decisions are left to the discretion of the Assistant Dean of Students.
- C. A fee shall be charged by and made payable to the IFC by each person who associates/pledges a fraternity; this is a one time only fee, which is good for the duration of the individual's collegiate career.
- D. Any student who wishes to pledge must have had the opportunity to participate in one recruitment period before he will be allowed to pledge.
- E. The day after the official balloting day a pledging period of no more than six weeks in an 8 week period will occur.

**Section 2.** *Balloting*

- A. Balloting shall be accomplished as the prospective rushee records his association/pledge with the IFC.
- B. For freshmen, balloting will occur in the spring semester; for upperclassmen, Balloting shall occur in both semesters.
- C. The IFC shall record the ballot and inform member fraternities, as well as the Assistant Dean, of the ballot; it shall be the responsibility of the respective fraternity to notify the rushee of his acceptance and affiliation.

**Section 3.** *Duration of Association/Pledging*

- A. All association/pledging activities must be completed within 6 weeks of an 8 week period.
- B. The association/pledging period shall be no longer than 6 weeks of an 8 week period.

**Section 4.** *Association/Pledging Restrictions*

- A. All associate/pledge functions on nights before school days must end by midnight, and may not begin on school days before 8:00 a.m.
- B. Associates/pledges must be allowed a minimum of five undisturbed hours study time between the hours of 8:00 a.m. and 12:00 a.m.

**Section 5.** *Miscellaneous*

- A. Any associate/pledge of a fraternity who is expelled or voluntarily resigns his association may not be affiliated with another fraternity until thirty days after his resignation or expulsion has been announced to the IFC or the Assistant Dean.
- B. A \$25 fine will be assessed per person to any fraternity that does not attend a session of the new member education speaker series. Exceptions can only be made with a valid excuse and notification of the Recruitment/Pledging chair three days in advance of the event.

**ARTICLE VIII**  
**Statement on Hazing and Pre-Initiation Activities**

**Section 1.**

- A. All fraternities shall conduct constructive association/pledging activities defined as educational whereby a candidate (associate/pledge) for

- membership does not surrender any legal, moral, or social right while being instructed to participate in a fraternity's ideals and codes.
- B. The IFC believes that true fraternalism is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of higher education.
  - C. The IFC further believes that while social behavior cannot be legislated, a fraternity without morally sound precepts and practices is not a constructive influence upon college men.
  - D. In light of this position the IFC shall not tolerate any fraternity "hazing" of associate or initiated members.
  - E. Each fraternity's new member educator shall discuss the University's and the IFC's policy regarding hazing and pre-initiation activities with each associate/pledge class no later than 10 days after Balloting Day.

**Section 2.**

- A. The IFC adopts the definition of hazing of the Fraternity Executive Association: The Association defines hazing 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 and situations include 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 the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late 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 of the educational institution.

**ARTICLE IX  
Judicial Board**

**Section 1.     *Judicial Board***

- A. See Greek Judicial Board Constitution.

**ARTICLE X  
A Statement of Fraternal Values and Ethics**

**Basic Expectations**

In an effort to lessen the disparity between fraternity ideals and individual behavior and to personalize these ideals in the daily undergraduate experience, the following Basic Expectations of fraternity membership have been established:

I

I will know and understand the ideals expressed in my fraternity Ritual and will strive to incorporate them in my daily life.

II

I will strive for academic achievement and practice academic integrity.

III

I will respect the dignity of all persons; therefore I will not physically, mentally, psychologically or sexually abuse or haze any human being.

IV

I will protect the health and safety of all human beings.

V

I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.

VI

I will meet my financial obligations in a timely manner.

VII

I will neither use nor support the use of illegal drugs; I will neither abuse nor support the abuse of alcohol.

VIII

I acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore I will do all in my power to see that the chapter property is properly cleaned and maintained.

IX

I will challenge all my fraternity members to abide by these fraternal expectations and will confront those who violate them.

**ARTICLE XI**

**Statement of Sexual Abuse, Illegal Substances, and Racial Discrimination**

**Section 1.**     *Sexual Abuse*

- A.     The IFC will not tolerate or condone any form of sexually abusive behavior on the part of its member fraternities, whether physical, mental, or emotional; this is to include any actions which are demeaning to another including, but not limited to date rape, gang rape or verbal harassment.

**Section 2.**     *Illegal Substances*

- A.     The IFC position statement on illegal or controlled substances is that the possession, sale, and/or use of any illegal drugs or controlled substances at any fraternity sponsored event or at any event that an observer would associate with the fraternity, is strictly prohibited.

**Section 3.**     ***Discrimination***

The IFC will not tolerate nor condone any form of racial discrimination or behavior on the part of its member fraternities whether physical, mental or emotional.

**ARTICLE XII**  
**Social Nature of Fraternities**

**Section 1.**     ***Social Functions***

- A. Fraternities are exclusive membership organizations whose social functions are for the sole enjoyment of their members and invited guests; all social functions fall under the guidelines of the Risk Management policy.

**ARTICLE XIII**  
**Chapter Standards**

**Section 1.**     ***Operating Standards***

- A. Each fraternity is expected to conduct its affairs in accordance with the missions, purposes, and operational guidelines of both the University and its National Fraternity. The nature of the program of the fraternity, together with the manner in which the Fraternity relates to the University community, should reflect character and behavior consistent with these educational and fraternal goals.
- B. Every fraternity should strive to meet the criteria of the President's Award of Excellence.
- C. Each fraternity must maintain a semester GPA of 2.25 or greater; any chapter failing to attain this standard will be subject to review of the Greek Judicial Board.
- D. Each fraternity's new member class must obtain a semester GPA of 2.25 or greater; any chapter failing to attain this standard will be subject to review of the Greek Judicial Board.

**ARTICLE XIV**  
**Greek Relations**

**Section 1.**     ***Inter-Greek Relations***

- A. It is accepted that all fraternities and sororities must work together in striving toward constantly improving the Greek community.

**ARTICLE XV**  
**Phi Mu Alpha Sinfonia**

**Section 1.**     ***Phi Mu Alpha Sinfonia***

- A. Phi Mu Alpha Sinfonia will report to IFC.
- B. As a member of IFC, they will follow all guidelines under the IFC Constitution, IFC Bylaws, Risk Management Policy, and Greek Judicial Board.

**ARTICLE XVI**  
**Amendments**

**Section 1.**     *Amendments*

- A.     Amendments to these bylaws are explained in Article X of the Constitution.

**INTERFRATERNITY COUNCIL/PANHELLENIC COUNCIL**  
**RISK MANAGEMENT POLICY**  
**VALPARAISO UNIVERSITY**  
**Updated 02-12-09**

- A. Purpose:**  
To provide continuous education regarding Greek social functions.  
To aid in the planning of social functions that take place in a recognized fraternity facility.  
To help provide a Security Company when alcohol is involved in social functions.  
To increase awareness and allow the Greek community to take responsibility for its own actions.
- B. Who is Affiliated:**  
All recognized fraternities and sororities at Valparaiso University.
- C. Advisor:**  
The Assistant Dean of Students for Greek Life and New Student Orientation will serve as advisor to the Risk Management Committee.
- D. Social Coordinator:**  
IFC/PH Council presidents will appoint/elect a Social Coordinator. The Social Coordinator will report to the IFC/PH Council Presidents.
1. Duties
    - a. Meet bi-weekly with the Assistant Dean of Students for Greek Life and New Student Orientation.
    - b. Conduct monthly meetings with the social chairs of the Greek organizations.
    - c. Compile the party schedule on Friday the week prior to parties. Once this schedule has been compiled and typed, the Social Coordinator will provide a detailed party list to the following:
      1. Valparaiso University Police Department
      2. Assistant Dean of Students for Greek Life and New Student Orientation
      3. Security Company
      4. IFC/PH Council Presidents
      5. Lead Office Assistant of Student Affairs
    - d. Communicate with the Security Company to insure security for all alcoholic social events.
    - e. Responsible for receiving payment and for paying the Security Company, when the weekly bill is received.
    - f. Interpret all FIPG Risk Management policies as well as the policies of Valparaiso University and the individual Greek organizations.
    - g. May be asked to accompany IFC/PH Council Presidents and the Dean of Students/Assistant Dean of Students for Greek Life and New Student Orientation for Homecoming and Spring Weekend.

2. Non-Duties
  - a. Monitoring or checking parties. This responsibility is left to the IFC/PH Council Presidents. If a problem happens to be observed that the Social Coordinator believes to be serious enough to warrant attention, the IFC/PH Council Presidents should be contacted.
  - b. Contacting Presidents of Greek organizations regarding Risk Management issues other than interpreting the Risk Management policies.

### **Police Liaison Coordinators**

1. Duties
  - a. Regular meetings or as needed with the Valparaiso City Police Department Liaison and the Valparaiso University Police Department.
  - b. Meet twice a month or as needed with the Assistant Dean of Students for Greek Life and New Student Orientation.
  - c. Determine expectations from Valparaiso City Police Department/VUPD for Valparaiso University's Greek community, specifically, on unique events like Homecoming, Spring Weekend, etc.
2. Non-Duties
  - a. Monitoring or checking parties. This responsibility is left to the IFC/PH Council Presidents. If a problem is observed, that the Police Liaison Coordinators believe to be serious enough to warrant attention, the IFC/PH Council Presidents should be contacted.
  - b. Contacting Presidents of Greek organizations regarding risk management issues.

### **F. Alcohol Parties**

1. All fraternities must register all alcohol social events/parties in the Office of Greek Life, 121 Kretzmann Hall. **All Risk Management registration forms are due one week prior to a party on Thursday at 4:00 p.m.** All registration forms must be completed thoroughly before they will be accepted.
2. When a Risk Management registration form is received in the Office of Greek Life, the date and time will be marked on each form. **If a fraternity does not make the Thursday 4:00 p.m. deadline, they will not be eligible for a party. NO EXCEPTIONS.**
3. When you register for an alcohol party, payment of the security company is needed with the registration form. **Please make checks payable to J & J Investigations. (For all alcohol parties on campus, it is a requirement to have 2 security guards at \$25.00 an hour per guard).**

4. Parties will be limited to Friday and Saturday nights. The **only exception** to this rule will be Homecoming and Spring Weekend. During those special events, parties will be allowed on Wednesday, Thursday, Friday and Saturday nights.
5. Security Guards will be required for all social events/parties on campus where alcohol will be consumed by those members/guests 21 years or older. IFC/PH will contract service with an acceptable, licensed and bonded Security Company. This service will be determined in conjunction with Greek Life and the Valparaiso University Police Department.
6. Parties are allowed to run from **9:00 p.m. until 2:00 a.m. or 11:00 p.m. until 2:00 a.m. (No other variation will be allowed)**. All last calls and bands must be done by **1:30 a.m.** to insure that all parties will end promptly **at 2:00 a.m.**
7. **Only** during Spring Weekend, fraternities may host parties on Saturday from **12:00 noon until 5:00 p.m.** All bands and alcoholic events during Spring Weekend on Saturday must end by **5:00 p.m.** **No outside bands are allowed at any time except for the Saturday of Spring Weekend.**
8. All alcohol related events must be enclosed in the chapter house and or fenced courtyard. No members or guests will be permitted to gather/hang around outside the facility. No alcohol is allowed outside the chapter house. The only exception of alcohol outside in a fenced off area is day-time events on Saturday of Spring Weekend.
9. All those individuals possessing any container of alcohol are prohibited from passing or giving said items to those without proper proof of legal drinking age.
10. **Typed guest-lists** are required for all parties/events where alcohol will be present. **All typed guest-lists are required to be turned into the Office of Greek Life, 24 hours before a social event/party will take place. Please know that the Office of Greek Life closes at 5:00 p.m.** If you do not get the typed guest-list into the Office of Greek Life, it is your responsibility to turn it in to the Social Coordinator. This gives the Social Coordinator time to review the list to ensure that it follows set guidelines.
11. **Total** number of names on the guest-list will **not exceed three (3) times** the membership of the host organization(s). The only exception to this rule is Homecoming and Spring Weekend, where the ratio may increase up to six (6) times the membership of host organizations but **ALWAYS** strictly enforcing fire code. Fire code will be strictly enforced by the chapter and the security guards.
12. There must be one executive officer for the host chapter and one executive officer from **EACH** guest chapter at the front door of the event at all times. These people will assist the Security Company (for alcohol parties) with anything they may need, as well as regulate who is entering their party. (New Members **may NOT** work the front door of any party).
13. A designated driver sign or the phone number of the VU Escort Van must be

- posted at the entrance/exit of the party. The entrance and exit of events must be the same door.
14. All open parties are strictly prohibited.
  15. No social event shall be solely centered around alcohol, but rather around an appropriate and acceptable theme. The Social Coordinator and the IFC/PH Executive Boards will have jurisdiction on what is appropriate and acceptable.
  16. Any changes to the Risk Management registration form shall be filed with the Office of Greek Life at least 48 hours prior to the social event. The Office of Greek Life will advise the Social Coordinator of any changes. If a fraternity is going to cancel an event, the Office of Greek Life needs 24 hours advance notice to notify the Social Coordinator.
  17. Social events/parties will be limited to 6 way parties. This is a University policy and may differ from your Inter/National policy. Your Inter/National policy must always be followed.
  18. When guests arrive at functions, the Security Company will be required to check VU ID's, be carded for proof of legal drinking age, and have the guest sign in next to their name on the typed guest list. For those who are of legal age, a wristband will be placed on their left wrist.
  19. If a guest/member is 21, and they wish to drink alcohol, they will be responsible for bringing their own beverage. This beverage will be checked in with the Security Company, and a "Beer Runner" (who will need to be 21 years of age by Indiana State Law) determined by the host chapter will move the beer from the front door to the bartender. The bartender will be responsible for pouring the bottled beer into a plastic cup.
  20. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor.
  21. The possession, sale, or use of any ILLEGAL drugs or controlled substances while on chapter premises, or during fraternity events or at any event that an observer would associate with the fraternity, is strictly prohibited.
  22. No chapter may co-sponsor an event at their house with an alcohol distributor, charitable organization, or tavern where alcohol is given away, sold, or otherwise provided to those who are present.
  23. Sufficient alternative food and beverage is required at all social events/parties. This alternative food and beverage will be provided by the host/guest chapter and must be set out when the party begins. This food and beverage must be appealing and must be replenished for the duration of the event (i.e., Sub sandwiches, cold diet Pepsi, chips, pretzels, etc.).
  24. No drinking games are allowed. No member shall permit, tolerate, encourage, or

participate in “drinking games.”

25. All events and individuals must be in compliance with Indiana State Laws and Federal Laws.
26. No backpacks or other opaque carrying devices are allowed into parties. All items are subject to visual observation and inspection.
27. The quota listed below is the table that PH/IFC has determined to be the lowest amount of students who would constitute a party. If you have more non-members in your house consuming alcohol than the quota system listed below, you are hosting an illegal party and will be brought in front of the Greek Judicial Board.

0-20 members in the chapter	no more than 10 non-members
21-30 members in the chapter	no more than 15 non members
31-40 members in the chapter	no more than 20 non-members
40+ members in the chapter	no more than 25 non-members

28. All chapters shall abide by the BYOB policy:
  - a. Chapters may not use chapter funds to purchase alcoholic beverages.
  - b. Members may not pool their money to purchase alcohol.
  - c. **Beer is limited to one 6 pack per person entering the event** (must be 21 years of age). It is preferred that all beer is in cans, however, if a guest chooses to bring bottles of beer, the bartender must pour the beer into a plastic cup.
  - d. 6 ounces of hard alcohol is allowed, or 4 wine coolers.

#### **G. Non-Alcoholic Events/Parties**

1. All fraternities/sororities must register all non-alcoholic social events/parties in the Office of Greek Life, 121 Kretzmann Hall. **All Risk Management registration forms are due one week prior to a party on Thursday at 4:00 p.m.** All registration forms must be completed thoroughly before they will be accepted.

When a Risk Management registration form is received in the Office of Greek Life the date and time will be marked on each form, to show first come first serve. **If a fraternity/sorority does not make the Thursday 4:00 p.m. deadline, they will not be eligible for a party. NO EXCEPTIONS.**

2. Each fraternity/sorority hosting an event together must fill out individual Risk Management registration forms. Again, if one fraternity/sorority is missing their Risk Management registration form, they forfeit the right to be included in the social event/party.
3. Parties are limited to Friday and Saturday nights. The **only exception** to this rule will be Homecoming and Spring Weekend. During those special events/parties

will be allowed on Wednesday, Thursday, Friday and Saturday nights.

4. Parties are allowed to run from **9:00 p.m. until 2:00 a.m. or 11:00 p.m. until 2:00 a.m. (No other variation will be allowed).** All bands must be done by **1:30 a.m.** to insure that all parties will end promptly at **2:00 a.m.**
5. No outside bands are allowed any time except for the **Saturday of Spring Weekend from 12:00 p.m. until 5:00 p.m.**
6. **The only parties that may be advertised are Philanthropy Parties.** These postings must **OBVIOUSLY** state it is a philanthropy party, and a copy of the flyer must be attached to the Risk Management registration form.
7. To post in the residence halls, or academic buildings on campus you must get Residential Learning Coordinator approval for residence halls and academic building approval through each Dean's Office. Any fraternity/sorority who does not seek permission, will be sent to the Greek Judicial Board.
8. All social events/parties must have a typed guest-list. When guests arrive at the social event/party, they must sign in after their name. The sponsoring chapters hold the right to refuse entrance to any individual.
9. Sufficient alternative food and beverage is required at all social events/parties. This alternative food and beverage will be provided by the host/guest chapter and must be set out when the party begins. The food and beverage must be appealing and must be replenished for the duration of the event.
10. There must be one executive officer for the host chapter and one executive officer from **EACH** guest chapter at the front door of the event at all times. These people will regulate who is entering the party, etc.
11. The VU Escort Van phone number must be posted at the entrance/exit of the party. The entrance and exit of events must be the same door.
12. All open parties are strictly prohibited. Any guest entering a party must show their VU ID and sign in on the typed guest-list.
13. Any changes to the Risk Management registration form shall be filed with the Office of Greek Life at least 48 hours prior to the social event. The Office of Greek Life will advise the Social Coordinator of any changes. If a fraternity/sorority is going to cancel an event, the Office of Greek Life needs 24 hours advance notice to notify the Social Coordinator.
14. Social events will be limited to 6 way parties. This is University policy and may differ from your Inter/National policy. Your Inter/National policy must always be followed.
15. The possession, sale, or use of any **ILLEGAL** drugs or controlled substances while on chapter premises, or during fraternity events or at any event that an

observer would associate with the fraternity, is strictly prohibited.

16. All events and individuals must be in compliance with Indiana State Laws and Federal Laws.
17. No backpacks or other opaque carrying devices are allowed into parties. All items are subject to visual observation and inspection.

**IFC/PH RISK MANAGEMENT  
REGISTRATION FORM  
VALPARAISO UNIVERSITY**

**All Parties Must Be  
BYOB**

Host Chapter: \_\_\_\_\_

Guest Chapter(s): \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time:  
\_\_\_\_\_

Theme of Party: \_\_\_\_\_

Is Alcohol Permitted: Yes \_\_\_\_\_ No \_\_\_\_\_ (Security guards are required for parties with alcohol.)

Method for Check In - Out of Alcohol: Bartender \_\_\_\_\_ Other \_\_\_\_\_

If other, explain:

\_\_\_\_\_  
\_\_\_\_\_

Types of Non-Alcoholic Beverages and Food: \_\_\_\_\_

\_\_\_\_\_  
Location of Bar Area: \_\_\_\_\_

**Signatures:**

**Social Chairperson:** Telephone \_\_\_\_\_

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

**President:** Telephone \_\_\_\_\_

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

In addition to individual guests and/or members, it is understood that the Executive Board members of the host and guest chapters may be held accountable for any infractions of University policies, FIPG policies, national organization policies, or Indiana state laws.

## **FIPG, INC. RISK MANAGEMENT POLICY**

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

### **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 guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, 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 forbidden.
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, associate/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/big sister night" and initiation.

## **HAZING**

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity 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 which are demeaning to women or men, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

## **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 explosive devices of any kind within

the confines and premises of the chapter house is expressly forbidden.

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 FIG, 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.

# **Greek Judicial Board Constitution Valparaiso University**

**Adopted April 1998  
by the**

**Interfraternity Council  
and  
Panhellenic Council**

## **PREAMBLE**

### **Philosophy**

The basic philosophy of discipline at Valparaiso University is one of education. As such, it focuses on the growth and development of individual students by encouraging self-discipline and by fostering a respect for the privileges of others.

An individual who assumes voluntary membership in a social Greek-letter organization does not surrender his/her privileges or escape his/her fundamental responsibilities as a citizen, but acquires additional privileges and responsibilities to the whole University Greek Community. This concept includes the idea that each separate fraternity or sorority, in its entirety, enters the University Greek community voluntarily and thus assumes obligations of performance and behavior reasonably imposed by all of the members of the Greek Community as well as the institution itself.

The Greek Judicial Board exists under this philosophy as a means to secure this discipline. Its goal is to redirect the behavior of the Greek student/organization into acceptable conduct in order to protect the rights of all people within as well as outside our Greek community. The unique advantage of a student judicial board lies in the ability of its members to influence the attitudes and subsequent behavior of other students through a formally constituted judicial mechanism. Peer influence exercised through the judicial process, can often be more effective in redirecting the behavior patterns of students than any other methods of discipline within the institution. Through the Greek Judicial Board, this peer judgment will be aided by the mutual knowledge of the special aspects and concerns of the Greek community and its individual social Greek-Letter organizations.

It should be understood by all participants in the judicial process that there is a fundamental difference between the nature of student discipline and criminal or civil law. Regardless of the type of administrative proceeding, the discipline of students within a university community is primarily a part of the educational process. The aim of sanctions imposed in the disciplinary process is to educate students, and the types of potential sanctions are not at all equivalent to those of criminal or civil proceedings. The exact process of criminal or civil law are designed for circumstances unrelated to the academic community. Although students' opportunity for due process and fairness must be upheld, the rules of criminal or civil law do not apply.

### **Assessment**

The purpose of this judicial board is to provide an orderly and stable Greek community in which the freedoms members are provided may be protected and practiced, which the Greek community can pursue and accomplish its primary purpose and carry out its normal activities. The Board may act in fraternity/sorority matters at the discretion of the Dean of Students. The Greek Judicial Board furthermore has the authority to enforce all Greek codes, regulations, and guidelines as provided by the IFC/PH Risk Management Policy. The intent of this program stems from the idea that the Greek community should take responsibility for its own actions and when necessary set forth procedures where by those organizations who are accused of violating Greek community rules may be afforded the due process and, when appropriate, fair sanctions.

The judicial program is designed to handle organizational, group and individual cases or situations. It is not the intent of the Greek Judicial Board to incorporate all of the legal procedures involved in a court of law.

Specifically, the Greek Judicial Board will:

1. Decide on matters of information presented at a hearing.
2. Mediate disagreements inside the Greek community as well as between the University and/or Valparaiso communities and fraternities/sororities.
3. Determine guilt based on evidence of a violation of IFC/PH Risk Management Policy, Greek Relationship Statement, or Greek policies or regulations. In addition, the Board may also determine guilt based on evidence of a violation of the provisions of the **Student Guide to University Life**, in the event the Board is requested to do so by the Dean of Students on his/her designee.
4. Impose appropriate sanctions or penalties when necessary.

### **STRUCTURE OF THE GREEK JUDICIAL BOARD**

The board shall be composed of nine members, with five of those members sitting on the board for each hearing as voting members. One Chief Justice, two ex-officio (non-voting) members will also sit on the Board: the IFC President or

executive designee, and the Panhellenic President or executive designee. The Assistant Dean of Students or their designee will serve as advisor. Quorum for all hearings will be four justices and the Chief Justice. No hearing will take place without quorum being met.

## **JUSTICES**

### **Justice Eligibility**

Any person who is a sophomore, junior or senior (at the time of selection) and who is an initiated member of a recognized fully chartered IFC or Panhellenic Association group at Valparaiso University and whom has good standing (academic with a 2.25 cumulative gpa and otherwise) is eligible to be a justice and may apply. Each chapter may have a maximum of one justice per academic year.

### **Exceptions to this include the following:**

1. Only one IFC/Panhellenic Executive Officer may be a member of the Board at any one time. If a Board member is elected as an IFC/Panhellenic Executive Officer, he/she must relinquish their position on the Board, unless he/she becomes the respective ex-officio member.
2. If the justice selection team determines that there are not enough qualified applicants to limit each chapter to one justice, then multiple justices may be appointed from a single organization. In addition, if a justice resigns during the course of the year, a second justice may be appointed from the same chapter.

### **Justice Selection**

Selection of the justices will be done by the Chief Justice, advisor and the two ex-officio members (if available), at the end or beginning of each academic year. New justices will be chosen to fill the positions of retiring justices or those who are not re-appointed.

### **Application Process**

Written applications will be provided to any eligible member of a social Greek-letter organization and will consist of general information and essay questions. A written recommendation may be also requested. In addition, a formal interview with each applicant will be conducted. Each chapter will be asked to submit one applicant, but may submit as many as they wish.

### **Terms of Justices**

Justices will serve up to one full year, beginning in the fall semester, with the possibility of reappointment. Reappointment is to be done by the Chief Justice and the Assistant Dean of Students or their designee.

### **Voting**

Each justice shall have a vote with the exception of the Chief Justice, who shall only vote in case of a tie or the disallowance of a justice's vote (as in the following case). A justice who is a member of a complainant's or respondent's chapter shall not be eligible to attend the hearing, unless approved by the Chief Justice due to extenuating circumstances.

### **Duties**

1. Justices will attend all Judicial Board informational sessions and familiarize themselves with Judicial Board philosophy and operation.
2. Justices will attend all Judicial Board meetings and forums, as their schedule allows.
3. Justices will treat alleged student violators/organizations with courtesy and have the utmost concern for the privileges of students and with fairness during proceedings.
4. Justices must be prepared to arrive at a fair decision and impose appropriate sanctions.
5. Justices must uphold the confidentiality of the case, the proceedings, and the outcome.
6. Justices will consider themselves special representatives of the fraternity and judicial system. They should take care to uphold their responsibilities, and to obey the University and IFC/PH Risk Management policy.

## **CHIEF JUSTICE**

### **Eligibility**

Any person who is a sophomore, or junior (at the time of selection) and who is an initiated member of a recognized, fully chartered IFC or Panhellenic Association group at Valparaiso University and who has good standing (academic and otherwise) is eligible to be the Chief Justice. It is highly recommended that the Chief Justice has served one term as a justice on the Greek Judicial Board, prior to assuming this position.

### **Selection**

Selection of the Chief Justice will be done by the retiring Chief Justice and the Assistant Dean of Students, or his/her designee.

### **Duties**

The Chief Justice is subject to all criteria, duties, and responsibilities of a Justice of the Judicial Board and, in addition, the following responsibilities:

1. The Chief Justice is responsible for conferring with the Assistant Dean of Students concerning the validity and soundness of charges and the determination of action regarding incident reports.
2. The Chief Justice serves as spokesperson for the Board. In this capacity, the Chief Justice notifies chapters of the charges against them, their opportunity

for fairness and due process, the judicial board process, and the appeal process. Following a decision, the Chief Justice submits the decision in writing to the affected chapter(s) and the ex-officio members.

3. At judicial sessions, the Chief Justice serves as a moderator for the Board's activities, including supervision of the Justices' responsibilities.
4. The Chief Justice is responsible for maintaining an effective and reasonable schedule of sessions.
5. The Chief Justice will submit a report (to the Assistant Dean of Students) of the Board's activities at the end of the term of office. The report will include, but is not limited to the following:
  - a. A summary of the Judicial Board's activities (number of cases heard, decisions reached, etc.)
  - b. Problem areas
  - c. Areas that need improvement or clarification and suggestions for improving the overall operation of the Board.
  - d. This information will be confidential.

### **ETHICAL STANDARDS AND REMOVAL**

Because the authority of the Greek Judicial Board is delegated by the Dean of Students, certain institutional guidelines regarding discipline must be observed by all members of the Board. Violation of these standards is cause for an individual's removal from the Board.

#### **Standards**

It is the responsibility of each Judicial Board member to observe the following ethical standards:

1. Information regarding the disciplinary status of any student or fraternity/sorority chapter is not to be discussed with anyone outside the Board. Likewise, any information given in confidence at a judicial session should not be discussed with anyone outside the Board.
2. When talking with a student or fraternity/sorority chapter, Judicial Board members should refrain from making accusations or statements of any kind that cannot be supported.
3. In cases involving discipline, the vote of each Board member is confidential.
4. All decisions of the Board must be upheld by all members of the Board, even though there may be dissenting opinions.

The confidentiality of the Judicial Board proceedings under these standards must be stressed. The association of students with the Greek community and the unique identification of members with their fraternity/sorority are strong forces within the community and on campus at large. When disciplinary proceedings are undertaken, strict confidentiality is the best means to insure that the individual's privacy is maintained, and that the reputation of other chapter members and indeed all of Valparaiso University Greek members are upheld.

In addition, all Board members are expected to observe the following standards:

1. Within the University system all members must follow University and **Student Guide to University Life** policies and regulations, state, federal, and local law and existing Greek codes and guidelines as stipulated by the IFC/PH Risk Management policies or otherwise.
2. Reasonable attendance to all judicial sessions and forums.

### **Removal**

A judicial board member may be removed by the remaining Board membership for breach of any of the aforementioned standards or any action or circumstance which is considered to be substandard and damaging to the integrity of the Board.

Removal may also be done by the Assistant Dean of Students or his/her designee. In such case, the entire Board minus the member(s) in question will issue an official statement of advisement regarding the matter to the Assistant Dean of Students who may conduct an investigation and proceed as he/she sees fit.

## **FORMAL PROCEDURES**

### **Initiation**

A case may be brought to the Judicial Board from any source including the committee itself. Anyone filing a report should be prepared to present evidence or testimony to the Board as requested.

### **Conduct Policies**

Any action by a member or members of a formally recognized (or one that has applied for membership) fraternity/sorority, casting an unfavorable reflection on their respective chapter or the Greek Community as a whole, may be considered to be sufficient reason for a conduct case. All conduct cases shall come under the heading of one or any of the combination of the following:

1. Violation of Greek policies or regulations.
2. Violation of IFC/PH Risk Management Policy.
3. Violation of Greek Relationship Statement.
4. Violation of the **Student Guide to University Life**.

**Procedures**

The Judicial Board will follow the procedures outlined below when conducting an investigation: **(The Chief Justice and Dean of Students have the ability to deviate from the timeline, when it is deemed necessary to do so.)**

<b>Number of Working Days After Receiving Complaint</b>	<b>Procedure</b>
Ten (10)	Chief Justice shall notify organization of complaint against them. Included in this notice will be:  1. A copy of the actual complaint received by the Board.
Twenty (20)	The entire Judicial Board will be presented with the case and make a decision regarding the sanctions or referrals.  Chief Justice and/or Assistant Dean of Students shall inform the Chapter of:  1. The Board’s decision. 2. The Chapter’s right of appeal.
Twenty-four (24)	If no appeal has been submitted, the Board’s decision is automatically binding.
Upon completion of sanctions.	The Chief Justice will notify the chapter with a letter officially closing the case.

**Appearance at Hearings**

To keep the peer review aspect of the Judicial Board intact, respondents and complainants may each be accompanied by a Representative. Representatives are to be members of the University’s faculty, staff, or student body and cannot have a law degree. The role of the Representative is only supportive in nature. Representatives are not allowed to speak on behalf of the individual (or group) whom they are accompanying (e.g. they may not provide information, ask questions of witnesses or the complainant or respondent, address the hearing panel, etc.).

**Approval**

The Assistant Dean of Students for Greek Life and New Student Orientation, the Dean of Students, and the Vice President for Student Affairs must approve all sanctions given by the Greek Judicial Board. Upon approval, the Greek Judicial Board Chief Justice will inform the organizations of the Board’s decision.

If approval is not granted, the Board will reconvene to continue the discussion on the case.

### **Appeal**

An accused group may appeal the decision of the Greek Judicial Board in writing within three (3) days of the date of the letter rendering the decision. A group not appealing within that time period will lose its opportunity to appeal and all action on the referral shall be considered closed. A case for appeal must be made in writing within the three (3) day time period as outlined below.

All appeals are to be submitted to the Assistant Dean of Students. The Assistant Dean will then submit the appeal to the Greek Judicial Appeals Board (IFC President and Panhellenic President). The Greek Judicial Appeals Board decision is final.

### **Conditions for Appeal**

Appeals may be granted for one or more of the following reasons:

1. Improper procedure was followed by the Greek Judicial Board.
2. Further evidence has been found since the decision was rendered which may affect a change in the Board's decision.
3. The penalty or sanction imposed was excessive.

### **Action of the Appeal**

The Greek Judicial Appeals Board has the discretion to review a case on any basis, and to render any decision they deem appropriate.

### **Community Notification**

After the completion of the appeal process and sanctions have become official, the Assistant Dean of Students will advise chapter presidents and others if necessary of the policies and regulations violated and the sanctions. The purpose of this is to help other chapter understand what the penalty for violations will be, and to help students learn from each others mistakes.

### **Grievances**

The Greek Judicial Board shall also be an advisory forum for the Greek community. It may be used by any campus chapter to listen to concerns or as an arbitrator during an inter-Greek dispute.

### **Evidence**

The procedure for presenting evidence is established by the Chief Justice. Legal rules of evidence do not apply to these proceedings. There is no discovery process available in judicial proceedings.

### **Burden of Proof**

A respondent (or group) may be found responsible for violating a regulation only when the evidence indicates that it is more likely than not that s/he or group has violated a regulation.

## **SANCTIONS**

### **No Action**

A violation has been found; however, mitigating circumstances warrant no disposition.

### **Reprimand**

Indicating that a chapter's actions were inappropriate and subsequent sanctions shall not occur. Formal apologies may be requested.

### **Restitution**

Payment of any damages incurred including property and physical injury.

### **Monetary Fine**

A fine not in excess of \$10.00 per member to be paid within a period of time to be determined by the Judicial Board. Does not include reimbursement for property damage.

### **Conduct Probation**

May include the following:

1. **Social Probation**: Shall consist of restrictions to be determined by the Board for a specified amount of time. Chapters subject to social probation may not be permitted to participate in parties, exchanges, serenades, Homecoming, Spring Weekend or any other social formal or informal, on campus or off campus.
2. **Activities Probation**: Shall consist of prohibiting a chapter from participating in some or all Greek events and/or all University events such as Homecoming, Spring Weekend, etc. as determined by the Greek Judicial Board.
3. **Intramural Probation**: Shall prohibit a chapter from participation in any portion of the University intramural program as determined by the Judicial Board.
4. **IFC/Panhellenic**: Suspension from IFC/Panhellenic, for a definite period of time. A suspended chapter loses all privileges of membership including but not limited to: right to vote and privilege of participation in Greek sponsored events. A suspended chapter retains privileges of attending IFC/Panhellenic sponsored leadership workshops and community service projects. A suspended chapter must continue to fulfill all other obligations of membership, including paying dues and attending meetings.

**Behavioral Conduct**

Shall include and require participation in an organization of constructive projects. Examples are social service projects, neighborhood clean-ups, leadership workshops and assistance with University events.

**Removal of IFC/Panhellenic and/or University Recognition**

Shall consist of the loss of IFC/Panhellenic privileges, as well as membership in the organization. Removal of University recognition is an action recommended to the Dean of Students and may consist of the loss of all University privileges given to recognized student organizations, among other sanctions.

# Greek-Letter Organization Incident Report

□ Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

**Organization(s) Involved:**

- 1) \_\_\_\_\_
- 3) \_\_\_\_\_
- 2) \_\_\_\_\_
- 4) \_\_\_\_\_

Alleged Violations (Check all that apply, *in consultation with* the Assistant Dean of Greek Life):

- Violation of Greek policies, national policies or regulations
- IFC/PH Risk Management policy
- Violation of Greek Relationship Statement
- Violation of the Student Guide to University Life

Factual description of alleged violation (including specific clarification of guideline/policy allegedly violated):

\_\_\_\_\_  
Person(s) submitting report

\_\_\_\_\_  
Date

Chapter: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Witnesses: \_\_\_\_\_

## **Steps to Follow in an Emergency**

Below are suggested guidelines that should be followed in the event of an emergency in your fraternity or sorority. A crisis may be a death or serious injury to a member of your group or an event that involves an emergency.

1. **Take command and remain calm.** Be certain that every person in your chapter knows that the *president* is in command of the situation. If the president is absent, have a ranking order of officers established and be sure they know where to find this brochure. Please review your arrangements from handling emergencies with the executive board, chapter advisors, and the chapter's risk manager when appropriate. The spokesperson for the chapter should make all necessary contacts in the situation.
2. **Call 911.** Your first phone call is to the emergency service for assistance. Do not hesitate to call VUPD (911 or 219-464-5430) regardless of the situation.
3. If an emergency or crisis has occurred on your floor or within the residence facility, close the area at once, and permit only members or appropriate officials to enter. **No witnesses should leave the area until the police or appropriate University officials arrive.**
4. Regardless of the time, you should immediately contact the Assistant Dean of Students for Greek Life and New Student Orientation. During work hours, 8:00 a.m. to 5:00 p.m. Monday through Friday, call 219-464-5413. After hours and weekends, contact the following:

**Jennifer Jones-Hall**

Assistant Dean of Students for Greek Life and New Student Orientation  
219-733-9479 (Home)  
219-241-2891 (Cell)

5. Contact your chapter advisor and inform him/her of the situation. Either the president or advisor should call the (Inter)National Headquarters.
6. **Depending on the situation, it may be a good idea to assemble your members in a group.** Explain to them the nature of the crisis at hand. Ask them to halt all outgoing phone calls until the situation has been resolved. Instruct your members to make no statements to anyone other than University or law enforcement officials.
7. **Make sure to keep records of those people involved in the situation.** Write down your members that were present, all guests present, and names of all officials (Police, Fire, Ambulance) that assisted. The times, dates and places are also important information to record. This information will be an important reference for you later.
8. When an emergency situation occurs during a joint activity with another organization, **it is extremely important that both chapters work together** when notifying people and handling the situation. Work with the leadership of all organizations present to handle the situation both promptly and correctly.

## **University Emergency Numbers**

University Police Emergency (called from a non-cellular phone).....	911
University Police (non-emergency).....	219-464-5430
Health Center.....	219-464-5060
Office of Alcohol and Drug Education.....	219-464-6820
Facilities Management (Night Emergencies – call University Police at 464-5430) .....	219-464-6864
Sexual Assault Awareness and Facilitative Education “SAAFE”.....	219-464-6860
Counseling Services.....	219-464-5002