

Advisor Manual



Chapter advisors are not reasonable employees in regards to Title IX and enforcement. Need to add to some language somewhere.

**Louisiana State University
Greek Life**

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Advisor Statement

Fraternities and Sororities share a unique relationship with **University Faculty/Staff advisors**. While these student organizations are required to have a faculty /staff advisor, this advisor is seen primarily as a resource. The **Chapter Advisor** designated by the Inter/national/local organization or grad/alum chapter serves as the primary chapter advisor and is most-likely a member of that organization. There is an organizational relationship between the advisor and the Inter/national/local headquarters and are therefore covered by liability insurance should there be a risk management violation. It is preferable that this individual not be employed by LSU.

While there is no formal relationship between Greek Life and the faculty/staff advisor, the department communicates with both advisors to share new initiatives within Greek Life and the University, helps advisors to understand the responsibilities of advising student organizations, and provides resources to the University Faculty/Staff and Chapter advisors on how to be successful within their role. Advisors, along with student organization leaders, are often the first point of contact between Greek Life and the student organization, so Greek Life ensures that communication remains strong and provides both advisors with the information necessary to excel in their position.

The University's expectations of a faculty/staff advisor include, but are not limited to, the following:

The faculty/staff advisor plays an integral role in the development of fraternities and sororities. The faculty/staff advisor provides the chapter with a university perspective in regard to chapter operations and expectations of chapter members. Chapters are granted the privilege of selecting their own faculty/staff advisor. The following clarifies the university's requirements and recommendations for faculty/staff advisors for social Greek organizations.

I. Louisiana State University's expectations of Faculty/Staff Advisors

The following duties are recommended of student organization advisors by Greek Life:

1. Explain university policies when relevant.
2. Meet with organization president at least once a semester.
3. Attend officer and organization meetings at least once a semester.
4. Take an active role in formulating the organization's goals when invited.
5. Assist the organization in being successful without interfering in any conflicts with members of the university staff/faculty and/or the chapter.
6. Advise the planning of events on campus.
7. Serve as an academic resource and University connection.

The above duties do not include signing contracts on behalf of registered student organizations. Advisors may not represent the registered student organization by signing any contract or legal document in lieu of the organization's officers.

The University's requirements and strongly recommended practices of a faculty/staff advisor include:

II. Louisiana State University's requirements of Faculty/Staff Advisors

The following duties are required of student organization advisors by Campus Life:

1. Verify the organization's founding documents and agree to the terms of the University's Hazing Policy (PS 108) by signing off on the *Application for A New Student Organization*.
2. Verify the organization's officer information is accurate.
3. Agree to the terms of the University's Hazing Policy (PS 108) by signing off on the *Student Organization Officer Form* annually. A summary of PS –108 is available in this handbook. A full version is located at www.lsu.edu/campuslife.

III. The University strongly recommends that the Faculty/Staff advisor for Greek organizations NOT accept certain responsibilities for the registered student organization. The Faculty/Staff advisor should not:

1. Purchase alcohol for the registered student organization or its members;
2. Sign or co-sign checks or other means of committing registered student organization funds;
3. Make travel plans for the registered student organization or directly supervise trips taken by the organization's members;
4. Pledge his/her financial backing for the debts of the registered student organization; for example, by using his/her credit card to guarantee hotel reservations;
5. Run the organization, by reserving the right to approve or control its decision and activity;
6. Serve as the registered student organization's treasurer, bookkeeper, accountant or auditor.
7. Shall not sign-off on reservations of University space and equipment with the appropriate university department granting the reservation.

The University's expectations of a chapter advisor/advisory team include, but are not limited to, the following:

I. Louisiana State University's expectations of Chapter Advisors

The following duties are recommended of student organization advisors by Greek Life:

1. Work with the chapter officers to integrate fraternity/sorority mission and goals as well as creating a connection with the inter/national organization through attendance at leadership conferences and utilizing available resources.
2. Supervise the chapter's affairs as they relate to the organization, the campus, and the community. Maintain visibility by interacting with members and attending all official chapter programs and meetings.
3. Meet regularly (at least monthly) with the chapter leadership and be available to meet with members upon request. Ensure an effective and timely officer transition occurs.
4. Serve as a resource person for planning events and programs, resolving issues confronting the group and being involved in the education of new members.
5. Educate the chapter about inter/national policies, state and local laws, University policies, and the chapter code of conduct.
6. Ensure that individual behavior is addressed through a process that empowers members to hold each other accountable for their actions consistent with the values of the organization and University.
7. Attend advisor meetings when requested by Greek Life.

8. Work in partnership with Greek Life, graduate chapter (if any) and inter/national headquarters to provide a positive Greek experience for the undergraduate members.
9. For NPHC organizations, advisors should attend all events and functions of the chapter, per NPHC national rules, as well as each inter/national organization's policies.
10. Be aware of liability issues (i.e., hazing, alcohol, etc.) and advise the organization to make reasonable and responsible decisions regarding these issues in planning activities.
11. Be prepared to deal with major problems or emergencies within the organization.
12. Monitor group functioning and encourage members to fully participate, to assume appropriate responsibility for group activities, to maintain a balance between academic activities, and co-curricular commitments.

Chapter advisors assist in holding students accountable for their actions, and challenging and supporting the students to hold one another accountable for their actions. It is important to remember that the students we work with are adults, and they should be treated this way; our role as advisors is to provide guidance and direction throughout our students' collegiate journey.

Working with the Headquarters

The chapter advisor is, in many ways, the chapter administrator. Correspondence from or to the headquarters or alumni should be maintained in a chapter file. Responses should also be kept in this file. New member reports, initiation reports, and financial records are just a few of the multitude of reports required by headquarters. The advisor should ensure that the forms are completed in a timely manner and submitted when required. In some cases, the chapter advisor is responsible for this paperwork. Information, letters, or bulletins from the university should be kept and responded to if necessary.

The chapter advisor should have a good understanding of Fraternity Headquarters, including:

- Fraternity history
- Organization of headquarters and volunteer structure
- Name of contact persons at the headquarters and volunteer structure
- Programs, resources, and materials available to chapters
- Role of chapter consultant, including the preparation of the chapter for these visits.

Please remind the chapter that the headquarters is there for their benefit. Any staff members who they come into contact with should not be viewed with animosity, but appreciated for their support. Many times, these sentiments are not conveyed to members, as the perception is that “Nationals” is out to get them. This could not be further from the truth.

It is also essential for active members to gain more knowledge of the fraternity/sorority on a (inter)national level. Encourage members to attend conferences and leadership seminars and have them report back to the chapter what they have learned. Often times, during these conferences, there are alumni events and programs as well. This could be something you may want to consider taking advantage of, not only to learn more about your position, but also to establish a networking base among other chapter advisors.

Working with a University Advisor

STEPS TO A POSITIVE RELATIONSHIP WITH YOUR UNIVERSITY ADVISOR

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

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

BUILDING RELATIONSHIPS THAT WORK

FOR YOUR ADVISOR, ALWAYS TRY TO:

- Invite to lunch or dinner (at the house) if possible.
- Invite to the scholarship banquet.
- Invite to a University Appreciation tea/coffee.
- Invite to present a study skills seminar to the chapter and/or new member class
- Invite to Parents' Day activities. Give the advisor an opportunity to speak to the parents about the education their daughters are gaining.
- Have Big/Little Sisters visit the University Advisor together. The purpose of this visit is to obtain assistance for the new member in an area in which she would like to improve.
- Host a scholarship dinner where each member invites and brings a faculty member. Present the chapter's scholarship awards at this time. Honor your chapter University Advisor at this event.
- Ask the University Advisor to assist the scholarship chairman in developing an academic calendar of events which could be posted on the chapter bulletin board or Web site.
- Declare 'You are Special Day' throughout campus by use of newspapers personals, posters, and buttons.
- Invite to attend and participate in community events.
- Send a memo on recruitment dates and times.
- Send a copy of your monthly newsletter.
- Send campus E-mail about positive Greek events.
- Invite to annual Greek Awards and Recognition Ceremony.
- Baby-sit for University Advisor's children.
- Nominate advisor for University Professor of the Year awards.
- Send birthday and holiday cards.
- Invite to IFC/PHC/NPHC banquet / awards banquet.
- Ask to speak at a Founders' Day celebration

Recruiting Other Alumni(ae)

It is quite difficult to support a chapter if there is only one alumnus/alumna doing all the work. That's why it is vital for the chapter to have additional active alumni around. Of course, not every alumnus/alumna would be willing (or able) to serve in your capacity, but their mere presence alone is often times a bonus for members in and of itself. Having additional alumni involved gives them an opportunity to share experiences they had as an undergraduate member and relate those experiences to their current lives and professions—things that are not as easy to accomplish with just one person.

Your fraternity/sorority headquarters could be a great resource as far as locating area alumni to contact. When it comes time to contact them, it is usually most effective when done by a fellow alumnus/alumna. Remember: any type of commitment on their part is progress. If they are willing to attend an event but do not feel comfortable being actively involved in the future, you have still had success.

Once you have obtained interest in further involvement from alumni, the next step could be forming an advisory board. An advisory board would ideally consist of a small group (up to 10-12) of alumni who would advise the chapter in different capacities. This would obviously take some responsibilities off of your hands. If they have the manpower, some chapters will allocate an advisor for each officer. Another option is to have an advisor oversee each committee. Ultimately, each advisor would report back the information they have obtained to you and the advisory board.

Laying the Groundwork

Spearheading an advisory board is a lot of work up front, but will be a lot less time consuming if the framework is in place. Before recruiting advisors, it is important for the chairman to set up an infrastructure that will facilitate communication. There are free websites that can manage this, such as groups.yahoo.com. Once the group is set up, the chairman can forward the chapters meeting minutes and announce events such as consultant visits. This is a very efficient and easy way to communicate.

The following are examples of the type of alumni who should be recruited for the board:

- An individual who is successful in their career and proactive.
- One who has the time to hold, at minimum, two face-to-face meetings with their chapter officer per semester.
- An individual who is comfortable working with young people who are growing at a very rapid rate.
- Someone who is patient enough to allow the undergraduates to make mistakes and be there to help them recover and develop strategies to prevent future mistakes.

It is also important to define the roles of the advisors. This will foster their commitment once onboard and facilitate the recruitment process. The following are some ideas for the breakdown.

- **Financial Advisor:** assists in preparing the chapter budgets, and providing guidance in all financial matters.
- **Internal and External Relations Advisor:** assists the chapter in public relations, community service, internal motivation, and campus involvement.
- **Recruitment Advisor:** assists in utilizing marketing techniques, and developing one-on-one recruitment skills.
- **Academic Advisor:** assists in preparing academic help programs, and monitoring members' academic progress.
- **Risk Management Advisor:** assists in safe event planning, insurance documentation, and accident prevention, crisis management, and risk management education.
- **Fraternity Education Advisor:** assists in the development of a fraternity wide education program, new member orientation planning, and big brother/big sister management.
- **Social Development Advisor:** assists the chapter in planning social events.
- **Alumni Liaison:** assists the chapter in planning alumni programming, events and services.
- **House Management Advisor (if applicable):** assists the chapter in all aspect of house management

If you have enough interested alumni already, write a letter to the alumni in your area asking them to attend an initial informational meeting. Set up this mailing 4-6 weeks before the meeting and include response cards or self-addressed, stamped reply envelopes. You need to make it as easy as possible for the alumni to respond. Follow up your letter with a personal telephone call confirming their attendance.

Three main keys to the alumni advisory board will determine whether or not it will be successful: **organization, communication, and continuity.**

Organization

From the start, the advisory board needs to be organized so that every individual, from undergraduate to alumnus, has a responsibility in the function of the chapter. To ensure that this happens, a clear set of expectations of what each person's job entails must be created.

First, make sure the alumni understand what their mission is: to give advice and help to improve the operations of the chapter—and at the same time, improve the fraternity experience offered to all members. Therefore, once an alumnus understands and shares the mission of the Fraternity, we will be more likely to have his dedication.

Secondly, it is not enough to have an office created for an alumni advisor. It is necessary to match each alumnus in positions that best suit their abilities. The "hard guy" could work with the Executive Committee, the motivator with recruitment skills, the creative person with social programming, the "teacher" with fraternity education, etc.

Communication

This is perhaps the key ingredient for keeping an advisory board going. From the start, be straight with what's required in the job ahead. As time goes on, don't be afraid to pick up the phone to remind alumni of meeting times, or to ask an alumnus/alumna if he/she still wants to remain involved. Use tools such as Yahoo Groups to facilitate frequent emails keeping them in touch.

Continuity

The real test for any advisory board is that of time. Be prepared for the transition that takes place in all chapters, from officers to new members to changes in policies and programming. It becomes very easy to allow a board to diminish its involvement after a major problem has been tackled or a new set of officers is elected. Help the chapter to move on to their next goal. Educate the new officers about the advisory board's functions, and get that process started again. Always replace alumni who have "served their time" and want to step down from the board. In other words, always look to do what is necessary to overcome obstacles and move on, and endure by following the mission.

101 Scholarship Ideas

Chapter Meetings

1. Set a chapter gpa goal.
2. Choose a vocabulary word of the week, announce it, give definition then place it on a bulletin board, bathroom doors, etc.
3. Announce final course drop dates, pre-registration, etc.
4. Announce cultural, educational and career opportunities on campus and the community.
5. Offer a study tip of the week.
6. Announce job offers, admission to graduate schools, Who's Who, Mortar Board, Blue Key, Phi Beta Kappa and honoraries and publicly recognize those members.
7. Have members answer roll call with the number of classes they attended the previous week.
8. At weekly general meetings, scholars are recognized. Anyone receiving an "A" during the past week.
9. At weekly general meetings, announce special scholastic achievers.
10. Announce university and Foundation scholarships available to members.
11. Schedule chapter events during less demanding academic periods; during these times be sure the chapter housing facility is quiet to encourage a better study environment.
12. Those who do not complete study hours cannot attend social functions.
13. Observe parliamentary procedure for shorter meetings.
14. Distribute information/announcement sheet.
15. Limit chapter social functions so members are not over-programmed.
16. Hold weekly drawings for prizes donated by local businesses, parents club or by alumnae for members submitting "A" graded tests, papers or quizzes.
17. Take cookies to meetings and give a smart cookie for every "A" on tests, papers or quizzes.
18. Collect 25 cents for each class missed and use the money to buy scholarship resources.

Statistics

19. Chart how your chapter compares with other chapters on campus.
20. Compare your chapter average to other sororities on campus, showing both initiated members and new member average if available.
21. Chart the progress of the chapter average and members average over the past four years.
22. For chapters needing a jolt, chart the percentage of members below good standing and the percentage of members on the dean's list or honor roll.

Bulletin Boards

23. Brag Board: Members post their own "As" on "A Board": paper apples for As, bananas for Bs, etc., to be placed on a paper tree or in a fruit basket.
24. Professional Board: Visit the career services office on your campus for information on local part-time jobs, workshops, interviewing process, etc.—update weekly.
25. Help Board: Post an "I Need Help" sheet for members to sign to request academic assistance and for members offering academic assistance.

26. At each meeting give construction paper fish to those who received As on tests, projects and paper. At the end of the semester collect them and then have someone go "fishing" and whomever's name is drawn wins a prize.
27. Place a paper ice cream cone on the bulletin board for every member. For every A earned, in a set time, the member receives a scoop on her cone. When three scoops are accumulated, a real scoop of ice cream is awarded.

Events

28. Over-the-Hump party after midterms.
29. Mourners Dinner last night before finals. Everyone wears black to signify that all activities must cease as they honor exams.
30. Academic Excellence Tea: Invite faculty and alumnae for recognition.
31. Scholarship Banquet: Invite faculty and alumnae for recognition, give awards, invite someone to speak briefly on academic success. Guest speakers could include campus librarian, career services personnel, board of education officials in your community, alumnae or faculty, prominent and successful alumnae in the community.
32. Plan and execute a Scholarship Awareness Week.
33. Professor Dinner: Invite your favorite professors to lunch, dinner or dessert.
34. Scheduling Night: Set up tables with course catalogs and registration materials and plan your schedules with your sisters. You can take classes together.
35. Career Night: Invite alumnae, parents, faculty, and local residents to speak about their professions.
36. Hold a special study night before all social events.
37. Scholarship Dinner: 3.0+ get steak, 3.0-2.5 get hamburger, 2.5 and below get a hot dog.
38. Scholarship Olympics: Each member completing a scholastic event receives points and names and prizes are given at every third meeting. At the end, the top three people get medals, gold, silver, bronze. Every achievement is recognized.

Scholarship During Recruitment

39. Proudly display your scholarship awards
40. Display graphs of the chapter's scholastic progress.
41. Display creative bulletin boards with scholastic information.
42. Clearly emphasize, through conversation and skits, the importance of scholarship to the potential members.

Exam Week

43. Make available healthy snacks for study breaks.
44. Every time a member has a test, as indicated on scholarship calendar, an inflated balloon will be placed on her/his door and she/he is to pop it when she/he returns from her/his exam.
45. Ask your alumnae, parents, cook, house director to make popcorn or cookies for study breaks.
46. Arrange for parents to send care packages.
47. Have strictly regulated study rooms during "dead week" and finals week. One room is for reading/studying and is quiet 24 hours, another room is for typing papers/computer work, and one room is for group discussions.

Greek Sharing

48. Suggest Greek award trophies to the highest gpa winners each term.
49. Suggest that Panhellenic, NPHC, and IFC offer workshops for scholarship officers and advisors.
50. Suggest that Panhellenic, NPHC, and IFC run a scholarship column in the campus newspaper.
51. Suggest that Panhellenic, NPHC, and IFC co-sponsor a campus-wide learning workshop for first year students (could be open to all freshman).
52. Your chapter could challenge another chapter academically and the winner hosts an event for both groups.
53. Have a faculty lecture series (invite other chapters as well).
54. Sponsor a new member scholarship program. Mandatory study halls set up with proctor for all of the new members to study together. New members from each house will see that new members from all houses must do study hours weekly as part of their pledgship

Library Resources

55. Test Files (to be used properly, as a questioning learning aid only).
56. Major and minor files used for assigning tutors, study buddies, etc.
57. Graduate school catalogues and information.
58. University catalogue and schedule of classes.
59. Computers
60. Dictionary and thesaurus.
61. Course evaluations.
62. GRE information and review books.
63. Have a “Clean out Your Notebooks” session at the end of each term to stock chapter files.
64. Specialized dictionaries (Spanish, French, etc.)
65. Atlas

Individual Member Incentives

66. Hold career planning workshops for members.
67. Hold job search workshops for members.
68. Hold a workshop on choosing a major.
69. Give reserved parking spaces for the previous terms top scholars or most improved scholars.
70. Have study buddies and give out prizes to the buddies with the highest gpas (pair by major and high gpas with not so high gpas).
71. Per her permission, send a letter to a member’s parents congratulating them on their daughter’s achievements
72. Donate a book to the library to honor the graduating senior with the highest gpa.
73. Publicize chapter and individual academic achievements in the school newspaper, newsletters, local newspaper.
74. Fund a chapter member’s research project.
75. Start a fund to purchase computers, typewriters, etc. for chapter use.
76. Survey each member to see what her needs are and what skills need to be developed.
77. Write an article in the alumni newsletter and ask for donations toward a scholarship fund which will be used for a scholarship award. (Note: It is important to mention in that letter that the donation is NOT tax deductible).

78. Provide study halls for all members.
79. Have each member set academic goals, collect these goals and do periodic progress checks.
80. Provide each member with a time management schedule at the start of each term along with guidance on how to use it.
81. Provide information about on-campus services available to them: academic counseling, tutoring service, writing labs, study skills labs, career planning services.
82. The chapter pays for the formal favor for the persons with a 4.0 gpa for the previous term.
83. Provide members with a list of qualified tutors including chapter members as well as professional tutors.
84. Have a library day with library tours and an explanation of how to best use the library and its resources.
85. Give a Greek letter pendant engraved with "Scholar of the Week." Rotate this to the most deserving person each week.
86. Provide scholarship guidance including counseling members with difficulties, refer to university resources.
87. Have members sign scholarship improvement contracts.
88. Big/little sisters/brothers studying together compete with another big/little sister/brothers pair (closely matched in gpa). The two groups would total their improved gpa. The winner will treat the second place to ice cream and a chat about how they won.
89. Take out an advertisement in the school newspaper as well as the community newspaper (for good public relations) boasting good grades.
90. Have new members set goals and identify problem areas. Then have a program/workshop on problem areas. Have a secret pal give inspirational support.
91. The chapter pays the parking fee for the person with the highest gpa for the semester.

Chapter Housing, Residence Hall Floor, or Lodge

92. Have lap desks available.
93. Have roommates rotate as quiet hour monitors.
94. Have 24 hour quiet hours during mid-terms, the week before finals and the week of finals.
95. Post a list with everyone's major.
96. Post study hours, quiet hours, courtesy hours.
97. Post a calendar with test dates.
98. Put positive notes on members' doors before finals.
99. Post "I need help/I can help" posters.
100. Post study hints inside bathroom doors.
101. Post thought/quote of the week.

Parliamentary Procedure

The Steps of a Motion

The basic steps of a motion are outlined below. These steps apply to any motion on the floor and must be followed; again it is essential for the presiding officer and the members to be aware of this process.

1. A member rises and addresses the president.
2. The president recognizes the member by calling on the individual.
3. The member proposes a motion by stating, “ I move that”
Note: The motion must be a complete sentence that describes the action at hand.

Correct Use: “ *I move that the VPPE’s plan for initiation week be accepted.*”

Incorrect Use: “ *I move that what she said.*”

4. Another member seconds the motion.
5. The president restates the motion by saying “*It is moved and seconded that . . .*”
6. The president calls for debate by stating “*Is there any discussion?*”
7. Discussion is held if needed.
8. The president takes the vote by stating “*All those in favor . . . All those opposed . . .*”
9. The president then announces the result of the motion and states whether or not the action will take place. For example, “*The motion was adopted/defeat and we will/ will not . . .*”

QUICK REFERENCE FOR MAKING A MOTION

For a motion to:	You should say:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Introduce Business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes
Amend a motion	"I move to amend the..."	No	Yes	Yes	Yes	Majority	Yes
Give closer study	"I move to refer the matter to committee..."	No	Yes	Yes	Yes	Majority	Yes
Postpone discussion for a certain time	"I move to postpone the discussion until"	No	Yes	Yes	Yes	Majority	Yes
Suspend further consideration of an issue	"I move to table the motion."	No	Yes	No	No	Majority	No
End debate and amendments	"I move to stop debate."	No	Yes	No	No	2/3 Vote	No
Take up a matter previously tabled	"I move to take the motion from the table"	No	Yes	No	No	Majority	No
Request information	"I rise to a point of information"	Yes	No	No	No	No Vote	No
Verify a vote by having members stand	"I call for a standing vote"	Yes	No	No	No	No Vote	No
Complain about heat, noise, etc.	"I rise to a question of privilege"	Yes	No	No	No	No Vote	No
Adjourn meeting	"I move that we adjourn"	No	Yes	No	No	No Vote	No

Motivating Members

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

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

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

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

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

- **What:** What do we stand for? What are we trying to accomplish as a chapter. What is expected from each member?
- **Why:** Why is this important? Why should we live up to these ideals?
- **How:** How do we plan on accomplishing these tasks? How do we want to be perceived by others?

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

- **Specific:** Is there a specific number placed on the goal, or is it too vague? (e.g.: Instead of saying, “We want more members,” say, “We want to recruit 20 new members this semester.”)
- **Measurable:** Break down the original goal into smaller goals in order to measure the process. (e.g.: “In order to sign 20 members this semester, we will need to hold biweekly informal recruitment events and make weekly phone calls to prospective members.”)

- **Attainable:** Can this goal be realistically accomplished? A goal should be something that makes you reach, but is not out of reach. (e.g.: If your chapter has not recruited more than ten members in a semester over the last couple years, 15 would be a more realistic goal than 20. Which is not to say you can't still get 20, but it might lower chapter confidence and morale if that was the original goal and it wasn't accomplished)
- **Relevant:** Make sure the top goals become top priority. (e.g.: If the chapter has the highest membership on campus but the lowest grades, make sure that the goal to improve grades is higher on the priority list than recruitment)
- **Timely:** In order to ensure accountability, put a deadline to every goal. (e.g.: "We want to recruit 20 new members by December 1st")

Being a Team Leader

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

The Active Listener

Active listening is the most effective level of listening. To be an active listener, you must devote complete attention to what is being said. If you do not have the time to listen, or the energy or patience, be honest and tell the speaker you would like to listen another time. While listening, an active listener makes sure there are no interruptions.

Effective listening is much more difficult when controversial or alien ideas are introduced. The effective listener will actually suspend her own feelings, attempt to remain neutral, and not let emotions get in the way of understanding what the speaker is trying to say. He/she must be tolerant of opinions inconsistent with her/his own and remain respectful of the speaker. If something is said that you don't agree with, you will mentally start arguing and stop listening — unless you keep an open mind. Listen for and try to isolate facts, paying close attention to what is being said instead of thinking your own thoughts.

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

Serving as a Facilitator

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

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

The following are ways to best serve as a facilitator:

- Stay neutral and avoid giving your own opinion before others have had a chance to give theirs. Instead, ask the group or individuals, "What do you think we should do?"
- Encourage everyone to participate, drawing out those who are silent. If you see heads nodding, acknowledge them and ask for thoughts from those doing the nodding. By the same token, if someone seems tense or unhappy, note that.
- Focus on the task at hand. Know the purpose of the meeting and keep the discussion focused.
- Be supportive. Show you are interested in the ideas of members by smiling, nodding your head and giving your attention. Acknowledge everyone's ideas.
- When needed, paraphrase, synthesize and look for missing components in what the group is saying, to clarify ideas.
- Summarize actions immediately after they have been taken. This serves not only as a summary to the group, giving them a sense of accomplishment, but can serve as dictation to the secretary for the minutes.
- Protect ideas from attack. Make it clear that all ideas are welcome, so that participants will not become inhibited or cowed by others' comments.
- Suggest alternate methods and procedures.
- Don't let discussion go on too long on minor urgent matters to the exclusion of more important, long-term subjects. Act as timekeeper and remind the group of the other items requiring attention. (This can be handled in advance by giving important items distinct time slots on the agenda. Remember the 15-minute principle discussed under Agenda Planning.)

The following is a list of times when discussion should discontinue:

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

Risk Management

As the chapter advisor, one of your major duties is to help student organization leaders assess and mitigate the risks of proposed functions. The University expects you to help students practice “risk reduction” when planning activities. Webster’s dictionary defines risk as, “The chance of injury, damage or loss; a hazard,” and defines management as “The implementation of collaborative efforts to coordinate resources and planning that will establish the most effective climate for growth and development. It is not meant to be synonymous with control.” In other words, you as an advisor must collaboratively help students prevent injuries, loss, or damage to public reputation (either your own or Louisiana State University’s).

Each national organization produces a comprehensive risk management plan. Advisors are strongly advised to know it in detail. Below are some general guidelines for assessing and managing risk. Nothing below should conflict with your rules and procedures.

Expectations

The first step in meeting this expectation is to know what the student organization officers are doing. As an advisor you should be engaged in every phase of event planning and preparation. How you do that is up to you and the students. The officers of the organization may need you attending every meeting prior to the occurrence of an event, or, if the officers are very experienced, may only need meet with you periodically for updates and guidance. If the students in your organization are not forthcoming with information about future events, you should proactively obtain the information from them.

Reducing Risk

Once you know what the students are planning, the next step in risk management is to help them reflect on the event. While there is no such thing as a risk-free event, some things carry more risk than others. The simplest way to identify risky behavior is to ask, “Can someone get injured as a result of attending or participating in this event?” Or, “Would we want our name mentioned with this kind of event in the newspaper?” If the answer is yes, the event can be considered risky. For instance, events where alcohol is consumed, events promoting rough physical contact (i.e. sporting activities) or events sponsored in facilities of questionable safety pose high risks. Other kinds of events, such as staffing a information table, conducting a meeting or retreat or sponsoring a luncheon, pose less risk.

Most activities can be managed reasonably. Activities that violate both national and university policies include, but are not limited to: underage drinking, hazing, fighting, vandalism, theft, sexist/racist/homophobic behavior, etc...

Advising

When students propose activities that might involve perceived risks, don’t assume the University will veto it immediately. Help them see the risks involved by asking questions.

- “What would happen if someone falls during the event?”
- “How do you plan to address someone who is intoxicated?”
- “How do you plan to prevent underage students from drinking?”
- “Would we want to read about this in the newspaper?”
- “How will you manage guests?”

By helping them plan for worst-case scenarios you are meeting your obligation as an advisor without telling them what to do. However, there are certain things you are honor-bound to stop, such as underage drinking, hazing, fighting (by calling the police, not by trying to break it up yourself), sexist behavior and racist behavior. Usually confronting such behaviors directly is enough to end them. While it may make you personally uncomfortable to confront these situations, the national organization, university policy, and the law are on your side.

Events open to the public and/or events with alcohol

The presence of an advisor can have a moderating effect. Don't assume that if you aren't there things will go well or your own personal liability will be reduced. It won't, and there can be a level of personal liability involved. As noted, part of your duty as an advisor is to help mitigate risk associated with student organization events. Further, in civil liability cases, courts are applying "due diligence" standard when assessing personal liability of advisors. The courts will ask did an advisor do everything a *reasonable* person could do to prevent an injury from occurring. If the advisor did, then they are likely to reduce the risk.

A Five-Step Plan for Assessing Risk

1. Identification

Prior to an event (or traveling), student organizations should work to identify the risks associated with that activity. Risks not only include situations that can lead to injury, but also include risks to the group's reputation, personal feelings of members or participants, finances, and/or property (your own, the University's or other's).

2. Evaluation

Once a group has identified the risks, evaluate the potential consequences to the organization, individuals participating in the activity, and/or to the LSU community should one of the risks occur. It is also important to think through the environment in which the event/activity is taking place and determine the likelihood of the risks occurring. A careful evaluation of risks prior to hosting an event will assist the organization in minimizing, eliminating potential problems.

3. Treatment

Next, the organization must decide how to manage each risk, or decide if the event is too risky to do at all. The answer should not always be to eliminate the activity simply because risk exists. Instead, organization leadership in conjunction with their advisor, Greek Life could work to determine how to best manage and minimize the risks.

4. Implementation

It is not enough to identify and plan for potential problems. In order to be successful an organization must follow through on the action items identified to mitigate and/or eliminate potential risks. Document your action plans and educate members of the organization as well other participants on what the plan is, design steps in your plans that permit for monitoring potentially risky parts of the activity to assure that risk management plans are followed.

5. Assessment

Upon completion of an event the student organization's leadership should evaluate it. Reflecting back on an event or activity and identifying both those things that went well and those that were not as successful will provide valuable information for future leaders. Write all these ideas down and include them in a notebook for next year's officers.

Dealing with Difficult Situations

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

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

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

The Seven Step Plan for Confrontation:

Step One: Initiate Contact

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

Step Two: Establish Rapport

Create a sense of mutual trust—a sense that both people present really care about each other.

Step Three: Identify the Problem

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

Step Four: Agree Upon the Problem

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

Step Five: Obtain Attainable Commitment

After the person agrees that a problem exists, you must mutually agree upon an attainable commitment on his/her part. It must be a commitment which the person has the potential to fulfill. You must provide the person with an opportunity to win, to succeed.

Step Six: Keep Commitment

On a mutually predetermined date and time, get together again with the individual to determine whether or not he has been able to keep the commitment. If so, move to Step Seven. If not, return to Step Five and redefine what is an attainable commitment from the person.

Step Seven: Praise Success

When success is realized, offer praise and positive feedback. Then obtain a commitment for further changes by returning to the fifth step and extending what was an attainable commitment.

Forms

Definition of Forms and other required items

All Forms can be accessed at www.greeks.lsu.edu

PM -68 Housing Policy

The University's policy for organizations that house chapter members. Due September 30 of each year:

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

I. Using LSU's Name with my organization

- For use of the name "Louisiana State University" and identifying marks, email design to LSU Trademark Licensing Office at trademark@lsu.edu for approval. For a current list of licensed screen printers and embroiders see <http://www.fas.lsu.edu/purchasing/promotional.htm>

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

II. Now that you have new members/members

- i. **Grade Release:** Complete the form with the new member's name, signature, and social security number within 7 days of formal pledging to Greek Life for PHC and IFC.
- ii. **New Member Report/Initiation Verification:** Complete the form which includes new member names and information and initiation details and submit it to the Greek Life.
- iii. **Changing of University Meal Plan for freshmen:** Complete the LSU Dining- Greek Meal Change program form and submit it to the Greek Life. Form distributed fall semester ONLY.
- iv. **Membership Rosters**
This list of members drives the chapter's grade report as well as the dues paid to the respective councils. Twice a semester, Greek Life hosts Roster Day, but a president may add or delete members at any time.

III. Parking Change Status Form

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

V. IFC Fraternity Roster Addition

Completed by IFC fraternities once a new member has pledged for the purpose of IFC collecting the recruitment registration fee.

IV. Fundraising

- A. Prior to the activity, complete the Fund Raising Permit and turn it in as soon as possible to the Greek Life.

If selling items or making items with the LSU logo, it must be approved by Finance and Administrative Services through Greek Life.

- B. Ten days after the sale, submit the financial statement to the Office of the Dean of Students if all proceeds don't go to the philanthropy.

V. Events

These guidelines apply to anything on campus and fundraising events, regardless of location. Arrangements must be made for all space and clean-up.

Event Registration Guidelines for Registered Student Organizations and Form

Security

Prior to: Security required 10 working days in advance to LSU PD then to Greek Life once approved by LSU PD.

Security not required 10 days in advance to Greek Life.

Alcohol

Alcohol Service Certification/Site Permit

Prior to: 10 days prior approval

Goes to: LSU Police Department then to Greek Life

House/Lawn Alterations Form

Approved by Facility Services then to Greek Life.

VI. Potential New Officer Eligibility Form

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

Authorization to Release Information form:

(See Form)

When? As soon as you have nominations and/or slating for new officers

Why? To make sure all potential officers are eligible.

How Often? Every time officers change within organization

Goes to: Greek Life

Student Organization Handbook

Policy 10 - Officers

Campus Life requires student organization officers to meet the eligibility criteria listed below.

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

VII. Student Organization Annual Registration Process

A. Student Organization Annual Registration Form

When? As soon as you have new officers.

Why? To remain a registered student organization.

How Often? Every time officers change within organization

Goes to: Greek Life

B. Registered Student Organization Advisor Agreement

Who? University Advisor

How Often? When university advisors change within organization

Goes to: Greek Life

C. Greek Life Officer Form

When? As soon as you have new officers.

Why? To communicate with relevant officers

Goes to: Greek Life

VIII. House Break Forms

Greek Organization Potential New Officer Eligibility Form

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

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

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

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

Student Name-Printed

Student 89 number

Student Signature

Date

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

1-20-10

EMERGENCY PROCEDURES

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

OFFICER IN CHARGE

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

1. _____ ph.# _____

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

2. _____ ph.# _____

3. _____ ph.# _____

4. _____ ph.# _____

5. _____ ph.# _____

DIRECTOR OF GREEK LIFE & STAFF

Angela Guillory cell 225-278-2509

Jonathan Sanders cell 225-588-5945

R. Teresia Greer cell 225-223-1027

Beth Newell cell – 225-571-6390

ADVISORS

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

1. _____ ph.# _____

2. _____ ph.# _____

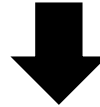
3. _____ ph.# _____

4. _____ ph.# _____

5. _____ ph.# _____

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

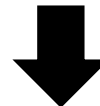
If necessary call 911



Call the Advisor



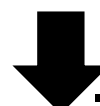
Contact Officer in charge & the Director of Greek Life



Restrict assess & phone use



Follow-up



Refer to national procedures for more specifics

- Be calm and concise
- Provide complete information to the dispatcher

- Call through the list of advisors until someone has been reached

- Contact the president
- If the president is not available, contact the next responsible officer.
- The officer in charge has final authority
- Contact the Director of Greek Life.

- Assign members to restrict individuals from leaving or entering the chapter house/room
- Assign a responsible member to answer the chapter phone and take messages.
- Keep members off personal phones to avoid rumors

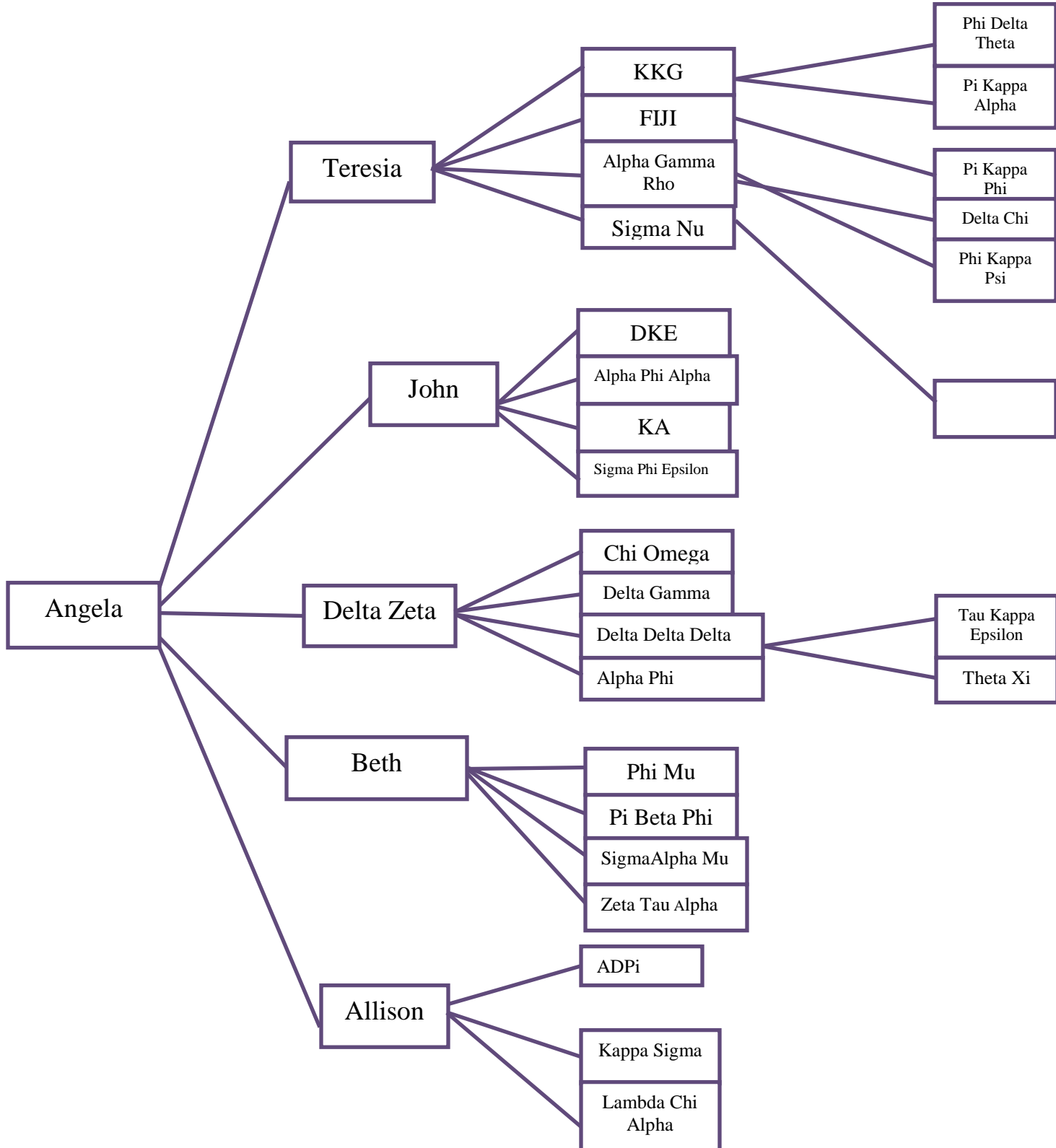
- Have an officer assemble those present.
- Do not discuss the situation with the public including the media. All request for information should be directed to the appropriate people (national communications director, LSU Public Affairs, etc.).
- Confirm with the police or medical official that they have contacted the family. You do not contact the family.

- Address the membership.
- Explain that the officer in charge is the sole spokesperson for the chapter
- Ask members to decline comment until the situation is under control

- In the event of a death relocate roommates and restrict access to the member's room/possessions.
- Arrange for notification of insurance companies or attorneys.
- Coordinate communication with injured person.
- Coordinate attendance for funeral.
- Plan memorial service for the chapter and college community.



2017 House Director Emergency Calling Plan



ILLEGAL OR ABUSIVE USE OF ALCOHOL OR OTHER DRUGS BY STUDENTS

PURPOSE

Louisiana State University is committed to maintaining an environment which supports its educational mission. The illegal or abusive use of alcohol or other drugs by students interferes with the accomplishment of this mission. Louisiana State law prohibits the consumption, possession, distribution, possession with intent to distribute or manufacture of drugs described as controlled dangerous substances in the Louisiana Revised Statutes. Other Louisiana and East Baton Rouge Parish statutes define the illegal possession, consumption, and distribution of alcohol.

DEFINITIONS

Student: For the purpose of this Policy Statement, “student” is defined as any person taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student’s program of study.

POLICY AND PROCEDURES

I. CONDUCT PROHIBITED BY THE UNIVERSITY

Students of Louisiana State University are responsible for knowing and abiding by the provisions of University policies, local ordinances, Louisiana law and federal law that make it a crime to possess, consume, possess with intent to distribute, dispense, or manufacture drugs including alcohol, except as provided for by law. These legal regulations are summarized in the Exhibits. Any student who violates local, state or federal laws, either on property owned or controlled by the University, or at such other locations in the community which substantially affect the University’s interest as an academic institution, will be subject to disciplinary action under the *LSU Code of Student Conduct*. (See www.lsu.edu/dos)

II. PREVENTION AND INTERVENTION

Alcohol Policy Training: All recognized student organizations wishing to hold social events at which alcohol may be served must have at least three current executive officers and the University advisor of record attend an alcohol policy training workshop annually. Additionally, in any semester in which the organization wishes to hold a social event with alcohol, at least three current executive officers must have attended the alcohol policy training program. The workshop will cover compliance with laws/policies, responsible social event hosting, and means of responding to alcohol/drug problems and crises. Workshops will be coordinated and implemented on behalf of the Division of Student Life and Academic Services through the Wellness Education Department of the Student Health Center. The Office of the Dean of Students shall maintain a current list of all student organizations that have met this requirement.

Parental Notification: While the University recognizes that students are adults who must make their own decisions and assume responsibility for their actions, it also promotes partnerships between parents/guardians and students to facilitate development, learning, and a more successful university life. Therefore, in addition to disciplinary sanctions, Louisiana State University may send written notification to parents/guardians of students under age 21 who have been found to violate the University's policies on alcohol and other drugs.

Education

The University, through the Wellness Education Department of the Student Health Center, provides educational programs about substance abuse and chemical dependency to students and other campus audiences. Sources of help at the University and in the community are offered to students when needed. Other educational opportunities are provided through various academic courses in the Colleges/Schools.

Counseling and Support Services: The University, through the Mental Health Service of the Student Health Center, offers confidential assessment, referral, and treatment services to students exhibiting problems with alcohol or other drugs. In those cases where students may require inpatient or outpatient treatment, the University may refer students to agencies or programs outside the University.

III. CONSEQUENCES OF UNIVERSITY POLICY VIOLATION

Code of Student Conduct: The adjudication of all student violations of any University alcohol and drug policy and the *LSU Code of Student Conduct* is administered by the Dean of Students Office or designee. Any student who is found to have violated the University alcohol and drug policies, or to possess, consume, distribute, or manufacture illegal drugs on or about the property of the University, or in other such circumstances as provided for by University policy, is subject to sanctions under the *LSU Code of Student Conduct*. Sanctions may include, but not be limited to, probation, suspension, expulsion, and mandated educational intervention. Sanctions for student organizations may include, but not be limited to, a loss of status as a student organization, a loss of privileges to use University facilities, a loss of social privileges, and/or mandated educational intervention. Copies of the *LSU Code of Student Conduct* are available on the LSU website (See www.lsu.edu/dos.)

Residential Housing Contracts: Students who are found to have violated alcohol and drug policies as specified in the *LSU Code of Student Conduct* and the Residential Housing Contract may be reassigned or removed from campus housing.

Mandated Educational Intervention Program: The University regards student violations of alcohol policy as a serious matter, but also as an opportunity for student development and learning. As such, in addition to disciplinary sanctions, students and student organizations found to have violated a University alcohol policy must participate in a mandated educational intervention program implemented by personnel of the Wellness Education Department of the Student Health Center.

IV. REPORTING

In compliance with the Drug-Free School and Campuses Act, Public Law 101-226, at least once annually the University through the Vice Chancellor for Student Life and Academic Services will distribute in writing to each student as defined herein its policy

regarding illegal acts involving alcohol or other controlled substances.

Every two years, the Director/Designee of the LSU Student Health Center will report to the Chancellor an assessment of the effectiveness of the institutional efforts at drug prevention, counseling, and treatment for students and will make recommendations for changes in those programs as needed. In addition, every two years the Dean of Students will report to the Chancellor all disciplinary actions taken under this policy to ensure consistent enforcement of sanctions.

EXHIBITS

In Compliance with the Drug-Free School and Campuses Act, Public Law 101-226

I. EFFECTS OF ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including peer, spouse, and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucination, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. Research also indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

In addition to the primary effects of alcohol upon the individual consumer, other people and the community at large can suffer various secondary effects resulting from an individual's consumption of alcohol. These secondary harms include, among others, traffic crashes and fatalities, personal injury and death due to other alcohol-related causes, property damage and vandalism, legal costs, social and economic costs, and damage to the image of the community and institutions.

III. LOUISIANA AND EAST BATON ROUGE PARISH CRIMINAL PENALTIES Controlled Dangerous Substances

It is unlawful in Louisiana to produce, manufacture, distribute, dispense or possess with intent to produce, manufacture, distribute, or dispense a controlled dangerous substance classified in Schedules I through V unless such substance was obtained directly or pursuant to a valid prescription or order from a licensed physician or veterinarian or as a provider in R.S. 40:978, while acting in the course of his or her professional practice, or except as otherwise authorized by law. Penalties for violation of laws regulating controlled dangerous substances follow:

Schedule I: Various opiates, hallucinogens, depressants, and stimulants (R.S. 40:966). The maximum penalty for production, manufacture, distribution, or possession with intent to produce, manufacture, distribute or dispense Schedule I narcotic drugs, is life imprisonment at hard labor without benefit of probation or suspension of sentence, and a fine of up to \$50,000. The maximum penalty for the possession of any Schedule I drug, excluding marijuana or its chemical derivatives, is imprisonment at hard labor for 4-20 years (depending on the substance) and a fine of not more than \$5,000. The maximum penalty for a first offense possession of marijuana or its chemical derivatives shall be a fine of not more the \$500, imprisonment for not more than 6 months, or both. For quantities of 60+ pounds of marijuana, the penalty shall be imprisonment for a minimum of 10 years up to 50 years without benefit of probation or parole, and a fine of \$50,000-\$1,000,000, depending on the quantity involved.

Schedule II: Other narcotics, opiates, stimulants, and depressants (R.S. 40:967): The maximum penalty for violating Louisiana law concerning the production, manufacture, distribution, or possession with intent to produce, manufacture, distribute, or dispense, of any substances under Schedule II which is a narcotic drug, except cocaine or cocaine base, or which is amphetamine or methamphetamine, shall be imprisonment at hard labor for not less than 5 years up to 99 years, and a fine up to \$500,000. For Pentazocaine, the maximum penalty shall be imprisonment at hard labor for not less than 7-10 years without benefit of parole, probation, or suspension of sentence, and a fine up to \$15,000.

For production or manufacture of cocaine or cocaine base, the penalty shall be life imprisonment and a fine up to \$500,000. For any other Schedule II drug, the penalty shall be imprisonment at hard labor for not more than 10 years, and a fine of not more than \$15,000. For possession of a Schedule II drug, the penalty shall be imprisonment from 2-60 years and a fine of \$5,000 to \$600,000, depending on the drug and quantity involved.

Schedule III and IV: Stimulants, depressants, other narcotics, and anabolic steroids (R.S. 40:968 and R.S. 40:969): The maximum penalty for violating Louisiana law concerning the manufacture or distribution of controlled dangerous substances under Schedule III shall be a term of imprisonment at hard labor for not more than 10 years and a fine up to \$15,000.

For possession of a Schedule III drug, the penalty shall be imprisonment up to 5 years and a fine up to \$5,000. For manufacture, distribution, or possession with intent to produce, manufacture, distribute or dispense of a Schedule IV drug, Flunitrazepam, shall

be imprisonment at hard labor for not less than 5 to 30 years and a fine of not more than \$50,000. For any other Schedule IV drug, the penalty shall be imprisonment at hard labor for up to 10 years and a fine not more than \$15,000. For possession of a Schedule IV drug, the penalty shall be imprisonment up to 10 years and a fine up to \$5,000. Schedule V Drugs (R.S. 40:970): For manufacture, distribution, or possession with intent to produce, manufacture, distribute or dispense a Schedule V drug, the penalty shall be imprisonment up to 5 years and a fine up to \$5,000. The maximum penalty for possession of a Schedule V Drug is up to 5 years imprisonment and a fine of up to \$5,000.

Alcoholic Beverages

Alcohol Possession or Consumption by Person Under Age 21 (RS 14:93).

In Louisiana, it is illegal for persons under the age of 21 to purchase, possess, or consume an alcoholic beverage with some exceptions. In East Baton Rouge Parish (Title 13:91), it is illegal for persons under 21 years of age to consume any alcoholic beverage except for an established religious purpose; or with the knowledge, presence and consent of a parent, spouse (age 21 or older), or legal custodian; or for medical purposes. Whoever violates the city-parish ordinance shall be fined \$300 or be imprisoned for not more than 6 months, or both.

Misrepresentation of Age by a Minor (14:33): It is unlawful for any person under the age of 21 years to present or offer any evidence of age and identity which is false or fraudulent for the purpose of obtaining or purchasing alcoholic beverages. Whoever violates the provisions shall be punishable by one or more of the following: a fine of not more than \$200, community service not to exceed 30 hours, and/or suspension of the violator's true driver's license for 90 days.

Purchase of Alcohol for Persons Under Age 21 (RS 14.93): It is illegal for any person, other than a parent, spouse, or legal guardian, to purchase alcoholic beverages on behalf of a person under 21 years of age. Whoever violates this law shall be fined not more than \$500 or imprisoned for not more than 30 days, or both.

Public Drinking: In Louisiana (RS 14:93), it is unlawful for any person under age 21 to purchase or have public possession of any alcoholic beverage. Violators are fined \$100 or imprisoned for not more than 6 months. In East Baton Rouge Parish (Title 13:1018), it is illegal for any person to possess, imbibe or drink alcoholic beverages in or on any public street, alley, sidewalk, right-of-way, park, playground, square or unenclosed public place, including the parking lot or other property adjacent to any licensed premise – unless a special event permit has been issued. Also, it is unlawful to remove an open container containing alcoholic beverages from any establishment that is licensed to sell alcohol. Whoever is guilty of this violation shall be fined not more than \$500, or imprisoned for not more than 6 months, or both.

Drinking in a Motor Vehicle: In Louisiana (RS 32:300), it is illegal for the driver of a vehicle to possess an alcoholic beverage that is open to consumption including any bottle, can, cup, or other receptacle which has been opened or the contents have been partially removed, or has a straw protruding. Fines range from \$100-\$500. In East Baton Rouge Parish (Title 13:1018), it is unlawful for any person to drink, consume or be in possession of an alcoholic beverage while operating, or while riding as a passenger in, any private motor vehicle on a public road. In East Baton Rouge Parish, it also shall be unlawful to possess a container containing alcoholic beverage which has been opened (unless placed in the trunk). On a first conviction, the offender shall be fined not less than \$125 and

imprisoned for not less than 10 days nor more than 6 months.

Driving While Intoxicated (DWI) (RS 14:98, RS 32:661-669): It is illegal to operate any motor vehicle, aircraft, watercraft, vessel or other means of conveyance by the operator when they are:

- 1) under the influence of alcohol beverages;
- 2) have a blood alcohol concentration of 0.08 or greater for persons over age 21, or 0.02 or greater for persons under age 21;
- 3) under the influence of narcotic drugs, central nervous system stimulants, hallucinogenic drugs or barbiturates to include prescription drugs.

The maximum penalties upon arrest for a first DWI (Implied Consent Law) include loss of driver's license for 90 days up to 180 days. The maximum penalties for a first DWI conviction include a criminal record, 6 months in jail, \$1,000 fine plus court costs, and loss of a driver's license for 90 days. (Note: Third+ convictions are felonies.) For Underage Driving Under the Influence (DUI) the maximum penalties for persons under age 21 include a criminal record, a loss of driver's license for 6 months, a fine of \$100-\$250, and participation in substance abuse and driver improvement programs. Penalties increase with subsequent violations to include jail time and vehicle seizure.

Federal Possession Penalties

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: The above section includes only Federal penalties and sanctions. See previous sections on State penalties and sanctions that may apply.

Source: The Higher Education Center for Alcohol and Other Drug Prevention, 2001.

THE SERVING, POSSESSING, AND CONSUMING OF ALCOHOLIC BEVERAGES ON CAMPUS PURPOSE

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

PRINCIPLES

Louisiana State University is committed to maintaining a safe, healthful environment that supports its educational mission. The abuse of alcoholic beverages by its students, University personnel, and their guests interferes with the accomplishment of this mission.

More specifically, the abuse of alcohol

- (1) negatively impacts the life and well-being of citizens;
- (2) interferes with student learning, student retention, and student graduation;
- (3) generates a cost to the University through personal injury, crimes, property damage, and risk management; and
- (4) negatively affects the image of the University.

Because Louisiana State University seeks to create a social environment that enhances learning, the following values with regard to alcohol will be upheld:

- (1) abstinence, as an option, is always supported and should never be discouraged;
- (2) although moderate and legal alcohol use may be permitted, the drinking of alcohol is never encouraged;
- (3) abusive consumption of alcohol is always discouraged; and
- (4) participation in illegal behaviors involving alcohol is not tolerated.

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

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

DEFINITIONS

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

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

Authorized Vendors/Servers: Caterers who have been licensed by the University through its Office of Procurement Services to engage in the sale and service of alcoholic beverages on the LSU campus under applicable law and University policy.

Requirements for Authorized Vendors/Servers include but are not limited to:

- 1) Any required governmental permits or licenses;
- 2) completion of Responsible Alcohol Service Training required by state law;
- 3) agreement to adhere to University policies and regulations, city ordinances and state laws;
- 4) LSU required insurance; and
- 5) that Vendor/Servers performing such services on the LSU campus must be 21 years or older and may not be members or affiliates of the host/sponsor organization/department.

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

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

Site Permit: Written permission to serve alcohol at any location other than a University Approved Site at a specific date and time. The form to request a Site Permit is available at the Office of the Dean of Students (for student organizations) and the Office of Finance and Administrative Services (for non-students).

University Approved Sites: Sites designated by the University as approved locations for the service and consumption of alcohol whether as a part of fixed retail food and beverage operations or as professionally catered events. The Office of the Dean of Students and the Office of Finance and Administrative Services maintain a list of University Approved Sites.

UNIVERSITY REGULATIONS

The serving, possessing, and consuming of alcoholic beverages on the campus of LSU may be done only in accordance with the provisions of the State and local laws and ordinances, and applicable University regulations. The following University policies shall apply:

1. No alcoholic beverages may be possessed, distributed, served, or consumed on campus by persons under the age of 21.
2. In campus residences (including fraternity and sorority houses), alcohol may be possessed/consumed by persons at least 21 years-of-age only in private rooms/apartments, unless the entire facility is designated as alcohol-free. Alcohol is not permitted in the lobby, public areas, and immediate adjacent property of campus residences except when a Site Permit has been granted.
3. In all other cases, persons age 21 or older may possess and consume alcohol on campus only when the following conditions are met:
 - a. when the alcohol is served by a University Authorized Vendor/Server; and
 - b. when alcoholic beverages are served and consumed at a University Approved Site or at an event granted a Site Permit; and
 - c. other than as part of a University Approved Site retail food and beverage operations, when an Alcohol Service Certification signed by responsible parties has been accepted by the appropriate office consistent with applicable policy.
4. A Site Permit must be obtained for alcohol to be possessed, distributed, served, or consumed at any location other than a University Approved Site. At least 3 working days before the proposed event, a request for a Site Permit must be completed, submitted to, and approved by the appropriate office (Office of the Dean of Students for student organizations; Office of Financial and Administrative Services for all other requests).

Site Permits may not be granted for the following sites:

- a) Parade Ground,
- b) Greek Theatre,
- c) athletic fields and stadiums in conjunction with intercollegiate athletic events,
- d) all facilities and grounds assigned to the Department of Recreational Sports, and
- e) in academic buildings in or around rooms in which classes are in session.

5. The following policies pertain to the sale, purchase, and cost of alcohol on campus:

- a. Alcohol may not be distributed free-of-charge by an alcohol company or distributor at any University event or under any other circumstances on campus.
- b. Alcohol may not be sold on campus by an alcohol wholesaler or distributor.
- c. University units may not distribute alcohol free-of-charge to the general public (i.e. - persons not members of the groups or their specifically invited guests).
- d. Alcoholic beverages may not be furnished as an award or prize.

e. LSU funds may not be used to purchase alcoholic beverages.

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

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

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

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

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

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

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

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

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

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

9. Tailgating will be allowed on campus before and after the game. Consumption of alcohol is not advised. Anyone under 21 caught with alcohol, or anyone caught giving alcohol to an underage person, will be subject to arrest. Under no circumstances will any alcoholic beverages be permitted in the stadium, with the exception of Tiger Den Suites, which are privately owned. Anyone found in possession of alcohol either entering the stadium or inside the stadium is subject to being ejected without a refund of ticket price and will be subject to arrest.

RECOGNIZED STUDENT ORGANIZATION EVENTS

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

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

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

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

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

c. Alcohol may be present only in the form of commercially prepared packages of 12 ounces or less of a beverage that contains no more than 6 percent alcohol.

d. Individuals determined to be eligible to consume alcoholic beverages must be identified with a non-removable wrist band.

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

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

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

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

REGULATIONS FOR SOCIAL FUNCTIONS

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

Security: For major events on campus (major event to be determined by the office registering the function), there must be uniform police officer(s) present. The officer(s) will be under the supervision of the LSU Police Department and duties will be assigned by the LSU PD. The sponsoring department or group shall reimburse the LSU PD for expenses related to providing the officer(s).

PROHIBITION OF HAZING

PURPOSE

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

DEFINITIONS

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

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

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

- Activities or events that facilitate rapid drinking, drinking games, intoxication or impairment.
- Activities or expectations that are so time consuming as to significantly interfere with class work or study time.
- Any action taken or situation created which may foreseeably cause pain, injury, undue physical stress, or fatigue. This includes, but is not limited to, paddling, caning, slapping,

pushing, shoving, burning, shocking, tackling, and exercise that is not part of a reasonable all-organization athletic event.

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

Activities that may, depending on the circumstances, violate the University's prohibition against hazing include, but are not limited to

- Scavenger hunts
- Road trips
- Blindfolding

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

GENERAL POLICY

No individual student, group of students or student organization shall conduct or participate in any activity, occurring on or off campus, which includes hazing. Hazing with or without the consent of the student being hazed is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.

Individual Violations

A person commits a hazing offense under this policy if that person does one or more of the following:

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

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

Organizational Violations

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

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

STATE LAW

Louisiana Revised Statutes 17:1801 Hazing prohibited; penalties

Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited.

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

REPORTING

A faculty member, staff member, or student who becomes aware of possible hazing of LSU students must immediately report the matter to the Dean of Students, 116 Johnston Hall, 578- 4307, or to the LSU PD, 578-3231.

LSU Panhellenic Council Hazing Policy

Louisiana State University is an institution of higher education devoted to excellence in teaching, research and service to the citizens of the state of Louisiana. The University is committed to the concept of student growth and development through active participation in co-curricular activities and organizations. In keeping with its commitment to a positive academic and social environment, the University prohibits any form of "hazing." (Code of Student Conduct).

The LSU Panhellenic Council interprets hazing as the following:

Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony. (NPC Manual of Information, 1999)

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities that are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or the educational institution. Hazing as defined here includes actions taken against members as well as new members (pledges). Hazing can be mental or emotional, as well as physical.

Panhellenic defines three possible categories of hazing:

1. Subtle Hazing: Actions that are against accepted Panhellenic standards of conduct, behavior, and good taste. Examples:
 - Any form of demerits
 - Scavenger hunts for meaningless objects
 - Phone duty, if only assigned to pledges
 - Calling a pledge "Pledgie" or any other demeaning names
 -
2. Harassment Hazing: Anything that causes mental anguish or physical discomfort. Examples:
 - Dark room interrogations
 - Line-Ups, sounding off, public ceremonies in front yards, etc...
 - Verbal abuse
 - Running personal errands
 - Requiring pledges to wear costumes or perform skits
 -
3. Dangerous Hazing: Anything that endangers the life of a pledge or has the potential to cause bodily injury. Examples:
 - Blindfolding except during ritual
 - Restricting bodily movement
 - Hitting
 - Requiring eating or drinking of anything, at any time or place
 - Transportation and abandonment, kidnaps, etc...

- Any activity which requires the breaking of state or local laws or of the University Code of Student Conduct

This policy covers hazing incidents both on and off University property. One's consent to be hazed is not a defense to the prosecution of any offense under this policy. Individuals who have firsthand knowledge of hazing, including those who are hazed, are required to report that knowledge to appropriate University officials.

Penalties for Hazing

Penalties for violations of the Hazing Policy of the LSU Panhellenic, shall be assessed to fit the nature and degree of the offense. The following are suggested penalties:

- Constructive penalties of a positive nature of some activity designed for campus betterment, clerical assistance in the Panhellenic Office or some other service to the College Panhellenic.
- Reasonable fines, but no fine shall exceed a previously determined schedule agreed to by a majority vote of the Panhellenic Council.
- Deprivation of social privileges in varying degrees which means deprivation of chapter entertainment, but shall not forbid formal or informal entertainment incident to rushing or of the observance of a national fraternity celebration.

LSU Interfraternity Council Hazing Policy

Any instance of physical abuse, psychological abuse, or improper obligations, requirements, or time restrictions associated with or involving new members (commonly known as pledge/associate members) or their activities or associated with or involving any improper continuing obligation for membership. Violations described below shall therefore be understood to be incidents of hazing.

Meeting and Time Restrictions (General Program Restrictions)

All students at Louisiana State University are recognized to have academic and collegiate obligations which must not be unduly restricted or constrained. Examples of improperly restrictive time requirements include but are not limited to the following:

- Any activity or requirement which is so time consuming as to significantly interfere with class work or study time. This includes but is not limited to pre-initiation and initiation periods.
- Conducting any non-academic pledge/associate activity within one complete week prior to final or midterm examinations each semester.

Physical Abuse

Physical abuse is understood to be any action taken or situation created which may foreseeably cause pain, injury, or undue physical stress, or fatigue. Examples of physical abuse include but are not limited to the following:

- Forced or required consumption of alcoholic or non-alcoholic beverages or substances
- Forced or required consumption of spoiled foods, raw onions, goldfish, or any unpalatable foods which an individual refuses to eat
- Dropping food such as eggs, grapes, liver, etc. in mouths
- Tying individuals to chairs, poles, or other objects
- Simulated or actual branding of individuals against their will
- Causing excessive fatigue through physical or psychological shocks, such as forced participation in extreme exercise beyond normal ability
- Paddling new members
- Pushing, shoving, tackling, or any other kind of physical abuse not associated with events of an athletic nature
- Throwing any toxic or otherwise harmful at an individual

Psychological Abuse

Psychological abuse is understood to be any action taken or situation created which may foreseeably produce embarrassment, ridicule, or harassment, or be threatening in nature. Examples of psychological abuse include but are not limited to the following:

- Line-ups, any form of verbal abuse, or any other activity which serves no constructive purpose
- Deception of new members prior to the ritual which is designed to convince a pledge/associate member that he will not be initiated or that he will be injured during the ritual ceremony

- Any individual or group interrogations of a negative nature
- Creating areas that are extremely uncomfortable due to temperature, noise, size, or air quality

Improper Requirements or Obligations

All membership requirements or obligations must in some way enhance the individual's emotional, spiritual, or intellectual development. Examples of improper requirements or obligations include but are not limited to the following:

- Assigning or endorsing pranks such as panty-raids, harassing another organization, etc.
- Assigning or endorsing an activity that is illegal or unlawful, that would constitute theft, burglary, or trespassing, or that would be morally objectionable to an individual
- Defacing trees, grounds, buildings, or objects
- Conducting quests, treasure hunts, scavenger hunts, paddle hunts, big sister hunts, or little sister hunts **that include illegal activity, physical abuse, or psychological abuse.**
- Requiring pledge/associate members to march in formation
- Carrying useless items such as coconuts, helmets, swords, burlap bags, shields, paddles, rocks, dog collars, bricks, etc.
- Assigning or endorsing the wearing of apparel in public which is conspicuous and not normally in good taste
- Requiring or endorsing the pledge/associate members to yell or chant when entering or leaving the chapter house
- Requiring memorization of non-fraternity and non-academic related materials
- Assigning or endorsing public stunts or buffoonery
- Requiring or encouraging pledge/associate members to act like animals or other objects
- Requiring pledge/associate members to participate in the act of flouring and/or showering other members

RESPONSIBILITIES

Any person (pledge/associate member, active member, guest, alumni/ae, university staff/faculty member) suffering or witnessing a hazing abuse has the responsibility to report the incidents to appropriate Greek Affairs officials.

The appropriate chapter officer (president, pledge/associate educator, etc.) must approve all new member-related activities prior to the event.

Membership-related activities should be kept within the properly reserved space. The activity must not interfere with the rights and activities of others, and should always reflect the best interest of the members of the chapter it represents and the university community as a whole.

All chapters which are members of the Interfraternity Council and their individual members will abide by this policy.

Chapters shall be held responsible for any action or situation in violation of this policy,

whether incurred by pledge/associate, active, alumni/ae, or guest.

Any reprisal or threat of reprisal taken against a person for reporting a violation of this policy shall be considered a violation of this policy, even if the chapter is found innocent of the initial alleged charge.

Any violation of this policy shall be reported. If referred to the IFC Judicial Board, the board will have the responsibility to determine violations and shall choose from a broad array of possible sanctions those appropriate to the misconduct.

IMPLEMENTATION

The officers, principally the President of each chapter, are responsible for informing members (pledge/associate members, active members, alumni/ae, and guests) of the above policy. The policy shall be read by the President to the membership at the first chapter meeting of each semester and shall be posted in a prominent place for the members to see for no less than two weeks at the beginning of each semester.

Any individual or group who wishes to discuss with Greek Affairs officials any questionable activities which may be in violation of this policy shall have complete anonymity if so desired until or unless that individual or group decides to file formal charges.

The chapter is responsible for any group or individual activity determined to be a violation of this hazing policy. Violations may result in University, Greek Affairs, IFC and/or legal action.

In all cases of alleged violations of this policy, faculty and/or alumni advisors will be notified of the alleged violations. In addition, the international/national headquarters of any chapter found to be guilty of hazing will be notified of the alleged violations.

According to the IFC Constitution (Article VII, Section I), the judicial powers and authority of the IFC shall be vested in the Judicial Board. The Board may investigate and judge charges of members of the IFC involving the alleged infractions of University or IFC policies. The Board may also designate an investigative body which shall report back to the judicial board.

The Interfraternity Council will evaluate each case on its own individual merit.

In the event that formal written charges are brought against a chapter for violating the provisions contained herein, they shall be entitled to notice, hearing, and appeal in accordance with those rules outlined in the hearing procedures.

Possible Penalties:

- Mandatory risk management education seminar for 80% of the chapter.
- University approval of all future new member events and programs.
- Chapter suspension for a specified period of time.
- A record of the violation is kept for 3 years, to be used if further violations occur.
- Probation and suspension from LSU for individuals who violate the hazing policy.
- Limit number of social functions the fraternity may hold during the semester to five.

- Limit football tickets given to the group to 50% of the active membership.
- Limit the number of bids a fraternity may extend during the following academic year.

5 Questions to Ask to Determine if it's Hazing?

To help you determine if an act is hazing, simply ask the following questions.

1. Would you be in lots of trouble if a Reveille reporter were to see and report what you are doing?
2. Would you tell prospective members what they will go through?
3. Would you tell the parents of your members what you are doing?
4. Would you let Greek Affairs know what you are doing?
5. Would you let your national headquarters know what you are doing?

If you hesitate, that is telling you something!

You should be proud of all the activities you ask your new members to do. Therefore, you should not hesitate to let others know.

Remember that there is no such thing as a secret in the Greek Community. It is usually only a matter of time before what your group is doing gets out!

Finally, ethics teaches us that we should not write or say anything that we do not want repeated on the evening news or in our local papers.

Also, we should not want to do anything that we would not want video-taped and shown on the evening news.

LSU NPHC Hazing Statement

The NPHC and its affiliate organizations have reemphasized our stand against having any form of hazing in the membership development and intake process.

HAZING IN ANY FORM IS PROHIBITED AND IS A VIOLATION OF NPHC RULES.

In the event that a campus or alumni council becomes aware of any potential hazing incident, it has the responsibility to immediately notify college/ university administrators, as well as the appropriate fraternity or sorority in which the incident is suspected.

Specifically, there shall be no physical, mental, or verbal abuse, scare tactics, horseplay, practical jokes, or tricks, or any humiliating, or demeaning acts which might negatively affect any prospective member prior to or during the intake process and the ceremonial ritual while becoming a member of the affiliate organizations' chapter.

A membership intake process has been implemented within each NPHC member organization, a process which eliminates pledging as a requirement for initiation. As such, there are to be no "lines", "pledges", and certainly no hazing as a requirement for membership into any of the NPHC organizations. Any institutional constituent, especially students who know of pledging should immediately contact the student affairs office, the national fraternity, and/or the NPHC headquarters.

Commitment to Community

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

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

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

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

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

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

Greek Life Contact Information

Office of Greek Life
LSU Student Union, Room 472
225-578-2171 phone
225-578-2450 fax
Office Hours: M-F 8:00 am – 4:30 pm

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

R. Teresia Greer., Associate Director of Greek Life 225-578-6056, rgreer7@lsu.edu

Beth Newell, Associate Director of Greek Life 225-578-7788, enewel4@lsu.edu

John Keith, Assistant Director of Greek Life 226-578-2171 jkeith@lsu.edu

Allison Salamack, Coordinator, 225-578-2171, greeks@lsu.edu



**North-American
Interfraternity
Conference**

North-American Interfraternity Conference

3901 W 86th Street, Suite 390

Indianapolis IN 46268

317/872-1112; fax 317/872-1134

Click the logo to the left or visit www.nicindy.org



National Panhellenic Conference

3905 Vincennes Road, Suite 105

Indianapolis IN 46268

317/872-3185; fax 317/8872-3912

Click the logo to the left or visit www.npcwomen.org



National Pan-Hellenic Council, Inc.

Memorial Hall West Room 111

Bloomington IN 47405

812/855-8820; fax 812/855-5477

Click the logo to the left or visit www.nphchq.org

University Emergency Contact Information

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

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

Immediately call the following numbers until you have reached a staff member.

Angela Guillory cell 225-324-1217

Teresia Greer cell 504-756-4416

Beth Newell cell 985-590-7746

John Keith cell 678-760-5180

University Emergency

911

LSU Police	578-3231
Student Health Center	578-6271
Wellness Education	578-5718
Mental Health Center	578-8774
Dean of Students	578-4307
Center for Academic Success	578-2872
Center for Advising & Counseling	578-8281
Parking & Traffic	578-5000
Residential Life	578-8663
Student Union	578-5141
Career Services	578-2162
Rec Center	578-8601
Bursar	578-3681
Contracted Auxiliary Services	578-5208

Common Greek Acronyms

AFA

Founded in 1976, the Association of Fraternity Advisors has provided individuals concerned with the fraternity/sorority movement an avenue for professional growth and development. Since that time, AFA has grown into a multifaceted international organization providing resources, recognition and support for campus fraternity/sorority advising professionals.

IFC

The undergraduate organization of college men's fraternities.

NIC

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

PHC

The undergraduate council of college women's fraternities.

NPC

National Panhellenic Conference, founded in 1902, is an umbrella organization for 26 inter/national women's fraternities and sororities. Each member group is autonomous as a social, Greek-letter society of college women and alumnae. Members are represented on over 620 college and university campuses in the United States and Canada and in over 5,300 alumnae associations, making up a population of over 3 million sorority women in the world. "The mission of the National Panhellenic Conference is to support and promote women's fraternities as a positive element of the higher education experience."

NPHC

The National Pan-Hellenic Council is the national coordinating body for the nine historically African American fraternities and sororities. The NPHC is currently composed of over 900,000 affiliated members in undergraduate and alumni councils in all regions of the United States and abroad. The NPHC stresses and provides action strategies on matters of mutual concern and serves as the conduit through which these action plans are put into effect. NPHC organizations are unique with respect to other Greek letter organizations in that they have profound commitment to providing community service and to uplifting/promoting the general public welfare. This acronym is also used for the undergraduate council as well.

FEA

The Fraternity Executives Association is organized and operated exclusively to further the common business interest of the members by promoting, supporting, and encouraging the free discussion and exchange of ideas relating to college

fraternal organizations. The membership of FEA is composed of employees of the administrative offices of NIC and NPC member organizations.

NGLA

Northeast Greek Leadership Association (compiled Panhellenic and Interfraternity Associations)

SEPC

The Southeast Panhellenic Conference is a regional association for Panhellenic Councils. SEPC and SEIFC hold separate annual meetings.

SEIFC

The Southeastern Interfraternity Conference is an educational association for Interfraternity Councils in southeast region of the United States.

UIFI

The Undergraduate Interfraternity Institute (UIFI) is a 5-day institute that offers a unified curriculum to student participants. Each piece builds on a previous segment and leads into the next. All sessions offer hands-on experiential activities and ample discussion time to address individual concerns. Major sessions are complemented by small group chapter meetings held throughout the week. Chapters are designed to assist each UIFI participant in developing his/her desired leadership skills, gaining new ideas and developing concrete ideas for the return to campus.

The Following Publications Were Attributed in This Manual:

Lambda Chi Alpha Fraternity: Alumni Advisory Board Manual, 2001

University of Miami Department of Student Activities and Leadership Programs:
Advising 101: Introduction to Advising, 2001

University of Miami Office of Greek Affairs: Chapter Advisor Manual, 2002

Rutgers College: Student Organization Advisors Handbook, 1999

Norbert W. Dunkel and John H. Schuh: Advising Student Groups and Organizations,
1998

The University of Oklahoma: Fraternity Chapter Advisor Manual, 1996

Kappa Kappa Gamma Sorority: The Art of Advising (Publishing Date Unknown)

Sigma Kappa Sorority: 101 Scholarship Ideas, June 2001