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Chapter Presidents' Handbook

UNIVERSITY OF VIRGINIA
OFFICE OF THE DEAN OF STUDENTS
FRATERNITY & SORORITY LIFE

Section I. Introduction & Community Information

Purpose of this handbook

The University of Virginia seeks to create an atmosphere in which fraternities and sororities are able to find the challenge, support, and resources needed to survive and prosper. With this idea in mind, we created the Handbook for Chapter Presidents. This handbook, made available through the Office of the Dean of Students/Fraternity and Sorority Life, is a compilation of information gathered from multiple sources. The purpose of this document is to provide a quick and reliable source of reference information for the President and officers of all undergraduate Greek-lettered organizations. The Handbook for Chapter Presidents is by no means a definitive document. As with all collections of information, time will invoke the need for revision.

Community Synopsis

Multicultural Greek Council (MGC)

The Multicultural Greek Council (MGC) is a governing organization that oversees multicultural fraternities and sororities at the University of Virginia. The purpose of the MGC shall be to further the best interest of the Multicultural Greek-lettered fraternities and sororities through representation in both the University and Charlottesville communities as well as through an active interest in matters of common concern. Currently, the MGC consists of 9 chapters with an average chapter size of nine members:

alpha Kappa Delta Phi Sorority, Inc.	Lambda Theta Alpha Sorority, Inc.	Sigma Omicron Rho Fraternity
Gamma Sigma Tau Fraternity, Inc.	Lambda Upsilon Lambda Fraternity, Inc.	Sigma Psi Zeta Sorority, Inc.
Lambda Phi Epsilon Fraternity, Inc.	Sigma Lambda Upsilon Sorority, Inc.	Theta Nu Xi Fraternity, Inc.

*Iota Nu Delta Fraternity, Inc. (Expected Spring 2016)

National Pan-Hellenic Council (NPHC)

The University of Virginia Council of the National Pan-Hellenic Council, Inc. (UVA-NPHC) is the umbrella organization of the historically Black Greek-lettered organizations at the University of Virginia. The mission of the UVA-NPHC is to promote the ideals and standards upon which the respective organizations were founded. The UVA-NPHC carries out this mission through joint action and programming of events such as community service projects, forums and step shows within the University and Charlottesville communities. The member organizations of the UVA-NPHC, each with an average chapter size of five members:

Alpha Phi Alpha Fraternity, Inc.	Phi Beta Sigma Fraternity, Inc.
Kappa Alpha Psi Fraternity, Inc.	Zeta Phi Beta Sorority Inc.
Omega Psi Phi Fraternity, Inc.	Sigma Gamma Rho Sorority, Inc.
Delta Sigma Theta Sorority, Inc.	

Inter-Sorority Council (ISC)

The Inter-Sorority Council (ISC) is the governing body of 16 National Panhellenic Conference (NPC) affiliated sororities at the University of Virginia; each chapter averages 131 members in the Fall and 168 in the Spring. The ISC promotes the sorority community by encouraging leadership, academic achievement, and service. As the largest organization for women on Grounds, the ISC serves as a forum for the discussion of current issues facing college students and, in particular, the sorority community. The sixteen chapters of the ISC are:

Alpha Chi Omega	Delta Delta Delta	Kappa Alpha Theta	Sigma Delta Tau
Alpha Delta Pi	Delta Gamma	Kappa Delta	Sigma Kappa
Alpha Phi	Delta Zeta	Kappa Kappa Gamma	Zeta Tau Alpha
Chi Omega	Gamma Phi Beta	Pi Beta Phi	
	Sigma Sigma Sigma (Returning Spring 2016)		

Inter-Fraternity Council (IFC)

The Inter-Fraternity Council (IFC) is the representative body governing the 32 nationally affiliated fraternities at the University of Virginia. Since 1852, fraternities have been an integral part of each student's quest to become a well-rounded individual within the University community. Established in 1934, the Inter-Fraternity Council (IFC) governs 32 fraternities, each with an average of 46 members. The Governing Board, which consists of nine Executive Committee members and seven at-large members, represents the core of the IFC. The Inter-Fraternity Council works with the members of the Presidents' Council in an effort to continue to strengthen the fraternity community at the University through progressive policies, programs and education. The thirty-two chapters of the IFC are:

|			
Alpha Delta Phi	Delta Upsilon	Pi Kappa Alpha	Sigma Phi
Alpha Epsilon Pi	Kappa Alpha	Pi Kappa Phi	Sigma Pi
Alpha Sigma Phi	Kappa Sigma	Pi Lambda Phi	Tau Kappa Epsilon
Alpha Tau Omega	Phi Delta Theta	St. Anthony Hall (Delta Psi)	Theta Chi
Beta Theta Pi	Phi Gamma Delta	St. Elmo Hall (Delta Phi)	Theta Delta Chi
Chi Phi	Phi Kappa Psi	Sigma Alpha Epsilon	Zeta Beta Tau
Delta Kappa Epsilon	Phi Sigma Kappa	Sigma Alpha Mu	Zeta Psi
Delta Sigma Phi	Phi Society	Sigma Chi	

Partnering with Constituents

Office of the Dean of Students – Fraternity & Sorority Life

Founded by an initiative of the Board of Visitors to strengthen and support student self-governance and leadership on the individual chapter and governing council levels, the mission of Fraternity & Sorority Life is to enable our students to shape organizations that promote the principles of scholarship, leadership, diversity, service and honor. As such, our office team serves as the University liaison to alumnae, alumni and chapter headquarters' staff, as well as the neighborhoods, property managers and departments of the City of Charlottesville.

In order for us to successfully advocate for Greek-lettered organizations, we need a collaborative partnership between FSL, fraternity and sorority governing councils, and chapters. For this partnership to be effective, we must also understand the following:
- Our fraternity and sorority chapters are pieces of larger values-based national or international organizations.
- Our fraternity and sorority chapters are expected to add value to the University and Charlottesville communities.
- As part of the University and Charlottesville communities, we must recognize the importance of our relationships with various constituents.
- Central to these relationships is a mutual investment by all parties, as well as a commitment to ongoing dialogue and communication.
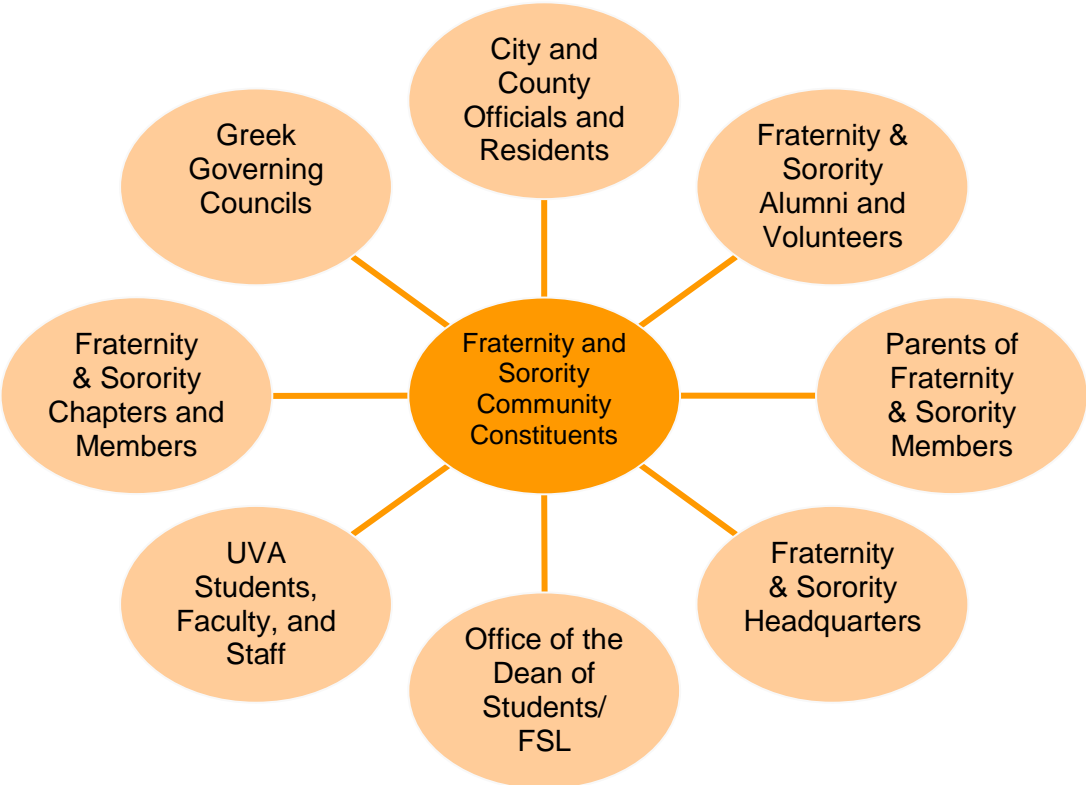
Quick Contacts

Office of the Dean of Students – Fraternity & Sorority Life
Office Phone Number: 434/924-7430

Name	Council	Email
Hal Turner Assistant Dean of Students	Interfraternity Council	eht4n@virginia.edu
Associate Director of Fraternity and Sorority Life	Inter-Sorority Council, National Panhellenic Council & Multicultural Greek Council	
Terri Werle Administrative Assistant		taw9s@virginia.edu

Emergency Response
In case of emergency always call 911 first.

Name	Phone
University of Virginia Police Department	434/924-7166
Charlottesville Police Department	434/970-3280
Albemarle County Police Department	434/295-5807
University of Virginia Hospital	924-2231 (ER) 434/982-1100 (Patient Info)
Counseling and Psychological Services (CAPS)	243-5150 (daytime) 434/972-7004 (on-call)

University of Virginia

Name	Phone	Web Site
Office of the Dean of Students	434/924-7133	virginia.edu/deanofstudents
Gordie Center	434/924-5276	gordiecenter.studenthealth.virginia.edu
The Women's Center	434/982-2361	womenscenter.virginia.edu
Elson Student Health Center	434/924-5362	virginia.edu/studenthealth
Office of Residence Life	434/924-3736	virginia.edu/residencelife

Chapter Specific Information

Name	Phone	Email
Chapter Advisor or Counselor:		
On-Grounds (Faculty/Staff Advisor):		
Inter/National Headquarters:		
House Corporation Board or Management Company (if applicable):		

Section II.
Chapter Leadership

Responsibilities of the Chapter President

Successful characteristics and traits

It is an honor to be elected chapter president, but the position is not an honorary one. The chapter president must not only possess superior organizational, communication and managerial skills, he/she must assume responsibility and provide consistent, inspired and enthusiastic leadership for members.

Most importantly, the president must possess the ability to lead by example in an attempt to gain the respect and confidence of his or her members. Self-discipline will enable you to hold others accountable for their actions. After all, if you, as a leader, do not pay your bills, come prepared to a meeting, and act responsibly in a social atmosphere, why should your members?

> **"A chapter president represents the ideals and values of their organization. Leadership by example is a must. This not only sets the precedent, but raises the standards of the organization."**

Traits of Exceptional Leaders:

- **Proactive vs. Reactive–** A proactive leader is always thinking three steps ahead, working to master their own environment with the goal of avoiding problems before they arise.
- **Flexible/adaptable–** How do you handle yourself in unexpected or uncomfortable situations? An effective leader will adapt to new surroundings and situations, doing their best to adjust.
- **A good communicator–** As a leader, you must listen...a lot! You must be willing to work to understand the needs and desires of your membership. A good leader asks many questions, considers all options and leads the chapter in the right direction.
- **Respectful–** The president should show respect to those who elected him or her. Showing others respect will ultimately bring him or her respect.
- **Confident–** Be proud of your fraternity/sorority and let your pride emanate to others within and outside the chapter.
- **Enthusiastic–** Excitement is contagious. When a leader is motivated and excited about the chapter, the chapter will follow their lead.
- **Open-minded –** Work to consider all options when making decisions. A strong leader will evaluate the input from all interested parties and work for the betterment of the whole.
- **Resourceful–** As a chapter leader you must utilize the resources available to you and the chapter. The General Fraternity/Sorority, your local alumni, your parents, the Greek advisor, the campus community and the community at large are resources at your disposal.
- **Rewarding–** An exceptional leader will recognize the efforts of chapter officers and members and positively reinforce those actions. We all enjoy being recognized for our actions!
- **Well-Educated–**Knowledge is power. Work to be the president who is well educated on the organization as a whole, campus and community policies and procedures. Further, your knowledge of issues and information within the chapter will only increase your success in leading the chapter.
- **Open to Change–** A leader will take into account all points of view and will be willing to change a policy, program or chapter tradition that is outdated or no longer beneficial to the chapter.

- **Interested in Feedback–** How do your members feel about your presidency? How can you serve the members of the chapter better? These are important questions that a leader needs to constantly ask the chapter.
- **Evaluative–** Evaluation of chapter events and programs is essential for a chapter to improve and progress. An exceptional president will constantly evaluate and change programs and policies that are not working.
- **Organized–** Are you prepared for meetings and chapter events and confident that your officers are prepared and organized as well?
- **Consistent–** As president, you need the confidence and respect of the chapter members. Confidence and respect cannot be earned without your leadership being consistent. Members must have confidence that their opinions and thoughts will be heard and taken into consideration.
- **Delegation–** An exceptional leader realizes that they cannot accomplish everything on their own. They will know the talents and interests of their members and delegate tasks accordingly.
- **Initiative–**The president should work to be the motivator and initiator of chapter operations. He or she must be a key element in the planning and implementing of chapter programs, policies and events.

From Beta Theta Pi "President's Manual" section I

A Week in the Life of a President

A brief example of duties that may arise on a weekly basis in this leadership role:

- Preside over the chapter meeting. Follow the prescribed order of business. A chapter meeting should last no more than one-and-one-half hours.
- Align the chapter's goals with Regional and National goals and chart progress on the Chapter's progress over each semester.
- Chair the executive committee meeting:
  - Follow up on officer action items from the previous week.
  - Review the chapter calendar for the week.
  - Serve as a sounding board for new ideas.
  - Coordinate and schedule chapter events.
  - Set chapter priorities.
- Speak with the:
  - Office of the Dean of Students/Fraternity and Sorority Life
  - Chapter Advisor or Counselor
  - Other national/local volunteers with your inter/national organization
- Follow up on action requested of you and action you requested.
- Monitor the chapter's risk exposure. Ensure all policies and procedures are followed.
- Ensure the chapter is represented at its specific Greek Council meeting.
- Ensure all forms and necessary materials are submitted in a timely manner.
- An important step in the effective operation of an organization is communication. Make sure the chapter is represented at all appropriate meetings in the community.

Adapted from Sigma Phi Epsilon "President's Manual"

Goal Setting

Assess the state of the chapter

Ask yourself:
- o What do we do well?
- o What are we proud of?
- o What do we not do well?
- o What haven't we tried yet?
- o What is something we have not done differently in 2 or more years?
- o Who are our audiences, and how do they perceive us?

Gather members to identify goals

It is important to have everyone's input. You will receive more perspectives and everyone will feel some ownership in the projects that come out of this. Goal setting does not have to happen in a 30-minute session, nor does it have to happen all at once.

Test the goals

Goals should be **SMART**:

- ✓ *Specific* - Specific goals state exactly what you want to accomplish
- ✓ *Measurable* - Measurable goals state what you want and when you want it. They enable your progress at any point along the way
- ✓ **A**chievable - Action oriented goals indicate how they will be achieved. They specify what you need to do to reach your goals
- ✓ **R**ealistic - Realistic goals are possible. They are attainable, considering the resources and constraints relative to the situation
- ✓ **T**imely- Timely goals allow reasonable time to achieve them, but not so much that you lose focus or motivation. Setting deadlines allows you to evaluate progress.

Make an action plan

For each goal set, do not walk away until you have decided what the plan of action is, who will be responsible for executing it, and potential ways for how it will be achieved. Also, include in your action plan some kind of timeline either for completion or for updates along the way.

Evaluate

Chapters that do not evaluate the success, failure, and relevance of their goals will set the same goal year after year after year. When the next goal setting meeting comes up or the goal is completed, take some time to evaluate not only the content of the goal, but its relevance and importance to the chapter, as well as the method selected for reaching it. Learning from this will allow your chapter to set higher and higher goals without repeating mistakes.

Repeat

Goal setting need not be a laborious task as we all might imagine it to be. In reality, a goal setting session could be effectively accomplished in a couple of hours.

Section III.
Chapter Management

Motivating Your Membership for Success

As leaders work to further the mission of their Greek-lettered organization, they are faced with the challenge of involving each individual member in a meaningful way. Apathy is commonly defined as a lack of emotion, feeling, or interest. The following four steps provide an alternative to the assumption that members are not involved because they do not care. By examining these steps, you should be able to stop apathy before it starts.

1. **Set goals as an organization:**
   Goals can be a motivating force for an organization if they are decided upon as a group. Clear goals will provide your chapter with something to work toward, and they can unify the membership. As chapter president, you must realize that you are serving the needs of your members. You must solicit input from everyone before decisions are made. A group goal setting session will improve communication and help people to feel more invested in the chapter's activities. It is difficult for one person to single-handedly motivate another; however, by fostering a team approach to leadership, you will provide your members with the feeling that they are valuable. The expression "people support what they help create" is important to remember as you strive to work with the chapter.

2. **Organize members' involvement, and tap into their strengths:**
   Once your chapter's goals are in place, encourage members to take specific actions to meet those goals. Personally asking members to become involved will cause them to feel more valued. The key to their acceptance of your offer is an appreciation of their talents and interests as individuals. Members will become more likely to participate if the opportunity fits with their experience and/or skills.

3. **Create better meetings to increase attendance:**
   Meetings that involve the entire membership can do a great deal to promote unity; however, a poorly run meeting can have the opposite effect. Weekly meetings should reinforce the importance of being a member of the organization and make everyone feel valued.

   Running an effective meeting is not always easy, especially when individuals come with very different opinions and perspectives. Leaders must find a way to allow all opinions to be heard while still focusing on the issue at hand in a reasonable period of time. The presiding officer must solicit comments from members representing different opinions, allowing everyone in attendance to feel that their thoughts are being heard. Members will continue to attend meetings if their input is listened to and valued.

   Lack of information is often a reason for people not wanting to attend meetings. Progress toward established goals should be reported at each meeting as well as current issues and upcoming events. If members feel out of touch with the organization, they will feel uncomfortable being involved. A printed agenda for the meeting can help facilitate a smoother discussion.

   Informed members will want to come to meetings. Leaders often simply say that members are apathetic instead of seeing apathy as a symptom of a larger issue. In this case, the issue is a lack of information, not a lack of concern for the membership.

   Finally, meetings should always end on a positive note. Even when challenges arise and opinions clash, it is important to find a way to bring good closure so people will want to attend in the future. This is an opportunity to unify the group with a session where everyone is allowed a chance to express themselves.

4. **Design a plan for recognition:**
   Recognizing members who have participated in a meaningful way is crucial for motivating them to remain involved. Sometimes the best way to recognize contributions is saying 'thank you' in person. Once again, apathy in this case is a symptom of feeling unappreciated.

   Personally thanking a brother or sister for their contributions gives an opportunity for dialogue. The person will feel good that someone acknowledged the accomplishment and provided the chance to talk about it in more detail. Leaders should regularly offer personal praise; it takes only a small amount of time to make members feel like valuable contributors to the organization.

   Significant accomplishments should also be recognized in front of the entire group. Not only does this make the individual feel good, but it also provides an example for other members of the group to get involved. A presentation at a chapter awards banquet or some other chapter event is a great chance to give a plaque or other gift.

   Once you, as a leader, truly get to know the members of your chapter, you will better know what motivates them. The most important thing to remember is that the little bit of time it takes to say thank you, in private or public, can be key to keeping people inspired and involved.

5. In any organization, the followers will participate within the group if they understand what the goals are, contribute towards the goals, and are given credit for the participation. It is part of your responsibility to be the motivator in the chapter and show the chapter members the importance of their participation. Also, take heed to the advice:
   - Privately criticize and publicly praise

   *Adapted from "Motivating Your Membership for Success." Campus Commentary: Nov 1995.
   *From Beta Theta Pi "President's Manual" appendix G

Communicating Expectations, Policies, and Protocol

Establishing and communicating policies and protocol is key. Make a statement available to all members of the chapter regarding unacceptable conduct (e.g., sexual assault, alcohol and drug abuse). As trends of conduct develop, they also need to be addressed to clearly reinforce the value system of the chapter—unacceptable conduct cannot be condoned by silence.

Examples of polices and protocols that communicate expectations:

- Bylaws
- Website
- Member orientation
- Chapter minutes
- Officer transition notebooks
- Emergency plan with emergency contact information for all members and posting of emergency contact information in a visible and accessible location.

Maintaining a history of documentation helps the chapter, as well as the University, differentiate between individual and group conduct. Incidents that are isolated or a result of one person's conduct should be addressed by the chapter as such. This could relieve the chapter of bearing the responsibility at a higher level. Be proactive and handle the situation accordingly.

Remember that it's best to avoid problems – but it is better not to make a bad situation worse by failing to act or to make poor choices once a problem occurs.

Delegation Strategies

A good leader knows how to delegate authority. As president, you must ask for the help of others for the chapter to move ahead. The three steps of effective delegation are:

- Request that a member/officer perform a task with a specified date of accomplishment.
- Check on the progress of the member/ officer.
- Follow through to ensure that the task has been completed.
- Offer support and resources to those you have delegated to.

Oftentimes, leaders do a great job of step one; however steps two and three are not given the attention they need. Work to incorporate steps 1 through 3 when delegating authority within the chapter.

Here are some delegation do's and don't's:

- **DON'T** delegate when:
  o It is an extremely important matter with serious consequences, an emergency, or a matter of exception to a policy.
  o You would not be willing to do it yourself.
  o A member may not possess the skill necessary to successfully complete the task.
- **DO** delegate when:
  o There is a lot of work to be accomplished.
  o You feel someone else has a particular skill or qualification that would suit a task.
  o Someone expresses an interest in a task or committee.
  o You think a particular member might benefit from the responsibility (i.e. an emerging leader.)

A basic delegation strategy:
- Explain why s/he was selected to lead.
- Explain his/her responsibilities and role.
- Explain what is expected of his/her and his/her task group.
- Discuss the task.
- Supply resources – people, materials, examples.
- Set mutual target dates for completion.
- Express your confidence and support of his/her and/or the group.
- Follow-up and be available for assistance as needed.

*Adapted from Beta Theta Pi "President's Manual" section I & *Adapted from Alpha Chi Omega "Chapter Leadership Guide" section 3

Chapter Committees and How They Work

Committees allow for a more efficiently operated chapter and can help officers delegate responsibility. They also provide an opportunity for each member to get involved in the workings of the organization, helping to develop chapter pride. Here are a few basic guidelines:

1. Establish committee only if there is a definite need. Do not set up a committee for the sake of having a committee.
2. Give each committee responsibility and consider appointing developing leaders to chair the committees.
3. Officers should supervise committees and periodically meet with committee chairmen and review goals.
4. Set an overall policy on committees:
   a. Develop a written description of purpose and responsibilities of each committee before establishment.
   b. Appoint a chairman and allow people to volunteer. Keep committee size to five or less.
   c. Require weekly or monthly reports to the executive committee and weekly reports to the chapter.
   d. Prepare a year-end written report and evaluation.

Keys to Effective Committees

Committees are the backbone of the organization. They provide the careful study and analysis that allow the bigger group to make correct decisions. Effective committees don't just happen -- they are a combination of a good purpose, a good leader, and good committee members.

<u>Purpose</u>
Ask yourself, what is the committee's role? Does it have a record of achievement? The establishment of clear, realistic goals will make your priorities known. This also gives members a clear sense of what they will be expected to contribute to the committee.

<u>Leadership</u>
Carefully plan your agendas and meeting timetables to prevent last-minute changes. Give your members time to prepare for the meeting by distributing agendas in advance. Try not to dominate committee discussions. As a leader, you should help the committee maintain a focus while allowing members to express themselves even if their views are contrary to your own. Never permit name calling or hostile discussions.

You can regain control of rambling discussions by calling on a different member for their opinion on the agenda item or by suggesting that they postpone their ideas until later. Briefly summarizing the committee's ideas on a topic can also bring closure to an agenda item discussion.

<u>Membership</u>
    Size: An optimal size for a committee is five to seven members. Members should be receptive to new ideas and other people's opinions. Work is accomplished in a committee when members understand their task and are able to focus on it creatively.

    Location: Seating arrangements for committees are important. Use of round or square tables that offer members a view of one another, encourage open discussion, and trust are encouraged. Try to hold meetings in a central consistent location, and make sure all members are notified of the time and place well in advance of the meeting.

Deadlines: When you assign tasks, set deadlines. Ask members to submit their information or completed task before the next meeting so you have a chance to prepare your feedback and follow-up suggestions. Close committee meetings by summarizing major points and assignment deadlines. Minutes are a good way to inform members of deadlines and responsibilities, and these should be distributed within ten days of the meeting. You may want to make additional follow-up phone calls one week prior to the deadline to see if unanswered questions are preventing the completion of the task. Adhering to established deadlines will help members take you more seriously.

Recognition: Remember that recognition can go a long way in encouraging member loyalty and commitment. Acknowledge the committee's work through notes to both the workers and to the general organization. Appreciation will attract more people to your committees in the future.

Sharing Information: Remember to report regularly to the general organization. Repeating a summary of your committee's work will help to decrease controversy about your decisions and to increase support for committee activities. If you need help with an activity, you should warn the bigger group as soon as possible.

*Adapted from Tau Kappa Epsilon "Committee Resources"

Calendar Planning

Utilize the following suggestions to ensure a balanced chapter calendar. It is best to outline events by semester. Through early planning, your chapter can help members plan their time effectively and ensure that members are not over programmed.

Work with chapter officers and advisors to note the following dates: first day of class, mid-terms, exam week, vacations or breaks, holidays, and any other University-sponsored event dates.

Add the following chapter events in four tiers:

- Recruitment activities and initiation activities (i.e. all mandatory events)
- Chapter meetings, officer meetings, standards board meetings, mandatory council events, founders' day celebration, chapter elections, officer training activities, and chapter retreats
- Philanthropy activities, community service, scholarship activities, FOA's, and committee meetings
- Member appreciation activities, alumni/alumnae events, cultural events, sisterhood/brotherhood activities, chapter dinners, and members' birthdays

All other events, like social and University activities, fill in the remaining space.

With chapter officers and advisors, ask these questions:
- Is the number of "mandatory" events reasonable?
- Are any particular groups in the chapter expected to do a good deal more than others (i.e., new members or newly initiated members have most time demands?). If so, how can time commitments be more even among members?
- Can events be combined? Can you work with another fraternity or sorority to plan a workshop or service project? How can officers combine efforts to accomplish similar goals?
- Is there room in the calendar for events that come up during the semester?
- Do you have a balanced calendar? Balanced between scholarship, social, sisterhood/brotherhood, service, etc.? What areas need more attention?
- Is the timing realistic? Is there too much scheduled during one time of the semester or year?
- Do you have a variety of events (social, scholarship, leadership, and service) on the calendar?

Community Service & Philanthropy

Fraternities and sororities at Virginia complete an incredible amount of community service each year and also contribute large sums of money to philanthropic causes. While both community service and philanthropic giving have a huge impact, it is important to note that there is a difference between community service and philanthropy:

Community Service involves action taken with and for community members; it involves working side by side with members of the community who are in need of assistance. This is hands on work.

Philanthropy is often times connected with a large, charitable cause and involves the raising of funds to support a given cause. More often than not, community service is documented by the number of service hours an individual or organization completes; philanthropy is documented by the amount of money raised.

Community Service

Looking for community service opportunities? Check out Madison House Volunteer opportunities in a variety of areas: http://www.madisonhouse.org/

Here are some good places to start as well…

Medical Organizations
Nursing Homes, Senior, Citizens/Retirement homes, UVA Hospital, Martha Jefferson Hospital

Shelters and Crisis Centers
Homeless Shelters, Battered Women's Shelters, VFW Homes, Food Kitchens

Service Organizations
Inter-Greek Habitat House, Service groups – Madison House, Rotary International, Salvation Army, Goodwill Industries

Social Agencies
Every community has social agencies in contact with needy people. The county Health and Human Services agency is a good place to search for an outlet for a philanthropic project. State and city governments usually have similar agencies.

Schools
Day Care Facilities, Elementary Schools, Middle Schools, High Schools

Local Organizations
Big Siblings, Cub Scouts, Boy Scouts, Churches

Additionally, the FOA Resource Guide can always provide other ideas for your organization and are not intended to just fulfill Fraternity/Sorority requirements.
Your Fraternity and Sorority may have a national organization in which it sponsors; these are easy ways to know who your chapter should support

Example Community Service Event Planning Sheet

Theme: What theme do you want to address? (Homelessness, hunger, working with children, etc.)

Make calls to each agency and ask the following questions:

1. Do you take 1-time volunteers? YES   NO – if no, thank them and hang up!
2. What days do you take volunteers? _____
3. What time do you accept volunteers? _____
4. What needs does your agency currently have that 1-time volunteers could address?
5. If you have a specific idea, ask if it fits in their mission.
6. How many volunteers can you handle at one time? _____
7. How far in advance do you need groups to commit to a date? What dates do you have available?   _____
8. Liability / Risk Management: Are there any issues volunteers need to be aware of? Do volunteers have to sign a waiver? Who from the agency will be on site in case of a problem or emergency?
9. Ask follow up questions as needed
      o Who do they serve (describe your clients)
      o Do volunteers work with clients or on behalf of the agency,
      o Do they require volunteer training,
      o Do they have someone available to talk to our volunteers about their agency at the beginning of the event (we want to learn about them so that students know how to volunteer on their own, if they desire, in the future).
      o OTHER
10. What do you need to do this event? (i.e.: gloves) _____
11. Who will purchase? When will the supplies be purchased? _____

Example Service / Volunteer Event Evaluation Form

EVENT: _____ Date: _____
Pease give us your feedback on today's experience.
SA = Strongly Agree   N = Neutral   SD = Strongly Disagree
A = Agree   D = Disagree

Circle Your Responses:
1. The community service project was well organized   SA   A   N   D   SD
2. I feel that my volunteer work helped the community at large SA   A   N   D   SD
3. I was satisfied with the work I was assigned to do   SA   A   N   D   SD
4. My overall volunteer experience was a positive one   SA   A   N   D   SD

What was the best part of today for you as a volunteer?

What challenges did you experience as a volunteer? Would you change anything about this experience?

How can you apply what you experienced today to your future volunteer efforts?

Example of Community Service / Volunteerism Pre and Post Reflection Questions

Pre-flection Questions: Ask these on the way to the site (in the van) or once you arrive, have a brief conversation before beginning your task.

1. Identify what you hope to learn today?
2. What skills do you hope to gain or learn today?
3. What impact do you hope to have on _____ (social issue)?
4. Has anyone done service on your behalf?   If so, how did that make you feel?"
5. How can we be sensitive and respectful in the way we service others?

Reflection Questions: Please have the group fill out an evaluation form on the event. Once you complete this, lead a discussion about the day's event. Based on timing and energy of the group, this can last 10 – 30 minutes.

1. What did you learn today?
2. What were some of your expectations about today's project? Were they met? Why or Why not?
3. Now that you've volunteered here, what do you think the needs are in this community or agency?
4. What are the causes of those needs?
5. How do people contribute to this problem? How do we help to solve it?
6. Do you feel like you are helping the community when you volunteer?
7. Does the service we performed today fit your definition of service?
8. If you could call home today, what would be the first thing you'd tell your friends and family about our project?
9. What did you notice about your team members today?
10. What did you notice about the people at your service site today? (clients, family members, staff)
11. Describe an incident or tell a story that occurred during your service learning experience that is meaningful to you.
12. What did you do today that made you feel that you made a difference? Why?
13. Did anything happen that made you feel uncomfortable? If so what, and why do you think it made you feel this way?
14. What did you do that seemed to be effective or ineffective in service to others?
15. What has upset you or bothered you? Why?
16. How have you become more aware of the causes of (homelessness, hunger, environmental, education, socio-economic, etc) issues though our service in this area?

Philanthropy

Before beginning any philanthropic efforts, it's important to check with your inter/national organization to see if there is an existing partnership in place. If so, your inter/national organization can help you connect with a local branch of the philanthropy. If there is no partnership in place, it's important that your chapter decide on a cause that they are passionate about.

In planning a philanthropic event, here are some tips to keep in mind:

- Be sure that you have done all possible advertising for your event
- Contact all the people who are helping with the event to make sure they will be there on time and are aware of what they are doing
- Try and think of ways to make your event more exciting
- Try and find other organizations on Grounds who might partner with you for an event (other fraternities/sororities, etc.)
- Look for things that people could bring home from the event, such as t-shirts
- Use personal stories to give people a connection to your philanthropy
- Be sure and get everyone involved, find a task for every member of your chapter
- Don't be afraid to re-use ideas that have worked in the past
- Get Feedback

Adapted from Alpha Epsilon Pi "Philanthropy Manual" section VIII

Remember: Make sure your event complies with your organization's Standards of Conduct, Risk Management Policy, Member Expectations, University Regulations, etc.

Running an Effective Meeting

EFFECTIVE MEETINGS:
Meetings are generally necessary to transact business, solve problems, change policy, review progress, organize thinking, involve members, and as a means of communication. It is important that organization and order is present in the chapter meetings to keep attendance high. When the members start sensing that nothing is being accomplished in the meetings, they will stop attending. However, a well-run, organized, orderly meeting, that lasts a short period of time will keep the members interested in attending.

RECOMMENDATIONS FOR RUNNING AN EFFECTIVE MEETING:

- Plan and post an agenda of topics to be considered at the meeting. This means holding an Executive Committee (EC) meeting at least a day prior to the chapter meeting. Allow issues to be discussed among the Executive Committee before the chapter meeting. The EC should be in accord with their decisions and display that unity to the chapter.
- Make sure the meeting room is clean, comfortable, and large enough to accommodate everyone.
- Minutes should be taken at every meeting, and the minutes of the previous meeting should be read at the next meeting.
- Know parliamentary procedures.
- Start the meeting on time.
- Schedule meetings at an appropriate and consistent time/day. Meetings should not be too early or too late.

- Make sure only one member is speaking at a time.
- Do not spend too much time on any one topic. If necessary, refer to a committee or recommend a motion.
- Make sure you speak to the entire group and not just an individual.
- Have a plan of action and policy for discipline when dealing with disruptive members.
- Allow everyone a chance to participate.
- Never lose your temper.
- Know the Constitution and Bylaws. Always have a copy accessible.
- Have some type of "Good of the Order" where everyone has a chance to speak at the end of the meeting.
- Always end the meeting on a positive note.
- Listen to what everyone is saying.

FOLLOWING A MEETING:

- Write up and distribute minutes within 3 or 4 days. Quick action reinforces importance of meeting and reduces errors of memory.
- Discuss any problems during the meeting with other officers; come up with ways improvements can be made.
- Follow-up on delegation decisions. See that all members understand and carry-out their responsibilities.
- Give recognition and appreciation to excellent and timely progress.
- Put unfinished business on the agenda for the next meeting.
- Conduct a periodic evaluation of the meetings. Note any areas that can be analyzed and improved for more productive meetings. See a sample meeting evaluation.
  From "Running Effective Meetings – Tips and Tricks" www.meetingwizard.org 2006

Party Themes 101

Preface: The following are not rules, policies or restrictions. They are simply suggestive measures and guidelines to help you and your chapter think about how you represent yourself and the larger community.

Before your party, ask yourself…
- Does this theme encourage offensive dress or costumes?
- Does the theme or title of the event stereotype men or women?
- Is this theme sexist? If you're not sure, try interchanging the word/theme with a racial word/theme.
- Is the theme centered on making fun of a particular group of people, culture or campus organization? It is not, is there a likelihood that some members or guests may take the theme that way?
- Would you be willing to send pictures of the event to your parents, the National Headquarters, the campus newspaper, or the university President?

Themes to avoid
- Themes involving or encouraging blackface
- Themes involving or encourage men to dress like women
- Themes using the word "Ho" or "Whore" in the title of the event
- Themes involving or encouraging binge drinking
- Themes involve or encourage members or guests to wear another Greek organization's letters

Creative, yet inoffensive, party themes
- Heroes and Villains
- Decade Themes (i.e. 70s, 80s, 90s, etc.)
- Mardi Gras
- Famous Couples
- Rodeo Theme
- Movie Theme (i.e. 007, Harry Potter, Pirates of the Caribbean)
- Viva Las Vegas!
- Casino Night
- Fire and Ice

Source: Willis HRH (www.willisfraternity.com)

Applying the Reasonable Objective Observer Standard

- Is the event being hosted or planned by one or more members of the chapter and supported by the Executive Council?   Y / N
- Is the event financed by the chapter and/or being hosted on chapter property?   Y / N
- Is the event being hosted or planned by one or more members and supported by members/associate members?   Y / N
- Does the Executive Council have prior knowledge of the event?   Y / N
- Is the event listed or advertised on the chapter website or social media accounts [e.g. Facebook, Twitter, etc.]?   Y / N
- Do online invitations refer to the chapter [e.g. Facebook events]?   Y / N
- Is the event listed on a chapter calendar [public or private]?   Y / N

▪ Will the event be announced at a chapter meeting?	Y / N
▪ Will members of the Executive Council be in attendance?	Y / N
▪ Will the event be marketed over the chapter listserv?	Y / N
▪ Are members attempting to rename the event in order to give the appearance that it isn't associated with the chapter?	Y / N
▪ If guests were stopped on their way to the event, would they say they were going to a chapter event?	Y / N
▪ Is the event actively or passively endorsed by a majority of the active chapter?	Y / N
▪ Have members of the chapter lied about the event?	Y / N

Source: Pi Kappa Phi Social Event Planning Guide

Sober Monitor and Officer Resource Guide

Sober monitors have the important responsibility of helping to monitor chapter social events in order to provide a safe social environment. This resource is intended to help a chapter think through how to set up an effective sober monitor/officer system.

Possible Expectations of a sober monitor/officer program
- Monitors are not to consume alcohol for a reasonable amount of time prior to and during the social event.
- One monitor for every 15 guests is recommended.
- One sober student officer for each event is recommended.
- If the event is co-sponsored between a sorority and fraternity, both male and female monitors may be used to ensure the safety of all guests and all applicable rules are applied to men and women equally.
- Monitors should be older members of all participating organizations who will serve as general monitors or service monitors at the service distribution center. It is not ideal for new members to be serving as monitors.
- Monitors should meet with the Risk Manager/Social Chairman before the event begins to discuss role/scope of responsibility and stations for the event.
- Specialty clothing should be worn by the monitors and sober officer to set them apart from the rest of the attendees (ex highly visible t-shirts or jackets).
- The chapter President, Risk Management Chairman, and Social Chairman should limit their use of alcohol (if consuming at all and if of legal drinking age) during social events so they can, along with the monitors, ensure that a safe social environment is maintained.

Sober monitor & sober officer stations
- There should be a sober monitor at every exit/entrance to the building.
- There should be a minimum of two sober monitors at the main entrance of the event (and there should only be one entrance for the event).
- There should be a sober monitor stationed at any part of the house/venue that is restricted to members and guests.
- There should be monitors walking around the event.

Responsibilities of the sober officer and sober monitor
- Sober Monitors at the entry of the event are responsible for checking identification cards and guest list upon entry to the event (unless you have paid security to do it.) There should be system for identifying members and guests who are over the legal drinking age (i.e. 21+ years old).

- All monitors must fully understand emergency protocol. If an emergency situation arises, the monitor should be able to call 911 if appropriate and ask for assistance in ending the social function and have guests leave the party.
- Monitors should be prepared to exercise their right to deny access to the event to anyone who they think is already impaired by alcohol or other drugs or wearing offensive costumes, even if the person is on the invitation list.
- Monitors should be prepared to ask members/guests to leave if they become too intoxicated and behave inappropriately. If they are uncooperative, call the police.
- Monitors should respond to any disruptions that take place at the event.
- Monitors should be prepared to notify hired security (if applicable) if they see a situation that requires attention.
- Monitors should prevent guests from leaving with alcohol.
- Monitors should be prepared to find alternate transportation home for impaired guests (cab is preferred).

Things to consider for your chapter
- How will the monitors and officer be selected for each social event? Rotation, volunteer, etc.?
- How many monitors will you have for the event?
- What specialty clothing will monitors and the sober officer wear?
- Which officer is responsible for meeting monitors and review responsibilities prior to the event?
- What are the specific responsibilities for the monitors and officers?

Source: Pi Kappa Phi Social Event Planning Guide
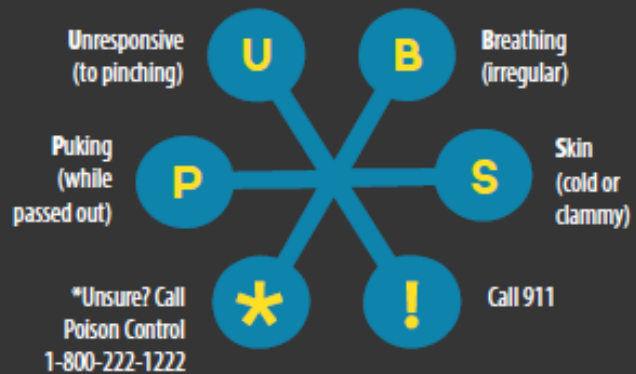
HOW TO HELP
IN AN ALCOHOL EMERGENCY

If you suspect **alcohol overdose** or have concerns about an **alcohol related injury**, seek **immediate medical care**. Delaying medical evaluation and treatment can be life-threatening.

IF THE PERSON IS PASSED OUT

1 Call 911 if he/she shows any signs of alcohol overdose (see ⟹).

2 Roll him/her onto left side and prop head up.

3 Stay with the person and call an RA or sober friend for assistance.

**4** Monitor breathing - Blood Alcohol Concentration could still be rising.

SYMPTOMS OF ALCOHOL OVERDOSE

Remember **PUBS**. If you see any ONE of these signs, call 911 immediately!

Unresponsive (to pinching) — **U**

Breathing (irregular) — **B**

Puking (while passed out) — **P**

Skin (cold or clammy) — **S**

*Unsure? Call Poison Control 1-800-222-1222 — ✱

! Call 911

EMERGENCY ROOM PROCEDURES

• Clinicians at the UVa Emergency Department and at Student Health DO NOT notify police or university officials in the event a UVa student is seen for an alcohol-related incident.

• Parents or guardians are NOT notified by clinicians without student permission unless a situation is deemed life threatening or the student is under the age of 18 and requires parental consent for treatment.

• Any 911 call from Grounds WILL result in automatic University Police response. The officer's primary emphasis is care of the student. Follow up investigation will take place only in exceptional circumstances.

• There is NO charge for ambulance services for 911 calls near UVa.

98.6%
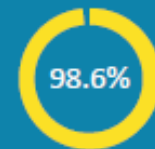
of UVa students believe it is their responsibility to call 911 if a friend is showing signs of alcohol overdose.

GORDIE CENTER
FOR SUBSTANCE ABUSE PREVENTION
www.virginia.edu/gordiecenter

Safe Reporting of Overdoses (Medical Amnesty) law effective in Virginia on July 1, 2015
Call 911 for someone who shows any sign of an alcohol overdose. Even if you are intoxicated yourself, if you stay with the person and cooperate with law enforcement, you will establish an affirmative defense that may clear you of any criminal charges.

SEXUAL AND GENDER-BASED VIOLENCE
WHAT STUDENTS NEED TO KNOW
Obtaining Information, Assistance and Support; Reporting Options

If you have experienced sexual or gender-based violence, there are a number of ways to report the incident and multiple channels for obtaining information, assistance and support to ensure your health and safety, both physical and emotional. This Infographic provides an overview of your options. Detailed information can be found in the **Resource Guide for Students (http://bit.ly/1JN4vBM)** and on the **Sexual Violence Education & Resources website (the "SV Website"), at www.virginia.edu/sexualviolence.**

The term "sexual and gender-based violence" is used here as an umbrella term to refer to all "Prohibited Conduct," as defined in the University's Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence (the "Policy"). Prohibited Conduct includes Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual and Gender-Based Harassment, Complicity (in the commission of any such conduct), and Retaliation against any person for making a good faith report of Prohibited Conduct or participating in any proceedings under the Policy. Detailed definitions of these and other key terms, including "Affirmative Consent" and "Incapacitation" are set forth in the Policy: **http://titleix-vawa.virginia.edu**

1 IMMEDIATELY AFTER INCIDENT

Reporting the Incident

You are strongly encouraged to report sexual and gender-based violence to the police.

Report to any police officer, in person, or by calling one of the numbers to the right. If you seek medical attention at the UVa Emergency Department (see below), you may ask to make a police report at the hospital. Reporting to police will not affect your ability to pursue resolution through the University process (see next page). The University's process is independent of the criminal process.

HOW TO CONTACT THE POLICE

Emergency:
911

Non-emergency:
- Albemarle County Police: **(434) 977-9041**
- City of Charlottesville Police: **(434) 970-3280**
- University Police: **(434) 924-7166**

Seeking Emergency Medical Attention

You are strongly encouraged to seek medical attention.

You may obtain medical attention at any medical facility. **However, the University's Medical Center is the only local hospital with nurses (called "SANE Nurses") who are specially-trained to perform a forensic sexual assault examination.** A SANE Nurse can assess for possible physical trauma, sexually-transmitted disease, and/or pregnancy; provide attention and medication to prevent infection and pregnancy; and, within the first 72 hours, administer a "forensic exam" to preserve evidence of a sexual assault. More information about the forensic exam can be found in the **Resource Guide for Students (http://bit.ly/1JN4vBM)** and on the SV Website. Students are not required to report an incident to law enforcement or the University in order to receive medical attention or a forensic exam. Non-emergent and follow-up care may also be obtained through the Elson Student Health Center (**www.virginia.edu/studenthealth**).

WHERE TO GO FOR CONFIDENTIAL MEDICAL ATTENTION

First 72 hours:
- UVa Medical Center ER:
  1215 Lee St.
  (434) 924-2231

After 72 hours:
- Elson Student Health Center:
  400 Brandon Ave.
  (434) 924-5362

Seeking Confidential Crisis Counseling

You are strongly encouraged to seek confidential counseling.

You may obtain crisis counseling and confidential information, advice and support through any of the sources listed to the right.

UVA CONFIDENTIAL CRISIS RESOURCES
- UVa Counseling and Psychological Services ("CAPS"):
  (434) 243-5150 (daytime); (434) 972-7004 (evenings/weekends)
- UVa Women's Center: **(434) 982-2252 (daytime)**

COMMUNITY CONFIDENTIAL CRISIS RESOURCES
- Sexual Assault Resource Agency ("SARA"): **(434) 977-7273**
- Shelter for Help in Emergency ("SHE"): **(434) 293-8509**
- Family Violence and Sexual Assault Virginia Hotline:
  1 (800) 838-8238

2 Seeking Emotional Support

2 OTHER INFORMATION, ASSISTANCE AND SUPPORT

There are many sources of information, assistance and support at the University and in the community.

Seeking Ongoing Confidential Counseling

At the University, confidential support is available through CAPS (434) 243-5150, the Women's Center (434) 982-2252, and at Student Health (434) 924-5362 (in the departments of Gynecology, General Medicine, and the Student Disability Access Center).

In the Charlottesville Community, confidential support is available through SARA (434) 977-7273 and SHE (434) 293-8509. Detailed contact information and a list of other sources of confidential support is contained on the **SV Website: www.virginia.edu/sexualviolence**.

Seeking Remedial and Protective Measures

University Measures: ODOS can arrange for a broad range of protective and remedial measures, including (1) a "No-Contact Directive," which is enforceable through the Standards of Conduct, and (2) appropriate and available academic, University housing and/or university employment modifications. **Information you share with ODOS will be evaluated to assess individual and community safety consistent with UNIVERSITY OBLIGATIONS outlined below.** Remedial measures are available regardless of whether a student pursues a report or investigation under the Policy. The **Resource Guide for Students (http://bit.ly/1JN4vBM)** describes such measures in detail.

WHO TO CONTACT

Office of the Dean of Students ("ODOS") Dean on Call: ODOS provides 24-hour crisis management services. During regular business hours, call ODOS at **(434) 924-7133**. After hours, call the University Police Department at **(434) 924-7166**, and ask to be connected to the Dean on Call.

Judicial Protective Orders: Where there is an immediate threat to health or safety, it may also be possible to obtain a judicial protective order. ODOS and/or the University Police can provide information and assistance in filing for a protective order.

3 REPORTING OPTIONS

You may report to the police and/or to the University.

You may report to: (1) the police, in which case the Commonwealth's Attorney will decide whether or not to pursue criminal charges, and (2) the University, in which case the University will assess the report and determine the appropriate course of action. You may pursue both or neither of these options. While you may make a report at any time, filing a report immediately after an incident can help to preserve important evidence.

University Report

You may report to the University through its reporting website, **Just Report It: www.virginia.edu/justreportit/titleix-vawa**, or by contacting the University's Title IX Coordinator at **titleixcoordinator@virginia.edu**. You may also contact **Nicole Eramo,** Deputy Title IX Coordinator for Students, directly at **(434) 924-7216** (or, after hours, contact Dean on Call).

You may also pursue University resolution under the Policy. The standard of proof under the Policy is a "preponderance of the evidence," and sanctions may include disciplinary action, up to and including suspension or expulsion.

Police Report

You may report to the police directly or you may request assistance from ODOS in reporting to the police. The criminal process is governed by applicable criminal statutes; the standard of proof is "beyond a reasonable doubt," and sanctions may include all applicable criminal penalties.

Anonymous Report

You may report anonymously through **Just Report It: www.virginia.edu/ justreportit/titleix-vawa**. However, the University's ability to respond to an anonymous report may be limited.

4 UNIVERSITY OBLIGATIONS

Once a report of Prohibited Conduct is received, the University will conduct an initial assessment, a threat assessment, and take any immediate action that may be

FOR MORE INFORMATION about reporting requirements and confidential resources:

Resource Guide for Students: http://bit.ly/1JN4vBM

necessary to protect the health and safety of individuals and the University community. Depending on the nature and severity of the conduct reported, the University may be required to share all known information, including names, with law enforcement. The University is committed to protecting the safety of the broader University community, which includes reporting crime statistics and, in some cases, issuing incident notifications in accordance with federal law. Most University employees – "Responsible Employees"- **are required to report** any knowledge of an incident of sexual or gender-based violence or harassment to the University's Title IX Coordinator. Licensed clinical health and mental health care providers are considered confidential resources and **will not report** Prohibited Conduct to the University's Title IX Coordinator.

Section IV. Fraternal Organizational Agreement (FOA)

What is the FOA?

The FOA essentially outlines the University's expectations for fraternities and sororities. This contract is renewed each academic year and requires the signature of the chapter president, council president, and Director of Fraternity & Sorority Life.

As part of the FOA process, chapters are expected to submit documentation and forms throughout the year, as outlined below. In addition, all chapters must complete and evaluate 6 educational programs each year: one must be on sexual assault prevention and one must be on drug & alcohol awareness. The other four programs may be chosen from the remaining program topics by each chapter. Chapters should choose each four in conjunction with areas or aspects of the chapter that need improving. Chapters must have at least 66% in attendance to complete a program, and each program must be at least one hour in length followed by at least 15 minutes of discussion.

FOA DAY
May 4, 2016

FOA Day is the annual day to renew and sign your chapter's FOA contract for the coming academic year. Please save May 4, 2015 as this year's FOA Day. Chapters are required to have completed all FOA Paperwork by this deadline in order to renew the Fraternal Organization Agreement. Greater details will be shared with chapter presidents in April about FOA Day.

FOA REQUIREMENTS
Quick Reference

Below is a brief list of all FOA Requirements throughout the academic year. For a complete description of all requirements, as well as resources and forms related to the FOA, visit the Fraternal Organization Agreement section of the FSL web site at http://www.virginia.edu/fsl/foa/index.html. Each chapter's progress in meeting the FOA requirements will be tracked by an administrator in the FSL office, and all chapter presidents will receive monthly updates about their chapters' progress via email. The basic requirements, due throughout both the Fall and Spring semesters, are:

- 6 Educational Programs
- Chapter Development Plan
- Fall Chapter Rosters
- Mid-Year Report
- Chapter Statement of Purpose, Constitution/Bylaws, and House Rules (if applicable)
- Spring Chapter Rosters
- Year-End Report

Section V. University Policy Information

Hazing

Hazing is a crime in Virginia and is prohibited by University policy and the University Standards of Conduct. The University does not condone hazing in any form. The University defines "hazing" as any action taken or situation created by a member(s) of a student organization toward one or more organization members or toward prospective members (as a part of the new member selection process) that occurs on University-owned or leased property or at University-sponsored or supervised functions or at the local residence of any University student, faculty member, or employee, and that is designed to produce or does produce mental or physical harassment, humiliation, fatigue, degradation, ridicule, shock, or injury. Examples of hazing activities and situations include, but are not limited to, the following*:

1. Paddling;
2. Kidnapping;
3. All forms of physical activity which are used to harass, punish, or harm an individual;
4. Forced excursions or road trips;
5. Confinement;
6. Spraying, painting, or pelting with any substance;
7. Burying in any substance;
8. Nudity with the intent to cause embarrassment;
9. Servitude;
10. Exposure to uncomfortable elements;
11. Verbal abuse;
12. Wearing, in public, of apparel which is conspicuous and/or indecent;
13. Forcing consumption of alcohol or any other substance, legal or illegal;
14. Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
15. Burning, branding, or tattooing any part of the body;
16. Psychological hazing, defined as any act which is likely to:
    a. Compromise an individual's dignity;
    b. Cause an individual embarrassment or shame;
    c. Cause an individual to be the object of malicious amusement or ridicule; or
    d. Cause an individual emotional distress;
17. Interrogating an individual in an intimidating or threatening manner;
18. Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way;
19. Misleading prospective members into believing that they will be hurt during induction or initiation;
20. Carrying any items (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
21. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose;
22. Binding or restricting an individual in any way that would prohibit them from moving on their own; and
23. Requiring or suggesting that an individual obtain or possess items or complete tasks in an unlawful manner (i.e. for a scavenger hunt).

Student organizations and/or individual members found to have engaged in hazing as defined in this statement shall be in violation of University policy and the University's Standards of Conduct and may

also be in violation of state law. The state statute on hazing, Section 18.2-56 of the Virginia Code, states:

"It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.

Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity."

Any violation of Section 18.2-56 shall be deemed a violation of the University's Standards of Conduct.

State and/or local law enforcement agencies investigate allegations of hazing under Virginia law. The Office of the Dean of Students investigates allegations of hazing under University policy. The University has created a website (www.virginia.edu/hazing) that provides information and resources aimed at hazing prevention and education.

Anyone with concerns about hazing and/or the well-being of any student is encouraged to contact the Office of the Dean of Students directly at 434-924-7133 or file a report through Just Report It at www.virginia.edu/justreportit/hazing.

*Examples included in the list have been adapted from the Commonwealth of Virginia's model hazing prevention policy as developed by the State Council of Higher Education for Virginia.

Policy ID: STU-001 – Use of Alcoholic Beverages and Prohibition of Other Drugs

Policy Statement: The University of Virginia prohibits the illegal or otherwise irresponsible use of alcohol and other drugs. It is the responsibility of every member of the University community to know the risks associated with substance use and abuse. This responsibility obligates students and employees to know relevant University policies and federal, state and local laws, and to conduct themselves in accordance with these laws and policies.

1. Alcohol
Virginia laws concerning the purchase, possession, consumption, sale, and storage of alcoholic beverages include the following:
Any sale of an alcoholic beverage requires a license from the Virginia Alcoholic Beverage Control (ABC) Board;
Alcoholic beverages are not to be given, sold or served to persons under 21 years of age;
Alcoholic beverages are not to be given, sold or served to persons who are intoxicated;
Virginia law prohibits: drinking in unlicensed public places; possession, consumption or purchase of an alcoholic beverage by a person under 21 years of age; falsely representing one's age for the purpose of procuring alcohol; purchasing, giving, providing, or assisting in providing an alcoholic beverage for a person who is under 21 years of age; public intoxication; and providing alcohol to an intoxicated person.
The University of Virginia assumes no responsibility for any liability incurred at any event not sponsored by the University where alcohol is served and/or sold. Students and members of Contracted Independent Organizations or of organizations with a Fraternal Organization Agreement are obliged to conduct themselves in accordance with the laws of the Commonwealth of Virginia and assume full responsibility for their activities and events.

2. Areas of Emphasis
Except as expressly permitted in this policy under Item 11 of the "Areas of Emphasis," any use of alcohol (a) in a public area on University property or (b) at a University function in which University of Virginia students will be present must be approved a minimum of one week in advance in writing by the Vice President and Chief Student Affairs Officer or his or her designee using the online [Approval Request for Use of Alcohol Beverages submission form](#).
Alcoholic beverages may not be served at any University function or event held on property that will be attended by underage University of Virginia students. Requests for exceptions must be presented to the Vice President and Chief Student Affairs Officer or his or her designee. If an exception is granted, personnel trained in the University's Alcohol Risk Management program must be present to supervise the service of alcohol. The event manager(s) must successfully complete the University's online Alcohol Risk Management class (see [course details and registration](#)).
Alcoholic beverages purchased with University funds may be used only in compliance with Commonwealth of Virginia (Virginia), federal law and University policy.
Events, whether planned or spontaneous, involving the possession/distribution/consumption of alcoholic beverages are prohibited in and around the first-year residence halls.
Non-alcoholic beverages and food items must be present at University functions where alcoholic beverages are served.
Alcoholic beverages may not be mentioned in the advertising or publicizing of a University function.
Sponsors serving alcohol at University functions shall not permit the entry or exit of persons with beverage containers.

Sponsors must check for proper age identification of individuals attending events when alcohol is served and underage U.Va. students may be present.

A student may not let another person use his or her I.D. for the purpose of obtaining an alcoholic beverage, nor may a student use another person's I.D. to obtain alcoholic beverages.

University Dining Services, the University Programs Council, and Nutrition Services are the only organizations eligible to obtain an ABC license for the purpose of selling alcoholic beverages on University property.

Members of the University community living in University property and their invited guests who are lawfully permitted to purchase, possess and use alcohol may do so in the residence or on any immediately adjacent area devoted to residential use; they should not do so, however, in public places or in any area on University property devoted to common use. The presence of underage family members, employees or guests does not preclude the serving of alcohol in a residence that is University property, provided an appropriate of-age family member and/or host is willing to assume the legal responsibility for ensuring compliance with Virginia and federal law and University policy. Additional regulations governing the use of alcohol in Newcomb Hall, Runk, and the Forum at O-Hill, may be obtained in Newcomb Hall.

Possession of kegs, pony kegs, or beer balls is prohibited in residence facilities that are University property.

Any organization, as well as its leadership, sponsoring an event on University property will be responsible for following all federal and Virginia laws and University policies that apply to the serving and/or selling of alcoholic beverages.

Any student found in violation of this policy is subject to the entire range of University Judiciary Committee sanctions described in the Statement of Students' Rights and Responsibilities, including suspension and expulsion. University personnel found in violation of this policy are subject to appropriate personnel sanctions.

3. Drugs

Unauthorized manufacture, distribution, use and possession of "controlled substances" (illegal drugs), including prescription drugs, marijuana and cocaine, are prohibited by both Virginia and federal law and are punishable by severe penalties. The University does not tolerate or condone such conduct. Students and employees who violate Virginia or federal drug laws may be referred by University authorities for criminal prosecution.

Whether or not criminal charges are brought, all students and employees are subject to University discipline for illegally manufacturing, distributing, possessing or using any controlled substance (i) on University property, (ii) at University functions, or (iii) under other circumstances involving a direct and substantial connection to the University. Any student found to have engaged in such conduct is subject to the entire range of University Judiciary Committee sanctions described in the Statement of Students' Rights and Responsibilities, including suspension and expulsion. University personnel found in violation of this policy are subject to appropriate personnel sanctions.

A. Federal and Commonwealth of Virginia (Virginia) Penalties. Federal and Virginia law penalizes the unlawful manufacturing, distribution, use, and possession of controlled substances, including prescription drugs. The penalties vary based on many factors, including the type and amount of the drug involved, and whether there is intent to distribute. Federal law sets penalties for first offenses ranging from less than one year to life imprisonment and/or fines up to $10million. Penalties may include forfeiture of property, including vehicles used to possess, transport or conceal a controlled substance, and the denial of professional licenses or federal benefits, such as student loans. Convictions under Virginia law may be misdemeanor or felony crimes with sanctions ranging from probation to life imprisonment and/or fines of up to $1 million. Virginia law specifically prohibits the sale, gift, distribution, and possession of synthetic cannabinoids, which carry penalties as a Class 6 felony.

Federal law holds that any person, who distributes, possesses with intent to distribute, or manufactures a controlled substance on or within one thousand feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines. A similar Virginia law carries sanctions of between one and five year's imprisonment and up to a $100,000 fine for similar violations.

B. Intercollegiate Athletics Department's Drug/Alcohol Policy. The Intercollegiate Athletics Department of the University has additional written policies which are presented to each student-athlete annually prior to participation. These policies encompass mandatory drug testing, sanctions as a result of positive tests, specific programs of education relative to drug and alcohol use and abuse, and counseling and rehabilitation programs.

C. Drug-Free Workplace Policy. The use of alcohol or illegal drugs by all employees while on University property, including during meal periods and breaks, is absolutely prohibited. The use of alcohol may be authorized in advance by the University for approved University functions. No employee will report to work while under the influence of alcohol or illegal drugs. Violations of these rules by an employee will be reason for evaluation/treatment for a substance use disorder or for disciplinary action, up to and including dismissal.

Posting and Chalking
Prm:008 – Exterior Posting And Chalking

Posting:
Exterior posting on University property is permitted on designated kiosks. Materials may not be placed on areas or surfaces not intended for posting such as trees, columns, lampposts, bollards, walls, trash receptacles, railings, newspaper racks, construction fences and bicycle racks.

Postings are limited to one per individual/organization per kiosk on a first-come, first-serve basis.

Flyers should not exceed standard letter-size paper (8 ½ x 11 inches).

All materials posted shall clearly indicate the name of the sponsoring University department, office, student organization, independent group or outside organization.

Materials shall be posted in such a manner as not to deface or damage the surface to which they are attached. Masking tape is an acceptable means of securing materials to a surface. Scotch or Scotch-type tapes and duct tape are not allowed; nor are liquid paste or cement of any type.

With the exception of the Amphitheater, no bed sheets or similar large signs may be displayed on University property. Individuals/organizations wishing to place a sign in the Amphitheater need to obtain approval from the Newcomb Hall Event Planning Office.

No temporary structures (e.g., sandwich boards) may be placed on central Grounds for the purpose of providing space for posting flyers or other announcements, unless approved by the Newcomb Hall Event Planning Office.

All postings and/or announcements in Athletics Facilities are restricted and approved only in advance by the Department of Athletics, Facilities and Game Operations and/or by Event Management at the time of a particular event.

Chalking:
Chalk may be used on exposed (not below roofs or other overhangs) exterior concrete or asphalt sidewalks or walkways. Use of chalk on brick, slate or other stone surfaces or on buildings or other structures of any kind is strictly prohibited.

Only non-permanent sidewalk chalk may be used. No paint, spray/adhesive chalks, markers or inks are allowed.

Only one chalked message is permitted per sidewalk area (for example: one each to the north, west and east of the amphitheater; one each on the sidewalks surrounding the Lower Lawn).

Housing

Bamboo Policy: Per city of Charlottesville Fire Marshall:
Cut bamboo is not approved to be used for indoor decorations or construction
Cut bamboo must be kept 20 feet from buildings and exit ways.
Any structure over 200 square feet or with a roof or platform constructed of bamboo must be approved by either Neighborhood Development Services (City of Charlottesville) or the County Building Official.
Cut bamboo must be removed promptly after the event has ended.
All leaves must be removed from the cut bamboo before it can be used as a decorative material.
Note that these guidelines also apply to facilities in the County.

Snow Removal: The Charlottesville and Albemarle County policy states that all snow/ice must be removed from sidewalks and walkways managed by city and county public works within twenty four (24) hours of the last snow.   Should County and City Property Maintenance Inspectors find properties without cleared sidewalks and/or walkways, they will issue a twenty-four (24) hour warning by posting or hand-delivering this notice to the occupant of the property. If after twenty-four (24) hours the snow/ice is still present, a city hired contractor will clear the areas in noncompliance at the cost of the owner/occupant(s). Be advised, the cost to the owner/occupant will be substantially more expensive than the typical rate, so please make arrangements to have all snow/ice removed from your property within the twenty-four (24) hour time frame required by the new policy.

Section VI: Additional Resources

General Resources Offered by UVA FSL

FOA Programming Resource Guide: http://www.virginia.edu/fsl/foa/resource.html
FOA Forms & Supplemental Materials: http://www.virginia.edu/fsl/foa/index.html
Officer Transition Guide: http://www.virginia.edu/fsl/policies/index.html

Facilities/Housing Resources Offered by UVA FSL

House Manager Guide: http://www.virginia.edu/fsl/policies/index.html
Map of fraternity & sorority houses: http://www.virginia.edu/fsl/policies/index.html
Break/closing checklist: http://www.virginia.edu/fsl/policies/index.html

Fraternity & Sorority Links

North-American Interfraternity Conference: http://www.nicindy.org/
National Panhellenic Council: http://www.npcwomen.org
National Pan-Hellenic Council, Inc: http://www.nphchq.org
National Association of Latino Fraternal Organizations, Inc: http://www.nalfo.org
National Multicultural Greek Council: http://www.nationalmgc.org/home.html
Association of Fraternity Advisors: http://www.afa1976.org/

Other Fraternity & Sorority Resources

Undergraduate Interfraternity Institute: http://www.nicindy.org/programs/UIFI/
LeaderShape: www.leadershape.org/
StopHazing.org: http://www.stophazing.org
Fraternal Information & Programming Group (FIPG): http://www.fipg.org
Robert's Rules of Order: http://www.robertsrules.com/
Phired Up Productions: http://www.phiredup.com/
CampusSpeak: http://www.campuspeak.com/

University of Virginia Resources

Madison House, http://www.madisonhouse.org/
Gordie Center, http://gordiecenter.studenthealth.virginia.edu/
Luther Porter Jackson Black Cultural Center, https://oaaa.virginia.edu/luther-porter-jackson-black-cultural-center
Women's Center, http://womenscenter.virginia.edu/
Office of the Dean of Students, http://www.virginia.edu/deanofstudents/
CAPS, http://www.virginia.edu/studenthealth/caps.html
Career Center, http://career.virginia.edu/