



Chapter President Manual 2021

Table of Contents

Fraternity & Sorority Life	3	
Mission Statement		
FSL Office Contacts		
Office of Student Engagement	4	
Mission Statement		
OSE Office Contacts		
Division of Student Affairs	4	
Mission Statement		
DOSA Office Contacts		
Fraternity & Sorority Life Councils	6	
Officer Contact Information		
Policies		
Fraternity & Sorority Life Governance Statement	8	
Residence Life Publicity Policy	25	
Residence Life Housing Policy	27	
Annual Feedback Meeting Review Process	29	
Forms		
Guide to Fraternity and Sorority Life Forms	40	
Forms		40
Resources		
Event and Meeting Services	42	
Crisis Management Procedures	45	

Fraternity & Sorority Life Mission Statement

Our Mission

Fraternity and Sorority Life at Missouri State University provides avenues for leadership and community involvement while aiding in the development of meaningful connections and personal growth.

Our Vision

Fraternity and Sorority Life at Missouri State University strives to be a model community by:

Recruiting and developing a diverse group of engaged citizens,
Cultivating professional and interpersonal skills in members, and
Fostering a cross-council community.

Our Values

Leadership | Service | Development | Scholarship | Community

Fraternity & Sorority Life Contacts

Tara Benson

Associate Director PSU - Director of Student Engagement

[417-836-4386](tel:417-836-4386) (office)

TBenson@MissouriState.edu

LaShatá Grayson

Assistant Director, Student Engagement-Involvement

417-836-4457(Office)

lq9e@MissouriState.edu

Office of Student Engagement Mission Statement

The Office of Student Engagement promotes lifelong learning by providing programs and resources for all students to develop and connect to Missouri State and their co-curricular communities.

Office of Student Engagement Contacts

Office of Student Engagement
Plaster Student Union 101
(417) 836-4386
Fax: (417) 836- 4756

Tara Benson
Associate Director of the Plaster Student Union/Director of Student Engagement
TBenson@missouristate.edu

LaShatá Grayson
Assistant Director, Student Engagement-Involvement
lq9e@MissouriState.edu

Victoria Rice
Assistant Director of Student Engagement for Programs
VictoriaCulver@missouristate.edu

Diane Kingham
Administrative Assistant
DianeKingham@missouristate.edu

Division of Student Affairs Mission Statement

Missouri State University's Division of Student Affairs' mission is to support student success, foster student engagement, inspire commitment to public affairs, and instill pride and tradition.

Student Affairs Contacts

Dr. Dee Siscoe
Vice President for Student Affairs
417-836-5526
DSiscoe@missouristate.edu

Dr. Michele D. Smith

Assistant Vice President for Student Affairs/Dean of Students
MDSmith@missouristate.edu

Terry Weber
Director – Plaster Student Union
417-836-5886
TerryWeber@missouristate.edu

Dr. Andrea Weber
Director of Student Conduct
417-836-6937
AndreaWeber@missouristate.edu

Fraternity & Sorority Life Councils

Council Office – PSU 116

Interfraternity Council

James McCann	President	McCann041@live.missouristate.edu
Justin “Chucky” Glock	VP of Judicial Affairs	glock19@live.missouristate.edu
Mark Lachowitz	VP of Administration	Mark151@live.missouristate.edu
George Sakellis	VP of Community Relations	Sakellis3@live.missouristate.edu
Justin Battle	VP of Membership Development	battle44@live.missouristate.edu
Lucas Sturma	VP of Recruitment	Sturma116@live.missouristate.edu
Zane Pezley	VP of Academics	pezley00@live.missouristate.edu
Jack Clement	VP of Social Awareness	Clement5@live.missouristate.edu

National Pan-Hellenic Council

Julianne Stovall	President	julianne1230@live.missouristate.edu
Cameron Hodges	Vice President/Secretary	hodges913@live.missouristate.edu
Azonti Anderson	Sergeant at Arms	azonti600@live.missouristate.edu
Tyrone Goodwin	Treasurer	goodwin0122@live.missouristate.edu

Panhellenic Association

Maggie Fix	President	fix014@live.missouristate.edu
Emily Taylor	VP of Judicial Affairs	emily209@live.missouristate.edu
Hannah Evans	VP of Administration	evans623@live.missouristate.edu
Rebecca Neumann	VP of Recruitment	neumann199@live.missouristate.edu
Emily Hefferle	VP of Member Development	hefferle15@live.missouristate.edu
Morgan Mesle	VP of Community Relations	mesle120@live.missouristate.edu
	VP of Academics	
Lauren Horton	Director of PR/Marketing	lauren0115@live.missouristate.edu
Emily West	Director of Social Awareness	west110@live.missouristate.edu
Elizabeth Rice	Director of Panhellenic Counselors	rice4@live.missouristate.edu

The Fraternity & Sorority Governance Statement of Missouri State University

Table of Contents

<u>Section</u>	<u>Subject</u>	<u>Pages</u>
Article 1	Chapter Rights and Responsibilities	2-3
Article 2	University Recognition	3-4
Article 3	Chapter and Community Evaluation	4
Article 4	Authority and Jurisdiction	4-6
Article 5	Proscribed Conduct	6-8
Article 6	Consequences	8-11
Article 7	Conduct Policies and Procedures	11-14
Article 8	Definition of Terms	14-17
Article 9	Interpretation and Revision	17

Approved by Governing Fraternity & Sorority Councils: February 14, 2014

Approved by the Vice President of Student Affairs and Dean of Students: April 24, 2014

Effective date: May 1st, 2014

Article 1: Chapter Rights and Responsibilities

The Code of Student Rights and Responsibilities, as the publication title suggests, outlines the rights and responsibilities of students at Missouri State University. It is not the purpose here to simply restate the rights and responsibilities contained in the Code, but to highlight some that are particularly relevant to Fraternities & Sororities. It must be further noted that affiliation with a national organization is required for most Fraternities & Sororities and that loss of such recognition by a national organization will result in loss of recognition at Missouri State University.

Rights

The University shall not take conduct action against an organization for expression that is guaranteed by the Federal and/or State constitutions. This specifically includes the right to express unpopular views in any manner provided that such expression is consistent with the Expressive Activity Policy.

Basic concepts of fairness shall be afforded student organizations prior to conduct action, including notice of conduct charges that includes specific allegations and the corresponding policies allegedly violated; sufficient notice of a hearing on the charges before an impartial body and the opportunity to challenge information presented in support of the allegations, and the right to appeal a finding of responsibility or consequence.

Benefits that are afforded to Fraternities & Sororities, unless limited by a governing council or the University through conduct consequences, include:

- Office of Student Engagement staff dedicated to the advisement of the Fraternity & Sorority community who receive ongoing training and professional development
- Assistance with recruitment and intake process including collection of recruitment applications, bid cards, GPA verification, and technical support
- Dedicated office space for all three governing councils
- Financial support towards recruitment materials and educational programming
- Partnership with the SOAR program which includes at minimum an information table promoting Fraternity & Sorority life
- Inclusion in office presentations to Residence Life, Housing and Dining Services, GEP 101 classes, University Ambassadors, SOAR, and other offices upon request
- Reports are compiled including but not limited to membership rosters, grade reports, service hours, social events, and chapter officer contact information
- Resources for advisors and presidents including manuals and ongoing trainings
- The administration meets annually with every chapter to offer advice and give praise in various areas. This also includes offering awards for excellence
- Right to reserve space through Conference Services
- Right to have a student organization mailbox located in the PSU
- Listing in University publications and/or web pages
- Right to conduct fundraisers
- Right to request funding from SOFAC
- Right to promote events through flyers and chalking within the guidelines established in the Advertising and Solicitation policy.

Responsibilities

Fraternities & Sororities must comply with all Inter/National regulations and established University policies, including but not limited to the Code of Student Rights and Responsibilities, the Expressive Activities Policy, SOFAC Guidelines and Policies, and Policies and Ethics for Student Computer Use and Computer Network Use. To this end, Fraternities & Sororities are responsible for planning and executing effective transition between outgoing and incoming officers and committee chairs and the education of members, both new and continuing, in all relevant University policies and procedures, including the Fraternity & Sorority Governance Statement. Fraternities & Sororities must serve the purpose and mission of Missouri State University and must embrace and uphold the standards of their respective national organizations.

Fraternities & Sororities are responsible for their effective self-governance and should be free from interference in their daily operations by University faculty and staff advisors and other University administrators, provided that they are in compliance with University policies and applicable laws and ordinances. Conversely, student organizations must comply with all University policies and all local, state, and federal laws and must comply with University personnel acting within their duties and responsibilities.

Fraternities & Sororities have the responsibility to hold their members accountable for violations of University policies and their own standards. These organizations have the unique and additional responsibility to hold their fellow organizations accountable for actions that violate University policies, the policies of their governing councils, and the values common to all members of the Missouri State University Fraternity & Sorority community.

Fraternities & Sororities have the responsibility to be good stewards of University property and resources.

Fraternities & Sororities shall be held responsible for conduct violations of their guests and alumni at all chapter and University-sponsored events when such behaviors could be reasonably foreseen, prevented, and/or minimized.

Article 2: University Recognition

- 2.1 Missouri State University exists to produce educated persons. This is the central mission of the University. All units of the University have, as a primary function, the obligation to support the University's central mission. The University explicitly states that the out of class experience is a major component of the educational experience of students. The University therefore seeks to encourage those student organizations that provide a positive learning experience for students. The University provides this encouragement through the process of recognition and registration of student organizations. In return for meeting and upholding University standards, the University grants certain privileges based on the level of recognition or registration.
- 2.2 The University explicitly recognizes the value of Fraternities & Sororities as an out of class experience that provides students with unique leadership and social opportunities.

Consequently, the University actively seeks to promote a strong Fraternity & Sorority community.

- 2.3 Students who wish to form a Fraternity or Sorority will do so through procedures established in concert with the appropriate governance council and National Organizations.
- 2.4 Fraternities & Sororities voluntarily assume the responsibility of maintaining the standards established by the University policies as a condition for recognition. Fraternities & Sororities are expected to be in compliance with all policies of the inter/national chartering organization as a condition of recognition.
- 2.5 The University reserves the right to withdraw recognition from a Fraternity or Sorority chapter upon determining that good cause for such action exists.
- 2.6 All standards of behavior established by the Code of Student Rights and Responsibilities apply to all Fraternities & Sororities. The University reserves the right to determine whether charges are placed against a chapter or an individual on a case-by-case basis.
- 2.7 When only the University is exploring conduct action, no conduct consequences may be imposed (except on an interim basis) upon any chapter without following procedural due process, as described in the Code of Student Rights and Responsibilities

Article 3: Chapter and Community Evaluations

- 3.1 Each year an evaluation meeting will be scheduled with each chapter. The meeting will include the Dean of Students or Designee, the Assistant Director of Student Engagement for Fraternity & Sorority Life, the chapter president, and an advisor.
- 3.2 The purpose of the evaluation meeting is to explore the strengths and challenges of each chapter and to develop attainable goals and strategies to achieve them.
- 3.3 Each chapter will send a representative to a paperwork/ risk management session held by the Office of Student Engagement, in conjunction with IFC/ PHA/ and NPHC at the beginning of each semester. Once the chapter participates in this session, they will be able to hold social functions for the semester.

Article 4: Authority and Jurisdiction

- 4.1 The State of Missouri has delegated, by statute, authority for the governance of Missouri State University to the Board of Governors. This includes full power and authority to adopt all needful rules and regulations for the guidance and supervision of the conduct of all Fraternities & Sororities and students while enrolled as such and the authority to enforce compliance to those rules and regulations. It also has the power to delegate disciplinary authority.

- 4.2 Responsibility for the governance of Fraternities & Sororities is specifically delegated to the Dean of Students. The Dean of Students has assigned responsibility for advising and working with chapters to the Office of Student Engagement.
- 4.3 The University, as an institution with a public affairs mission, recognizes the inherent value of shared governance in working with Fraternities & Sororities. Therefore, the University recognizes the Inter-fraternity Council as the coordinating and governing body of the fraternity system, the Panhellenic Council as the coordinating and governing body of the sorority system, and the National Pan-Hellenic Association as the coordinating and governing body of the NPHC Association. The authority of these groups is outlined in each respective constitution and set of by-laws as an internal authority.
- 4.4 Conduct decisions will be made according to procedures specified by this document. Conduct matters related to individual members of Fraternities & Sororities are governed by the procedures established for all students in the Code. When a Fraternity or Sorority enters a plea of “not responsible” to conduct charges and/or pleads “responsible” but cannot reach agreement with the Chief Justice and Conduct Advisor on appropriate conduct consequences, the Panhellenic Standards Board, Inter-Fraternity Council Standards Board or University Hearing Panel shall be utilized as the hearing authority.
- 4.5 Generally, jurisdiction shall be limited to behaviors or events ~~conduct~~ which occur on University or chapter premises, at chapter activities or off campus when the behavior adversely affects the University Community and/or the pursuit of its objectives. Situations where sexual harassment, sexual assault, hazing, or physical assault may have occurred will be investigated by the University regardless of whether or not the event(s) in question took place on or off campus.
- 4.6 Although not all acts of individual chapter members can or should be attributable to the chapter, any chapter or its members should be held responsible for its actions as described herein. Occasional lapses by individual members or isolated individual failures in restraint should not be chargeable to the chapter, but evidence of chapter conduct exists where:
- a. Members of the chapter act in concert, or the chapter provides the impetus for members, to violate University policy;
 - b. A violation arises out of a chapter-sponsored, financed, or endorsed event;
 - c. An executive board officer has knowledge of the incident before it occurs and fails to take corrective action;
 - d. The incident occurs on the premises owned, operated, or leased by the chapter;
 - e. A pattern of individual violations is found to have existed without proper and appropriate chapter control, remedy, or sanction.

In determining whether a chapter may be held collectively responsible for the individual acts of its members, all of the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, chapters will be held responsible

for the acts of their members when those acts grow out of, or are in any way related, to chapter life.

Article 5: Proscribed Conduct

- 5.1 Violation of University policies, rules, or regulations published in University documents in which a student could reasonably be expected to be familiar; including but not limited to:
- “The Code of Student Rights and Responsibilities”
 - “The University Catalogue”
 - “Policy and Ethics for Student Computer Use and Computer Network Use”
 - “The Guide to Residence Hall Living”
 - “The Guide to University Apartment Living”
- 5.2 Attempted or actual theft of and/or damage to property of the University, the property of another Fraternity or Sorority, or property of a member of the University community or other personal or public property. Theft of signage, banners, composites, and/or other property within or outside of a chapter house is covered under this policy.
- 5.3 Hazing. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this policy.
- 5.4 Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself and/or chapter affiliation to these persons when requested to do so.
- 5.5 Use, possession, or distribution of narcotic or other controlled substances, or drug paraphernalia except as expressly permitted by law.
- 5.6 Use, possession, or distribution of alcoholic beverages, or alcohol paraphernalia except as expressly permitted by the law and University regulations, or public intoxication.
- 5.7 Purchase of alcoholic beverages through or with chapter funds or the purchase of alcohol for members or guests undertaken or coordinated by any member in the name of or on behalf of the chapter.
- 5.8 The purchase and/or use of a bulk quantity or common sources of alcoholic beverages, for example, kegs, cases, or trash can punch is prohibited.
- 5.9 Chapter members, collectively or individually, shall not purchase for, serve to, or sell alcoholic beverages to any minor. Nor shall they provide a location for alcohol consumption by minors.
- 5.10 No chapter may co-sponsor any event with an alcohol distributor, charitable organization, bar/tavern where alcohol is given away, sold, or otherwise provided to those present.

This includes any event held in, at, or on the property of a bar for the purposes of fundraising.

- 5.11 No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, businesses, or organizations.
- 5.12 All formal and informal recruitment activities or intake processes associated with any chapter shall be "dry" functions, that is, without the presence of alcohol or intoxicated persons.
- 5.13 No alcohol shall be present at any pledge/associate/new member program.
- 5.14 No member shall permit, tolerate, encourage, or participate in drinking games at a chapter event or on chapter premises.
- 5.15 No less than one chapter member for every 25 people of each sponsoring chapter shall be present at such an event and will refrain from all consumption of alcohol. These individuals shall be responsible for the coordination and supervision of the event. Under no circumstances will these persons be pledges/associate/new members. At least one of these members shall be an executive officer.
- 5.16 At any social event with alcohol held not in conjunction with a licensed third party vendor, the chapter will hire bonded, private security personnel or off duty police to monitor the entrance to the social event, to assist the members in coordinating and supervising the event, and to facilitate any necessary communication with law enforcement personnel.
- 5.17 All social events that include alcohol will be registered with the Office of Student Engagement no less than 10 business days in advance of the event. This registration will include the names of the chapter members and the names of chapter officers who will coordinate and supervise the event. Events that are non-alcoholic shall be registered with the Office of Student Engagement no later than five business days before the event.
- 5.18 In the event where a non-alcoholic event is held at an establishment where alcohol potentially can be served, the hosting organization will provide proof of insurance and a guest list for the event. Exceptions to this are at the discretion of the Office of Student Engagement.
- 5.19 Wristbands will be given at the entrance to the social event with alcohol and will be issued only to those of legal drinking age. Wristbands provided to guest must be the official bands provided by the Office of Student Engagement. The people distributing wristbands shall be those listed as sober party monitors.
- 5.20 No open parties with alcohol.

- 5.21 An updated list of current chapter members, with birth dates, will be submitted to the Office of Student Engagement twice per semester. All chapters must complete a New Member Roster or Candidate Form and turn into the Office of Student Engagement as specified by the Assistant Director of Student Engagement for Fraternity & Sorority Life. Students must sign a Membership Card and turn into the Office of Student Engagement within 7 days of joining the organization.
- 5.22 All chapter houses shall, prior to, during, and following occupancy, meet all local fire and health codes and standards, including all city ordinances relating to house capacities, congregations, and assemblies. A copy of the inspection must be turned in to the Office of Student Engagement by September 1st every year.
- 5.23 All chapters must have posted emergency numbers for fire, police, and ambulance and must have posted evacuation routes on the back of the door of each member's room and each sleeping room.
- 5.24 No possession and/or use of firearms or explosive devices of any kind, within the confines and premises of chapter property.
- 5.25 At any event, no more than 425 persons shall attend or the maximum capacity of the facility used (chapter premises, third party vendor, etc.) whichever is less.
- 5.26 All chapters must adhere to registration policies set forth by the Office of Student Engagement. Exception requests (i.e. over-capacity or requesting to not submitting alumni or parent birthdays) must be submitted to the Office of Student Engagement no later than 21 days before the scheduled event for the Dean of Students or Dean of Students Designee approval.

Article 6: Consequences

- 6.1 When there is a hearing to determine that a violation of policy has taken place, the hearing authority will determine a recommendation for a consequence appropriate to the violation. In determining its recommendation, the hearing authority will hear recommendations from the organization responding to conduct charges (hereafter simply referred to as the 'respondent') and the complainant. The Conduct Advisor may introduce information of past violations by the respondent organization that may be relevant to assigning consequences.
- 6.2 Bystander Intervention Policy. The welfare of our students is of the highest importance to Missouri State University. There will be times when individual students, both on and off campus, may be in critical need of assistance from medical or other professional personnel. Missouri State University hopes that these students will seek help and that other students or individual chapters will respond to obtain the help that their fellow student needs. To that end, Missouri State University wants to minimize any hesitation that students might have in obtaining help due to concern that their own behavior or chapter behavior might be a violation of University policy.

While policy violations cannot always be overlooked, a-University staff members will take into consideration the positive impact of reporting an incident on the welfare of students when determining the appropriate response for policy violations by the reporter of the incident. Any possible negative consequences for the chapter or reporter of the problem should be weighed against the possible negative consequences for the student who needs intervention. At a minimum, Missouri State University hopes that a student would make an anonymous report that would put the student in need in touch with professional help.

6.3 The following consequences may be imposed upon any Fraternity or Sorority found to have violated University policy.

- A. Warning – A notice in writing to the organization that the chapter is violating or has violated institutional policy.
- B. Loss of Privileges – Denial of specified privileges for a designated period of time.
- C. Fines – Fines may be imposed.
- D. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- E. Community Service
- F. Letter of apology
- G. Restriction upon privileges
- H. Research and written statements
- I. Hosting an educational program
- J. Level One Probation – A written reprimand for violation of specified policies as well as notice to Inter\National organizations of conduct concerns. Probation is for a designated period of time and includes the probability of more severe conduct consequences if the organization is found to be violating any institutional regulation(s) during the probationary period. Organization members may be declared ineligible to campaign for or hold office on their respective governing Council. If found responsible for another violation of University policy and/or a violation of the Governance Statement, it may result in the suspension or dismissal of the organization.
- K. Level Two Probation – Serves as both a second chance and final warning to the organization. It is imposed for a specific period of time and affects the chapter's good standing in the University. While on level two probation, organization members will be declared ineligible to campaign for or hold office on the governing council. If found responsible for a violation of the Fraternity & Sorority Governance Statement

while on level two probation, this may result in the suspension or dismissal of the organization from campus.

- L. Suspension of University Recognition – Loss of all privileges, including University recognition, for a specified period of time. Conditions for recognition may be imposed.
 - M. Dismissal – Permanent revocation of University recognition.
 - N. Temporary or Provisional Orders – In addition to the authority granted in the Code of Conduct and the Fraternity & Sorority Governance Statement, the Dean of Students is empowered to impose temporary or provisional orders ex parte to preserve the status quo or to prevent the potential endangerment of persons or property. Such temporary or provisional orders are not intended to replace a hearing before a conduct authority. Such an order is intended to place parameters on chapter behavior in order to avoid the necessity of a hearing and allow the status quo to be maintained. Generally, such orders should be limited to those circumstances where the Dean has good cause to believe that an organization’s behavior poses a threat to the status quo of the University community or member(s). A chapter shall receive a written copy of the order, which specifies the conditions of the order, the duration of the order, the consequence for violation of the order, and how the record of the order will be maintained.
 - O. Interim Suspension – In certain circumstances, the Dean of Students, or a designee, may impose a temporary suspension for a chapter prior to a hearing before a hearing for the purpose of protecting campus community members, personal or university property and/or the community at large. During the interim suspension, the organization shall be denied access to the university meeting spaces, intramural leagues, and social activities. The chapter may not hold elections, give bids to new members\pledges, or initiate members.
6. 4 More than one of the consequences listed above may be imposed for any single violation.
- 6.45 All conduct records concerning Fraternities & Sororities are maintained permanently for archival purposes.
- 6.56 In each case when a hearing authority shall determine that an organization has violated policy, the consequences shall be approved and imposed by the Dean of Students. The Dean, in determining and imposing consequences, shall consider the recommendation of the hearing authority. The Dean is not limited to consequences recommended by the hearing authority. Following the hearing, the Chief Justice, the conduct advisor, or the Dean shall advise the chapter in writing of the consequences imposed. A consequence imposed by the Dean may be appealed. See article 7.8 for more information on where an appeal goes.

- 6.67 A Fraternity or Sorority receiving a temporary or provisional order may seek relief from the Vice President for Student Affairs. The organization shall request relief in writing. Upon review, the Vice President can amend the conditions of the order or remove the order.

Article 7: Conduct Policies and Procedures

- 7.1 Any member of the University community may file charges against a chapter for misconduct. Charges shall be prepared in writing and directed to the Dean of Students Office, which is responsible for the coordination with the Chief Justice of the Fraternity & Sorority conduct system. Any charge should be submitted as soon as is reasonably possible after the event takes place, but in any case, no longer than one calendar year from the date the person knew or should have known the facts.
- 7.2 The Chief Justice and Conduct Advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. Such disposition shall be final and there shall be no subsequent proceedings.
- 7.3 All charges shall be presented to the respondent chapter in written form and copied to the chapter advisors and Inter\National Headquarters. The written notice of charges will contain the following:
- a. The sections of the Fraternity & Sorority Governance Statement or the Code allegedly violated;
 - b. Date, time, and place, the alleged violation occurred;
 - c. A concise summary of the alleged violation;
 - d. A list of the complainant's witnesses (to be supplemented later if necessary); and
 - e. A deadline for meeting with the Chief Justice and Conduct Advisor.
- 7.4 The chapter responding to conduct charges will meet with the Chief Justice and Conduct Advisor by the deadline assigned in the letter of charges. At that meeting the following matters will be decided:
- a. The Chief Justice and Conduct Advisor will go over the charges and give a summary of the information to be presented as to allow preparation of refutation;
 - b. The Chief Justice and Conduct Advisor will answer any questions and provide any necessary clarification of the Fraternity & Sorority Governance Statement or Code and/or its procedures;
 - c. The chapter responding to conduct charges will complete and sign an adjudication form;
 - d. The Chief Justice and Conduct Advisor will assist both the respondent chapter and the complainant to secure necessary information for the purpose of facilitating and understanding a hearing before a hearing panel (when necessary);
 - e. If the chapter fails to meet with the Chief Justice and Conduct Advisor or fails to complete the adjudication form, the Chief Justice and Conduct Advisor shall assume a plea of not responsible and proceed with a hearing.

- f. In the event that the chapter responding to conduct charges, Chief Justice and Conduct Advisor cannot reach agreement for responsibility or consequences, the process will proceed to a hearing.

7.5 When a student joins a Fraternity or Sorority, s/he does so voluntarily and in so doing implicitly accepts certain obligations of performance and behavior established by the University, as defined in this Fraternity & Sorority Governance Statement, the Code and other official University publications. The development of education and self-discipline is a goal of each chapter, and the conduct process is intended to be educational in nature. The conduct system described herein is designed to further the educational process; therefore, it is not comparable to, or a substitute for, jurisprudence under a criminal code. Therefore, formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Fraternity or Sorority conduct proceedings. The procedures outlined below are designed to balance the rights and responsibilities of the chapter responding to conduct charges with the rights of the party filing conduct charges, other students, members of the academic community, and the public. Hearings shall be conducted by a hearing authority in order to provide a fair opportunity for hearing of the chapter's position, explanations, and information according to the following guidelines:

- a. Hearings normally will be conducted in private. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Chief Justice and Conduct Advisor.
- b. The Chief Justice may cause to be removed from the hearing any person, including the respondent chapter representative or an advisor, who disrupts or impedes the investigation, or who fails to adhere to the rulings of the Chief Justice. The Chief Justice or Conduct Advisor may direct that persons, other than the respondent chapter representative or the complainant, who are to be called upon to provide information, be excluded from the hearing except for that purpose. The members of the hearing panel may conduct private deliberations at such times and places as they deem proper.
- c. The complainant must appear in support of the charge(s) before the hearing panel. If the complainant fails to appear, charges may be dropped at the discretion of the Chief Justice and Conduct Advisor.
- d. If the accused chapter has been properly notified of the hearing, but fails to appear, the hearing may take place in the chapter's representative's absence and will be binding on the respondent chapter. Only upon showing of exceptional circumstances (to be determined by the Chief Justice and Conduct Advisor) will the respondent chapter be granted a new hearing on the basis of absence. In hearings and/or conferences, it shall be presumed that the notice of a hearing/conference has been received if the notice is furnished in one of the following ways: notice is sent by regular, registered, or electronic mail to the address provided by the chapter president to the Office of Student Engagement or that is on record in the Registrar's Office.
- e. In hearings involving more than one respondent chapter, the Conduct Advisor, may recommend the hearings concerning each chapter be conducted together or separately. The decision to conduct the hearings together or separately is at the sole discretion of the Chief Justice and Conduct Advisor.
- f. The complainant and the respondent chapter have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant

- and/or the respondent chapter is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a hearing authority. It is the responsibility of the complainant and the respondent chapter to notify the Chief Justice of the identity of the advisor secured no later than three (3) days in advance of the hearing date.
- g. In consideration of the limited role of advisors and of the compelling interest of the university to expeditiously resolve allegations of violations of policy, the work of a hearing authority will not, as a general practice, be delayed due to the unavailability of an advisor.
 - h. Presenting information and challenging presented information at a hearing are rights available to both the respondent chapter and the complainant. However, direct questioning by the complainant or the respondent chapter is not an inherent right and in certain cases may be denied by the Chief Justice and Conduct Advisor.
 - i. It is the responsibility of the person desiring the presence of a witness before a hearing to ensure that the witness appears. Because experience has demonstrated that the actual appearance of an individual is of greater value than a written statement, the latter is discouraged and should not be used unless the individual cannot reasonably be expected to appear. Any written statement must be dated, signed by the person making it, and witnessed by a University employee. The work of a hearing authority will not, as a general practice, be delayed due to the unavailability of a witness.
 - j. The hearing panel will accept for consideration all matters, which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious, irrelevant, or personally abusive material should be excluded.
 - k. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a hearing authority at the discretion of the Chief Justice and Conduct Advisor.
 - l. All procedural questions are subject to the final decision of the Chief Justice and Conduct Advisor.
 - m. After the hearing, the hearing authority shall determine (by majority vote) whether the chapter has violated each section of the Fraternity & Sorority Governance Statement or the Code, which the chapter is charged with violating.
 - n. The hearing authority's determination shall be made on the basis of whether it is more likely than not that the respondent chapter violated the Fraternity & Sorority Governance Statement or the Code.
 - o. If a disability prevents a student from speaking, a non-attorney advisor may speak on behalf of that student.
- 7.6 There shall be a single verbatim record of all hearings before a hearing authority. The record shall be the property of the University. The complainant and the respondent organization shall not be allowed to make a separate recording of any type.
- 7.7 Except in the case of an organization charged with failing to obey the directive of a hearing authority or University official, no chapter may be found to have violated policy solely because the organization failed to appear before a hearing authority. In all cases, the information in support of the charges shall be presented and considered.

- 7.8 A decision reached at a hearing or a consequence imposed by the hearing authority/Dean of Students, or Dean of Students designee may be appealed to the Campus Judicial Board within five (5) University business days of the decision. Such appeals shall be in writing and shall be delivered to the Chief Justice or Conduct Advisor. For specific appeal guidelines, please refer to the Code of Student Rights and Responsibilities of Missouri State University.

Article 8: Definition of Terms

- 8.1 Alumni = Organization member separated from the chapter while in good standing.
- 8.2 Alumni/ Parent Event = An event hosted by one chapter where either alumni or parents are invited. A guest list is submitted to the Office of Student Engagement.
- 8.3 Bar/tavern = Establishment that is licensed to sell alcoholic beverages and which more than 50% of its profits come from food service.
- 8.4 Chapter = Fraternity or Sorority recognized by the Office of Student Engagement at Missouri State University.
- 8.5 Chapter property = Location or items that are commonly recognized as being rightfully associated with an organization. Terms “chapter” and “Greek chapter” may be used interchangeably.
- 8.6 Chief Justice = IFC or Panhellenic elected position that processes paperwork, investigates allegations of policy violations, serves as standards board chairperson, and votes as a tie breaker on a hearing panel.
- 8.7 Conduct Advisor = A University official authorized on a case-by-case basis by the Dean of Students. The Dean may authorize a conduct advisor to serve simultaneously as an advisor to a hearing authority.
- 8.8 Consent = Consent or lack of consent may be expressed or implied. Acquiescence does not constitute consent. Further, consent cannot be construed if:
- a. It is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense and such incompetence is manifest or known to the actor; or
 - b. It is given by a person who by reason of youth, mental disease or defect, or incapacitation is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
 - c. It is induced by force, duress, or deception.
- 8.9 Co- Host List Party = A party hosted by one or more chapters where a guest list is provided to the Office of Student Engagement.

- 8.10 Co-Sponsor: Any organization, business, establishment, or person providing partial or complete financing for a project or an event carried out by another person or group.
- 8.11 Date Party = A party hosted by one chapter where each chapter member is able to bring one guest. A guest list is submitted to the Office of Student Engagement.
- 8.12 Endorsement = To acknowledge, approve, support or sustain
- 8.13 Exchange = An event between two or more chapters. A guest list is submitted to the Office of Student Engagement.
- 8.14 FIPG = Fraternal Information Programming Group
- 8.15 Guest = Any person who is hosted by the chapter or its members but who is not a member of the chapter, including parents, family members, alumni, and significant others.
- 8.16 Guest List = A list with the names of all those invited to an Alumni/ Parent event, Co-Host list party, date party, exchange, or list party which is submitted to the Office of Student Engagement.
- 8.17 Hazing = Any action taken or situation created, whether on or off chapter premises, to produce or cause mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; kidnappings, whether by pledges or active members, wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts that may causes unwanted attention; morally degrading or humiliating games and activities; and any other such activities that are not consistent with the academic achievement, fraternal law, ritual or policy, or the regulations and policies of the educational institution, or applicable state law. - FIPG
- 8.18 Hearing authority = Persons authorized to determine whether an organization has violated university policy and to recommend imposition of consequences. Fraternities & Sororities fall under the Chief Justice & Conduct Advisor, Inter-fraternity Standards Board, Panhellenic Standards Board, or the University Hearing Panel.
- 8.18 List Party = A party hosted by one chapter where a guest list is provided to the Office of Student Engagement.
- 8.19 Member of the University Community = Includes any person who is a student, faculty member, or staff member, and any Fraternity or Sorority. A person's status in a particular situation shall be determined by the Dean of Students.
- 8.20 Minor = Any person under the legal age to consume alcohol in the state of Missouri.

- 8.21 Non-alcoholic event = An event hosted by a chapter where alcohol is not present.
- 8.22 Open party = Unrestricted access by non-members of the chapter, without specific invitation and where alcohol is present. - FIPG
- 8.22 Policy = Written regulations of the University as found in, but not limited to, the “Fraternity & Sorority Governance Statement”, “Code of Student Rights and Responsibilities,” the Missouri State web pages, the “Guide to University Living,” “Guide to Apartment Living,” and “Graduate/Undergraduate Catalogs.”
- 8.23 Sexual act = Any penetration, however slight, whether or not emission results; any act involving the genitals of one person and mouth, tongue, hand, or anus of another person; or any of the above acts induced by force, duress, or deception.
- 8.24 Sexual contact = Any touching of the genitals or anus of any person, or the breast of any female person, or any such touching through the clothing for the purpose of arousing or gratifying sexual desire of any one person.
- 8.25 Student = Includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating policy, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance for admission, are considered “students” as are persons who are living in Missouri State University residence halls or apartments, although not enrolled in this institution.
- 8.26 University official = Includes any person employed by the University performing assigned administrative or professional responsibilities. This includes Resident Assistants and Graduate Assistants.

Article 9: Interpretation and Revisions

- 9.1 Any question of interpretation regarding the Fraternity & Sorority Governance Statement shall be referred to the Dean of Students or his or her designee for final determination, subject to appeal to the Vice-President of Student Affairs.
- 9.2 The Fraternity & Sorority Governance Statement should be reviewed periodically under the direction of the Office of Student Engagement. In all cases, review of this document should be conducted with student representation.
- 9.3 Changes in the Fraternity & Sorority Governance Statement which are editorial in nature and do not affect the fundamental nature of the document, or are required to insure policies are consistent with state or federal law, can be made by the Dean of Students and become effective upon approval by the President of the University.

9.4 Substantive changes recommended for the Fraternity & Sorority Governance Statement as a result of the review process shall be submitted to the Board of Governors for approval and adoption.

Missouri State University
Department of Residence Life and Services
Publicity Policy

Excerpts from Missouri State University Advertising, Distribution and Solicitation Policies (<http://www.missouristate.edu/studev/policies/advrt&solicit.html>):

Advertising (and publicity) shall be defined as any method or device for disseminating commercial informational/promotional materials on the campus of Missouri State University. The University retains the exclusive right for promotion of university activities through advertisement and endorsement by commercial enterprises and products. Advertisement on campus or in university publications and activity programs does not imply official endorsement by Missouri State University. Publicity and advertising which is fraudulent, libelous, obscene, profane, or beyond the limits of good taste will not be approved. Advertisements for liquor and narcotic drugs will be denied.

Posting On University Bulletin Boards

- Posted materials are usually limited to a **maximum size of 11” x 17”**, and must include the name of the responsible organization and a visible expiration date.
- Posting of materials in residence halls must be posted by Residence Life and Services Staff only.

Distribution of Published Materials on Campus

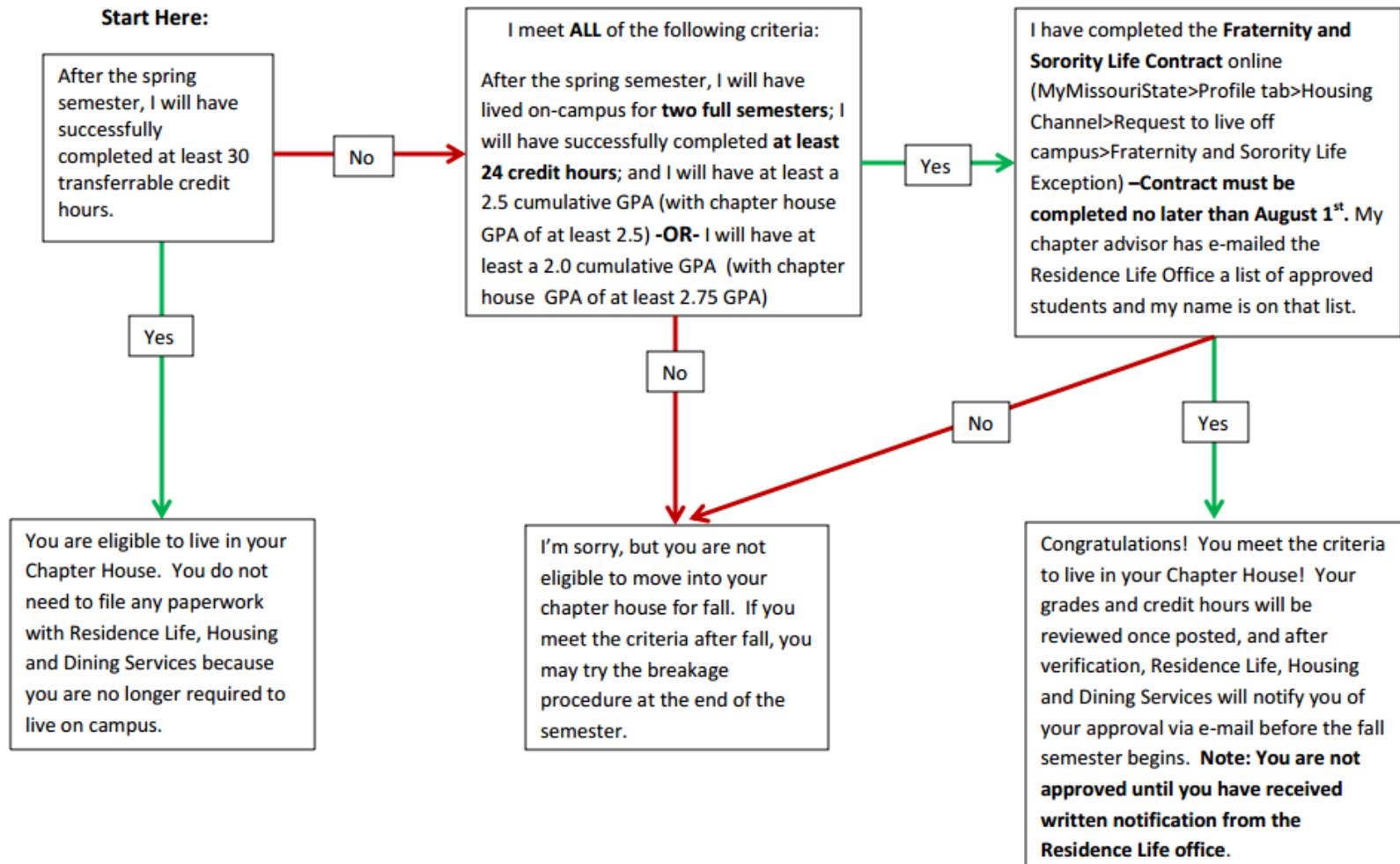
All members of the University community defined as faculty, staff, students, and members of recognized student organizations may distribute written materials on campus with the understanding that they accept responsibility for the materials and information printed on them. The materials should be labeled to indicate sponsorship and are to be distributed in accordance with this policy.

Advertising or other published materials not sponsored by a member of the University community may be left with the Department of Residence Life and Services–Education and Development (Hammons House #101) for distribution. These items will be taken to the residence halls and placed in locations where students may voluntarily pick them up.

**PLEASE COUNT THE NUMBER OF COPIES NEEDED PER RESIDENCE HALL,
BUNDLE AND LABEL THEM ACCORDINGLY**

Residence Hall	Hall Code	Male Floors	Female Floors	Coed Floors	Lobby/ies	Resident Assistants	Hall Total
Blair-Shannon House	BLSH	7	8	0	1	15	17
Dogwood Apartments	DAPT	0	0	6	2	1	2
Freudenberger House	FRED	6	12	0	1	18	19
Hammons House	HAMH	6	8	0	1	14	15
Hutchens House	HUTC	4	6	5	1	15	16
Kentwood Hall	KENT	0	0	4	1	4	5
Kentwood South Apartments	KAPT	0	0	1	0	0	1
Scholars House	SCHO	1	1	1	1	3	4
Sunvilla Tower	SUNV	0	0	16	1	6	17
Wells House	WELL	7	9	0	1	16	17
Woods House	WOOD	4	4	0	1	8	9
Total	35	48		33	11	100	122

Am I eligible to live in my Chapter House in the fall?



If you will not meet the GPA or credit hour requirement after the spring semester, we will allow you to take summer courses to rectify this. Your summer grades and credits will be reviewed before the fall semester begins, and you will be notified if you have met the criteria. If you are taking courses at a different institution, make sure to have your official transcripts sent to MSU Admissions as soon as possible. DO NOT move into your chapter house before receiving notification from our office. If you move into your chapter house without approval, you will be subject to the housing penalty fee in excess of \$3,000 per semester.



FRATERNITY & SORORITY LIFE

MISSOURI STATE UNIVERSITY

Annual Feedback Meeting 2018

Purpose

The overall goal of the Annual Feedback Meeting is to create a better understanding of how each chapter works, illustrate what the chapter is doing well, and explore where the chapter needs assistance. This process is intended to help chapters understand the minimum expectations of Fraternity and Sorority Life. In addition, all parties should provide feedback to each other in order to improve the chapter and university processes.

Process

Chapters will receive their Annual Feedback Meeting instructions from the Assistant Director of Student Engagement for Fraternity and Sorority Life prior to the start of the spring semester.

Each chapter will be responsible for scheduling a 45 minute meeting during the spring semester. The meeting will include the Dean of Students or designee, the Assistant Director of Student Engagement for Fraternity and Sorority Life, outgoing Chapter President, incoming Chapter President, and an Advisor. Additional attendees, such as executive board members or emerging Fraternity and Sorority leaders, are encouraged but not required.

The chapter will provide necessary documentation to FSL@missouristate.edu in the time frame determined by the Assistant Director of Student Engagement for Fraternity and Sorority Life.

Failure to schedule a meeting and provide necessary documentation by the deadline will result in charges brought against the chapter for violation of section 3.1 of the Fraternity and Sorority Life Governance Statement.

Area 1: Academic Standards and Achievement

The ultimate responsibility of doing well in academic pursuits falls on the individual. The chapter can help by creating an environment that expects successes and provides support to its members.

Objective	Documentation	Completion			
1.1 Chapter GPA meets or exceeds the all-men's/all-women's average or a 2.75 (whichever is higher) each semester.	Provided by the Office of Student Engagement.		Chapter	All-M/W	
		SP16			
		FA16			
1.2 New member class GPA meets or exceeds 2.75 each semester.	Provided by the Office of Student Engagement.		Chapter	All-M/W	
		SP16			
		FA16			
1.3 Chapter maintains an active academic support program.	Provide the chapter's academic support program that details the programming provided for members.				

Area 2: Community Relations/Philanthropic Work

Chapters can make a positive impact by being a valued and contributing member of the community. Individual members have an obligation to their chapters and other community members to conduct themselves in an appropriate manner. Chapters should create an environment that promotes a positive image and discourages inappropriate behavior.

Objective	Documentation	Completion			
2.1 Chapter averages a minimum of 12 community service hours per member each year.	Provided by the Office of Student Engagement.	Hours/Member:			
		SP16			
		FA16			
		Total:			
2.2 Chapter plans and executes at least one philanthropic project/event each year.	Submit the <i>Philanthropic Donation Report</i> to the Fraternity and Sorority Life within 14 days of the event.	Funds Raised:			
		SP16			
		FA16			
		Total:			

Area 3: Chapter Leadership and Management

The sign of any healthy organization is solid leadership and effective operation. Chapters should maintain their houses and financial affairs in accordance with prescribed policies, laws, and ordinances provided by the University, city officials, and national organizations. Individuals should cooperate with the chapter leadership in helping to meet these obligations.

Objective	Documentation	Completion
3.1 Chapter is in good financial standing with Missouri State University and their respective governing council and has a zero balance or is on an approved payment plan to eliminate debt.	Provided by the Office of Student Engagement and the chapter's governing council.	
3.2 Chapter completes student organization registration through CampusLink at the time specified by the Office of Student Engagement.	Provided by the Office of Student Engagement.	
3.3 Chapter updates officer and advisor contact information when specified by the Office of Student Engagement.	Provided by the Office of Student Engagement.	
3.4 Chapter maintains an accurate roster with the Office of Student Engagement, and submits updates when requested.	Provided by the Office of Student Engagement.	
3.5 Chapter President or their designee attends the Fraternity & Sorority Life Leadership Retreat.	Provided by the Office of Student Engagement.	
3.6 Chapter President or their designee attends all President's Meetings.	Provided by the Office of Student Engagement.	
3.7 At least one chapter member attends all leadership opportunities afforded by their national organization where it is expected that every chapter send at least one member. Examples include national conventions, leadership schools, Leadershape, the Undergraduate Interfraternity Institute (UIFI), etc.	Provide a list of chapter members and the opportunities in which they participated.	
3.8 At least one chapter member submits an application to serve in a leadership role on the chapter's governing council or an FSL council.	Provided by the Office of Student Engagement and the chapter's governing council.	
3.9 Chapter maintains an active internal chapter standards board/process that holds members accountable for their behavior.	Provide a list of the chapter members and advisors that serve on the internal chapter standards board.	

Area 4: Membership Development

For a chapter to succeed it is extremely important that the members have rewarding, developmental, and educational experiences while associated with the organization. The chapter has an obligation to provide programs which complement the educational purpose of the institution and are of value to the individual members. The value of the experiences should create greater loyalty and support for the organization, its members, and the university.

Objective	Documentation	Completion	
4.1 Chapter plans at least two non-alcoholic social/brotherhood/sisterhood events each year.	Register events through Fraternity and Sorority Life using the <i>Non-Alcoholic Event Registration form</i> .		
4.2 At least 25% of the chapter attends an educational program related to health and wellness (healthy lifestyles, eating disorders, mental health, etc.).	Register the program as an <i>Educational Program</i> through Fraternity and Sorority Life.	Topic:	
4.3 At least 25% of the chapter attends an educational program related to diversity (cultural, religious, political, racial, etc.).	Register the program as an <i>Educational Program</i> through Fraternity and Sorority Life.	Topic:	
4.4 At least 25% of the chapter attends an educational program on a topic of the chapter's choice (academics, leadership, public affairs, etc.).	Register the program as an <i>Educational Program</i> through Fraternity and Sorority Life.	Topic:	
4.5 Chapter members participate in campus leadership programs (Emerging Leaders, Distinction in Public Affairs, and the Centennial Leaders Scholarship).	Provide a list of chapter members and the leadership programs in which they participated.		
4.6 Chapter submits new member education programs, not to exceed 8 weeks in length, when specified by the Office of Student Engagement or governing council. This includes a written outline of the new member education/intake programs of the local chapter and national organization, a detailed new member education/intake calendar, and a signed anti-hazing statement.	Provided by the Office of Student Engagement and the chapter's governing council.		

Area 5: Risk Management/Social Responsibility

It is imperative that chapters follow federal, state, city, university and inter/national fraternity and sorority organization laws, rules and guidelines in regards to risk management. The chapter has an obligation to its members and its guests to provide a safe and secure atmosphere.

Objective	Documentation	Completion	
5.1 At least 25% of the chapter attends a program related to risk management (drugs, alcohol, hazing, sexual violence, etc.).	Register the program as an <i>Educational Program</i> through Fraternity and Sorority Life.	Topic:	
5.2 Chapter is not charged with and found responsible for any violation of local, state and federal laws, Missouri State University policies, or governing council and respective national organization risk management policies. This includes any new member education policies or hazing policies.	Provided by the Office of Student Engagement, Student Conduct, and the chapter’s governing council.		
5.3 Chapter representatives attend a Risk Management Roundtable hosted by the governing councils.	Provided by the Office of Student Engagement.		
5.4 Chapter houses are registered with the City of Springfield each semester within the timeframe specified by the Business Licensing Representative.	Provide a copy of your fraternity/sorority housing registration forms.		
5.5 Chapter completes the House Safety Check form at the time specified by the Office of Student Engagement.	Provided by the Office of Student Engagement and the chapter’s governing council.		
Notes:			

Area 6: University Relations

The University and chapter relationship should be one which is mutually beneficial to both. The chapter has a responsibility to provide feedback to the University and request assistance when necessary. Chapters should be providing feedback to the University as a means to better the larger fraternity and sorority community. Essentially, it is a way for the University to understand how we can serve the chapter better.

Objective	Documentation	Completion
6.1 At least 50% of the chapter membership is involved in one other campus organization or has an on-campus job.	Provide a spreadsheet with a list of all chapter members and the campus organizations in which they hold membership or the office in which they hold an on-campus job. Include the total percentage of members that are involved on campus outside of the chapter.	
6.2 At least 50% of the chapter membership attends an event/program sponsored by a chapter in a different governing council.	Provide a spreadsheet with a list of all chapter members and the events/programs they attended.	
6.3 At least 50% of the chapter membership attends an event/program sponsored by a student organization or university department outside of Fraternity and Sorority Life	Provide a spreadsheet with a list of all chapter members and the events/programs they attended.	

Chapter	Chapter GPA	Active Member GPA	New Member GPA	Total Member	Community Service	Community Service Hours Per Member	Philanthropy	Philanthropic Donations per Member	Philanthropic Items Donated	Number of Educational Programs	4.0 GPAs
1 Sigma Phi Epsilon	3.57	3.53	3.33	132	867	6.57	#####	98.48	0	9	27
2 Theta Chi	3.54	3.48	3.58	109	500.25	4.59	\$0.00	0	0	2	24
3 Phi Gamma Delta	3.44	3.52	UR	90	200.25	2.26	\$0.00	0	0	0	15
4 Sigma Nu	3.42	3.57	2.55	71	185.25	2.61	\$150.00	2.11	0	1	13
5 Pi Kappa Alpha	3.41	3.35	3.16	82	200.5	2.44	#####	53.82	527	6	14
6 Sigma Chi	3.4	3.39	UR	55	245.75	4.47	\$100.00	1.82	0	1	8
7 Alpha Gamma Rho	3.38	3.38	NA	12	0	0	\$0.00	0	0	0	1
7 Lamda Chi Alpha	3.38	3.46	UR	40	129.5	3.24	\$0.00	0	0	0	5
8 Sigma Pi	3.36	3.42	UR	92	30	0.33	\$0.00	0	0	0	12
9 Delta Chi	3.33	3.38	3.22	54	75	1.39	\$0.00	0	0	1	8
10 Delta Sigma Phi	3.32	3.36	UR	20	84	4.2	\$0.00	0	0	0	6
11 Kappa Sigma	3.26	3.28	UR	91	38.5	0.42	\$750.00	8.24	0	1	9
12 Pi Kappa Phi	3.24	3.37	2.52	81	132	1.63	\$0.00	0	0	0	9
13 Kappa Alpha Order	3.13	3.42	2.85	17	1	0.06	\$0.00	0	0	1	1
14 Tau Kappa Epsilon	3.04	3.06	2.92	59	70.08	1.19	\$0.00	0	53	0	1
15 Alpha Kappa Lambda	3.03	3.11	UR	17	0	0	\$0.00	0	0	0	2
16 Alpha Sigma Phi	2.98	2.94	3.02	38	8.5	0.22	\$0.00	0	0	0	2
17 Sigma Tau Gamma	2.89	2.96	UR	18	4	0.22	\$0.00	0	0	0	1
IFC Academic Restriction 2.74-2.60											
IFC Academic Probation Below 2.60											
Interfraternity Council Total	X	X	X	1078	2776.08	NA	18413	NA	NA	NA	NA
Interfraternity Council Average	3.28	3.32	X	60	NA	NA	NA	NA	NA	NA	NA
All FSL Average	3.11	X	X	2666	NA	NA	NA	NA	NA	NA	NA
*NA status for COVID related closure and lack of overall chapter operations											

Academic Probation (AP) – Loss of privileges resulting from a chapter GPA below a 2.6. Reference the [Interfraternity Council Constitution and Bylaws](#) for more information.

Loss of Privileges (LOP) – Denial of specified privileges for a designated period of time.

- Social – A designated period of time in which a chapter is not permitted to host events with alcohol.

Level One Probation - A written reprimand for violation of specified policies as well as notice to Inter\National organizations of conduct concerns. Probation is for a designated period of time and includes the probability of more severe conduct consequences if the organization is found to be violating any institutional regulation(s) during the probationary period. Organization members may be declared ineligible to campaign for or hold office on their respective governing Council. If found responsible for another violation of University policy and/or a violation of the Governance Statement, it may result in the suspension or dismissal of the organization.

Level Two Probation - Serves as both a second chance and final warning to the organization. It is imposed for a specific period of time and affects the chapter's good standing in the University. While on level two probation, organization members will be declared ineligible to campaign for or hold office on the governing council. If found responsible for a violation of the Fraternity & Sorority Governance Statement while on level two probation, this may result in the suspension or dismissal of the organization from campus.

Chapters that appear to have the same Chapter GPA were figured to the furthest necessary decimal point to determine the appropriate order.

Chapter	Chapter G	Active Me	New Men	Total Men	New Men	New Men	New Men	Communi	Communi	Philanthro	Philanthro	Philanthro	Number of Educational Programs	4.0 GPAs
Zeta Phi Beta	UR	NA	UR	3	NA	3	NA	6	2	0	0	0	0	0
Kappa Alpha Psi	UR	UR	UR	2	NA	1	NA	0	0	0	0	0	0	0
Alpha Phi Alpha	2.74	2.74	NA	11	NA	0	NA	0	0	0	0	0	0	0
Phi Beta Sigma	UR	UR	NA	3	NA	0	NA	4.5	1.5	0	0	0	0	0
Sigma Gamma Rho	UR	UR	NA	3	NA	0	NA	15.75	5.25	0	0	0	1	0
National Pan-Hellenic Council Total	X	X	X	22	NA	4	X	20.25	NA	NA	X	0	1	0
National Pan-Hellenic Council Average	2.45	UR	UR	X	NA	X	X	NA	NA	NA	NA	X	X	X
All FSL	3.11	NA	NA	2666	X	X	X	X	X	X	X	X	X	X
*NA status for COVID related closure and lack of overall chapter operations														

Chapter	Chapter G	Active Me	New Mem	Total Mem	New Mem	New Mem	New Member Retention	Communi	Communi	Philanthrop	Philanthrc	Philanthrc	Number o	4.0 GPAs
1 Alpha Delta Pi	3.76	3.73	NA	216	NA	0	NA	969.08	4.49	0	0	0	2	81
2 Alpha Chi Omega	3.67	3.69	UR	198	NA	2	NA	561.08	2.84	6,311.72	31.88	1156	1	76
2 Alpha Sigma Alpha	3.67	3.64	NA	200	NA	0	NA	679.2	3.4	2,951.25	14.7	0	2	54
2 Sigma Kappa	3.67	3.72	3.69	177	NA	14	NA	554.25	3.13	396.33	2.24	0	0	51
3 Xi Omicron Iota	3.63	3.64	3.57	106	NA	16	NA	587.5	5.54	0	0	0	0	24
4 Sigma Sigma Sigma	3.62	3.62	NA	191	NA	0	NA	813.18	4.26	0	0	0	0	56
5 Delta Zeta	3.57	3.56	3.45	189	NA	6	NA	794.5	4.27	9,756.47	51.62	0	6	36
6 Alpha Omicron Pi	3.46	3.37	3.66	178	NA	15	NA	445.17	2.5	395.69	2.22	0	0	42
7 Gamma Phi Beta	3.44	3.46	UR	111	NA	2	NA	377.75	3.4	1,002.00	9.03	0	1	25
Panhellenic Association Total	X	X	X	1566	NA	55	NA	5781	X	20813.46	X	1156	12	445
Panhellenic Association Average	3.61	3.6	NA	174	NA	NA	NA	642	3.76	NA	NA	NA	NA	X
All FSL	3.11	X	X	2666	NA	NA	NA	X	X	X	X	X	X	X
*NA status for COVID related closure and lack of overall chapter operations														

Fraternity and Sorority Life Forms Cheat Sheet

Form	Purpose	Due Date	Location
Event Registration Form <ul style="list-style-type: none"> • Non-Alcoholic Events • Third Party Vendor Events • BYOB Events 	Register chapter events with the Fraternity and Sorority Life office.	**If your event will have more than 425 guests or it is an alcoholic event with parents and alumni, the event should be registered 21 days prior to the event regardless of the event type.	CampusLink → Fraternity and Sorority Life → Forms → Event Registration Form
Non-Alcoholic Events	Register any event hosted by a chapter where alcohol is NOT present.	5 business days prior to the event	
Third Party Vendor Events	Register a closed, alcoholic event that takes place in a bar or tavern where bartenders provided by the venue are responsible for serving alcohol.	10 business days prior to the event (submit Guest List with birthdays [guests over 21 should be highlighted] and collect wristbands in the OSE on the day of the event, or on Friday if the event is on a weekend)	
BYOB Events	Register an event where guests of legal drinking age [21 or over] are permitted to bring their own alcoholic beverages within the BYOB guidelines.	21 calendar days prior to the event (submit Guest List with birthdays [guests over 21 should be highlighted] and collect wristbands in the OSE on the day of the event, or on Friday if the event is on a weekend)	
Trip Registration Form	Register organization travel outside a 10 mile radius of Springfield.	10 business days prior to the trip	FSL Website → Forms → Trip Registration and Activity Forms
Organization Trip and Activity Release Form	Registration form required for each student traveling with an organization outside a 10 mile radius of Springfield.	10 business days prior to the trip	FSL Website → Forms → Trip Registration and Activity Forms
Educational Program Report	Inform the Fraternity and Sorority Life office of educational programs attended by 25% or more of the chapter (to be reported on the Programming Report).	7 calendar days after the event	CampusLink → Fraternity and Sorority Life → Forms → Educational Program Report
Philanthropy Donation Report	Inform the Fraternity and Sorority Life office of philanthropic donations (to be reported on the Programming Report).	14 days after the philanthropic event	CampusLink → Fraternity and Sorority Life → Forms → Philanthropic Donation Report
Community Service Hours	Inform the Fraternity and Sorority Life office of completed community service hours (to be reported on the Programming Report).	7 calendar days after the service has been completed	CampusLink → Involvement (click on your name in the top right corner, it is in the drop down menu) → Service Hours → + Add Service Hours
Chapter House Registration	Register chapter facility with the City of Springfield.	Fall Semester annually	FSL Website → Forms → Housing
House Safety Check	Verify that chapter facility is maintained in accordance with health and building codes of the City of Springfield.	September 1 annually	FSL Website → Forms → Housing
Potential New Member Grade Verification	Verify PNM Grades before extending bids.	Optional	FSL Website → Forms → Reporting Forms
Candidate/New Member Roster	Update chapter roster with new members or candidates.	24 hours following the extension of a bid, with Bid Card.	FSL Website → Forms → Reporting Forms

Forms

- [Guide to Fraternity and Sorority Life Forms](#)

Annual Feedback Meetings

- [Annual Feedback Criteria 2018](#)
- [Annual Feedback Documentation Spreadsheet](#)

Social Event Registration Forms

- [Social Event Registration Form](#)
- [Third Party Vendor Checklist](#) (upload to Social Event Registration Form)

Travel Forms (Office of Student Engagement)

- [Trip Registration Form](#) Required form for all organization travel outside 10 mile radius of Springfield, at least *10 business days prior*. This form can also be completed via the [Office of Student Engagement CampusLINK](#) page under *Forms*.
- [Organization Trip and Activity Release Form](#) Required form for all organization members traveling outside 10 mile radius of Springfield, at least *10 business days prior*. (completed once per person, per organization, per semester. This form can also be completed via the [Office of Student Engagement CampusLINK](#) page under *Forms*
- [Vehicle and Passenger information Form](#) (For CampusLINK use ONLY) Complete fillable form for CampusLINK Trip Registration. When complete, save it to your device and upload the completed form to your Trip Registration Form.

Philanthropy, Community Service, and Educational Programs

- [Philanthropic Donation Report Form](#)
- [Philanthropy and Community Service Guidelines](#)
- [Community Service Submission Instructions \(Campus Link\)](#)
- [Educational Program Report Form](#)

Form Instructional Videos

- [Third Party Vendor Event Registration](#)
- [BYOB Event Registration](#)
- [Non-Alcoholic Event Registration](#)
- [Community Service Hours](#)
- [Philanthropic Donation Report Form](#)
- [Educational Program Report Form](#)

Rosters

- [Roster Revision Instructions](#)
- [New Member Roster](#)
- [Candidate Roster](#)
- [Potential New Member Grade Verification](#)

Housing

- [House Safety Check](#)
- [Fraternity and Sorority Property Registration](#)

Event and Meeting Services

<http://www.missouristate.edu/conferences/>

Conference Services Office

901 S. National Ave
Plaster Student Union
Room 302
(417) 836-5653
(417) 836-6765 (fax)

Debbie Letterman

Asst. Director of Events & Meeting Services

DebbieLetterman@MissouriState.edu

Teri Trickey

Director of Catering

(417) 836-5046

TeriTrickey@MissouriState.edu

How Do I Schedule an Event?

There are many ways for student organizations to schedule an event. These methods include:

- Use the [EMS Online Reservation System](#) for PSU space
- Emailing a request to [Event and Meeting Services](#)
- Visiting Event and Meeting Services in PSU 302
- Use a fillable form below. Completed forms can be faxed to 417-836-6765, scanned and emailed to [Event and Meeting Services](#) or brought by the office in PSU 302:
 - For a room in PSU, use the [Event and Meeting Services Reservations/Catering Request Form](#).
 - For a classroom, use the [Academic Space Reservation Request Form](#). The availability of the space will be verified and your organization will be contacted again within 48 hours.
- Requesting a meeting space through the [EMS Online Reservation System](#). This site also has a listing of what events are taking place in the Plaster Student Union and other spaces reserved. Please read the [Online Reservation Training](#) resource for tips on how to use the online system. If you continue to have issues using this site, please contact Event and Meeting Services at 417-836-5653 or EventMeetingServices@MissouriState.edu.

Event & Meeting Services

Where do I go?

To make a reservation for space on campus for anything other than an academic class, fill out a request form in Event & Meeting Services, PSU 302. Call us at 836-5653 or email EventMeetingServices@MissouriState.edu. See our website www.missouristate.edu/conferences. If you would like to check on a reservation in the PSU go to Events.Missouristate.edu. You can check information about an event by clicking on "Today's Events."

Can I make a reservation?

Any member of an *active* student organization can make a reservation to use University space for an activity for that organization.

When do I need to request space?

You can request the use of space in Plaster Student Union up to one year in advance. The earlier you request space, the more likely you are to get it. As soon as you begin planning for a large event, you should talk to us. You can request the use of space in other buildings as soon as the class schedule is set for the semester (usually November 1, and April 15)

How long does it take and where do I get a confirmation?

The EMS Office guarantees confirmation within 48 business hours. For large events, we need all information from you more than 2 weeks before your event. Your confirmation is sent to your Missouri State email address (@live.missouristate.edu)

What if we want to have food? All food served in the Plaster Student Union OR at events booked through the Event & Meeting Services Office elsewhere on campus must be provided by Missouri State Catering or through a PSU vendor or affiliate with the following exceptions: 1. Individuals may provide food for their personal consumption; 2. Recognized student organizations may provide pre-packaged foods that do not require refrigeration, heating, mixing, or other preparation for closed meetings and events; and 3. Recognized student organizations may conduct authorized bake sales of products prepared by their members as fundraisers at locations specified in the Missouri State Advertising and Solicitation Policy.

Any other exceptions to the policy must be requested with a "Request for Food Service Waiver" form. This form must be filled out 30 days prior to your event. Considerations for a food service waiver will include: the contractual obligations of the University; safe food handling issues; potential loss of income; and the Advertising and Solicitation Policy. Each request for a waiver will be considered on a case-by-case basis. Missouri State Catering is also located in the Event & Meeting Services Office suite.

Okay, what does all this cost?

Room Rental: Student organizations do not pay any room rental unless they are charging people to attend their event, or partnering with an off-campus organization for an event that benefits the off-campus group. If you charge admission, your organization will be charged the lesser of a set room fee or 10% of what you take in. To be eligible for the 10% rate, you will need to turn in a special form immediately after your event. If you partner with an off-campus organization, you will be charged a set room fee. Different rate structures apply to University Departments and off-campus clients.

Labor: If you request something other than the standard set up in a room, your organization will be charged for the labor to change that set up. It costs \$20 to change a meeting room in the PSU. The Ballroom always incurs a set up labor charge because it has no standard set up. Normally, the set up fee for Ballroom West is \$40, for Ballroom East is \$20, or for the Grand Ballroom is \$60. Complicated set ups in the Ballroom may cost more. Rooms in other buildings on campus must be used as they are. If you don't leave a room the way you found it, you may be charged labor fees to return it to its standard set up. Some special requests incur labor charges on campus—check with us for full information about these special services.

Equipment: You are charged for the use of PSU A/V equipment. When you request equipment from us, you can be sure it will be set up and ready for you when you arrive, that you will have help with it if anything goes wrong, and that we will take care of it when your event is over. Student Organizations can bring in their own equipment, or reserve equipment through the Educational Technology Center. It is the responsibility of the Student Organization to pick up, store, and return ETC equipment. The PSU does not have space to store equipment for you, and it cannot be left in the room after your event. PSU equipment does not leave the Union.

Food: The cost of catering varies by what you order. The catering guide has pricing information, and is available on the web.

When/how do we pay for services? You will receive an invoice from Event & Meeting Services that details the charges that have been forwarded to Financial Services. Please do not pay from these invoices. Charges for labor, and equipment will appear on a monthly statement from Missouri State Financial Services. These statements are issued at the end of the month and are sent to your organization mailbox. You pay for charges on your monthly statement at the Bursar's Office. Charges for catering services are billed separately. Missouri State Catering staff will review with you how your account will be handled.

FRATERNITY AND SORORITY CRISIS MANAGEMENT PROCEDURES MISSOURI STATE UNIVERSITY

It is an unfortunate reality that from time to time a serious injury, loss of life, major property loss, or criminal activity will occur in a chapter.

Events of this nature grievously impact not only the chapter, but also the community, university, the families and friends of members, the international organization, and the Fraternity & Sorority community.

Strong preventive measures will prevent most losses. Safety inspections, fire drills, the elimination of improper and illegal activities, and liability and risk management seminars are all essential to control risk.

Should any event of a disastrous nature occur, however, the chapter must be prepared to respond quickly and appropriately.

Copies of these procedures should be given to each chapter officer and advisor to keep in their notebook. A copy should be kept next to the chapter telephone, or other easily accessible place. If your chapter has a House Mom/Director, they too will need a copy.

EMERGENCY INFORMATION CARDS

Keep on file in the president's room an emergency card or sheet for each member and pledge/associate/new member. Included on the card should be (see enclosed sample form):

- Member's full name, social security number and birthdate
- Member's local address and telephone number (if other than the chapter house)
- Name, address, and telephone number of parents or guardians
- (Be sure to get this information for both parents. Include both residence and office telephone numbers.)
- Name, address, and telephone number of another person to notify in the event the parents cannot be reached (Examples: neighbor of parents, relatives)
- Medical information (allergies, medical conditions, etc.)
- Name and telephone number of the family physician

EMERGENCY TELEPHONE NUMBERS

The University Police should be called in the event of any emergency (including a medical emergency or fire) **836-5509**. The University Police will call the paramedics or fire department and will also immediately dispatch an officer to assist you. If you don't have immediate access to the number, simply call **911**.

The following people need to be notified of any emergency:

Tara Benson

Associate Director of Plaster Student Union and Director of Office of Student Engagement

Office: 417-836-4386

Cellular: 573-450-5887

Terry Weber

Director of the Plaster Student Union

Office: 417-836-5886

Cellular: 417-353-8883

Dr. Dee Siscoe

Vice President of Student Affairs

Office: 417 -836-5527

Chapter Advisor _____

Home telephone _____ Office telephone _____

House Corporation President _____

Home telephone _____ Office telephone _____

Regional or District Officer _____

Home telephone _____ Office telephone _____

International Headquarters Telephone Number _____

In many situations, it will be advisable for you to contact an attorney, especially if legal action may result from an incident (criminal arrest or a liability suit, etc.):

Chapter Legal Advisor _____

Home telephone _____ Office telephone _____

Sometimes, it is helpful to contact a counselor for assistance (for example, when a member appears to be suicidal or when there is a death). During University business hours, you can call any of the administrators listed above or the Counseling and Testing Center at 836-5116. A crisis counselor is available to consult with you on how to handle a difficult situation. After hours you can contact the Assistant Director of Student Engagement for Fraternity and Sorority Life at the numbers above, and she will arrange to have a staff member from the Counseling and Testing

Center assist you. They provide excellent on-call counseling 24 hours a day and will consult with you on how to handle a difficult situation. The Springfield community also has a 24 hour crisis line you can call at 862-6555.

MAINTAINING CONTROL

Be certain that everyone in your chapter knows the president is in command of every emergency situation. In the absence of the president, you should have a rank ordering of officers (chain of command):

1. President
2. _____
3. _____
4. _____
5. _____
6. _____

If a crisis has occurred at the chapter house, close the house at once. You cannot give instructions if your members are leaving and strangers are entering. Permit only members and appropriate officials to enter. Halt all incoming and outgoing telephone calls, except those of an emergency nature.

In most crisis situations, you will want to call a mandatory chapter meeting, for actives and pledges/associates, as soon as possible. Make sure your chapter advisor or other member of your alumni advisory board is present. At this meeting:

- Explain the situation and gather facts.
- Project a strong leadership image to let your members know everything is under control so they will remain calm.
- Clarify who is the spokesperson (normally the chapter president). No one else should make statements or answer questions about the situation.
- Instruct members not to discuss the incident with anyone, including boy/girlfriends and family members, until the situation has been resolved. In the event of a fire or accident, members should, of course, be encouraged to notify their parents to let them know they are okay.
- Detail the plan for the next several days.
- Instruct your members to cooperate with University or law enforcement officials investigating an incident.

- If you need help planning or facilitating this kind of meeting please contact Assistant Director of Engagement for Fraternity and Sorority Life.

INVESTIGATIONS

Make written notes of all details relating to any incident. It will be especially important to get the names of all members present, the names and telephone numbers of any witnesses (in some cases you may want to get signed statements from the witnesses), and the names and telephone numbers of anyone injured (however slightly). Some incidents may result in lawsuits, and if you are called to testify in court months after the incident, the notes will be invaluable. Share the information you collect with your chapter advisor and any University or law enforcement personnel conducting an investigation. Your House Corporation president will also need as much information as possible when they report the incident to your insurance company. Itemize any property losses, and keep records of any expenses related to the situation.

MEDIA RELATIONS

Again, it is critical that the officially designated chapter spokesperson be the only person to speak with the media. No exceptions!

Consult with your chapter advisor, the Assistant Director of Student Engagement for Fraternity & Sorority Life (836-4386), the University, and your attorney (if applicable) so that they can help you prepare for any media contact. They can also assist you in developing a prepared statement which can be read to the press. Prior to the development of a statement the following standby statement should be used (avoid saying “no comment” — it sounds as if you are trying to hide something):

“We can confirm that (describe the incident very briefly) occurred on (day) at (time) at (location). The chapter is cooperating with authorities and all interested parties. Further information will be released when we have completed our investigation of all pertinent matters.” Absolutely nothing else should be said. The only response to other questions should be: “When we have completed our investigation, we will release more information.”

Instead of a press briefing, you may elect to simply prepare a statement and give it to News Services (836-6397) for distribution to media who inquire. In such case, refer all media calls to News Services.

When you are being interviewed, tell the truth. Give only the facts. If you don't know an answer to a question, say so. Don't speculate or repeat hearsay. Avoid exaggerations and inflammatory remarks. Stress what positive action you are taking to resolve the situation. If you are asked a question you feel is unfair, simply rephrase the question the way you would prefer to have it asked, then answer your question. Never make "off the record" comments.

Consider your appearance. Dress neatly (semi-formal). Your members should also dress neatly even if they are casual (no beer T-shirts, etc.). Clean up your house, being careful to remove

trash, beer bottles, and anything else that may not look favorable in a photograph or on TV. Consider holding a press briefing away from the chapter house (The Plaster Student Union). Caution your members not to grandstand in the background during TV interviews.

Do not release any names until an investigation is complete and the timing is appropriate.

Don't discuss the personal life of your members with reporters.

Keep your house locked. Do not let television cameras or photographers into your house (unless you specifically want to invite them in for a press conference).

FIRES

Fire Prevention: Make sure that your house has working fire alarms. Periodically check to see that alarms are working.

In case of a fire, remain calm. Panic only causes confusion.

Set off the alarm.

Call the Public Safety Emergency Number (836-5509) or 911, no matter how minor you consider the fire to be. Don't take a lot of time looking for the fire beforehand.

Use an extinguisher if possible.

Check as many rooms on the way out to see if everyone is alerted to the fire. Shut the doors to all rooms on the way out.

When you are in a room when the alarm goes off, feel the doorknob to see if the heat is intense. If it is hot, do not open it. If you think it's safe, then open the door slowly with your shoulder against it to see if the fire is in the hallway. Because toxic fumes and high temperatures usually fill the highest levels of the air, it is best to crawl out of a burning building. Cover your face with a cloth, preferably damp. If the fire is in the hallway, exit through a window, but be sure to crack the top of the window first to let the smoke draft out. Most people are killed by smoke before they have a chance to jump.

Have a plan to account for members. A roommate check system may work best. Have a pre-determined spot where members are to congregate in the event of a fire. Take a head count to make sure everyone is out of the house. NEVER go back into the house to attempt to rescue anyone.

Turn off electricity and gas if there is time.

Move cars out of the way for fire engines to get in.

MEDICAL EMERGENCIES

Be sure your chapter has a complete first aid kit in an accessible place in your chapter room. Take the kit with you at chapter retreats and other out-of-town functions.

Call the University Police (836-5509) and give necessary information regarding the sickness/accident. If the problem is an acute life threatening illness or an illness required hospital based attention, the patient will be taken to the nearest hospital.

Taylor Health Center is open Monday through Friday, 8:00 a.m. to 6:00 p.m.

The closest emergency rooms are:

Cox Medical Center North, 1423 N. Jefferson Avenue	417-269-3193
Cox Medical Center South, 3801 S. National Avenue	417-269-4083
Mercy Clinic Emergency Medicine, 1235 E. Cherokee	417-820-2115

There are also a variety of "walk-in" emergency clinics in the area for treatment of serious but not life-threatening conditions. These services are usually significantly cheaper than conventional emergency rooms.

In the event of a serious illness or injury, do not notify the parents immediately. The medical personnel will notify parents and advise them of their physical situation.

MENTAL HEALTH CRISIS

In the event of a mental health crisis, for example a suicide threat or attempt, call emergency services as appropriate. If time permits, arrange for a professional counselor to provide you with assistance. The telephone number for the Counseling and Testing is 836-5116. (See Emergency Telephone Numbers section above for information on contacting a counselor after hours.) While awaiting the counselor's arrival, talk with the member involved and provide him reassurance. Don't play psychologist--just be a friend and make the person comfortable.

In the event of a mental health crisis, do not assemble your members. Discuss with University personnel steps you should take to handle the situation. University personnel will determine if the parents need to be contacted.

SERIOUS ILLNESS

There are several procedures and precautions that group members should take in the event one of your fellow members develops what appears to be a serious illness (including substance addiction or eating disorder). An ill member may ignore his or her condition and may not take the initiative to seek proper medical attention. As responsible adults, you must be sensitive to your members' physical and psychological welfare. If you become aware of a member who is suffering from a serious illness, take immediate action by following these guidelines and contacting appropriate people who can help:

1. Initially bring your concern to the attention of the member. Tell the member you are aware of his/her condition and that you are concerned.
2. Determine what kind of medical or psychological counseling attention the member has sought. What kind of care has been described?
3. If the ailing individual continues to ignore his/her physical or psychological condition, contact your chapter advisor. Information about the situation should be brought to the advisor's attention, and consult the Counseling and Testing Center (836-5116) for guidance on establishing a specific plan of action to help the member.

It is extremely important that members be understanding and sensitive in dealing with cases of serious illness. There may be some cases when an ailing person will not want your assistance and will strongly object to any contact with his parents. It is important to respect the wishes of the person; however, you may find yourself in a situation where respecting a person's wishes may not be medically wise or sound. The realities of the situation should not be ignored.

DEATH

In the event of a death, do not notify the parents; this will be done by emergency or University personnel.

Do not announce the death until your chapter advisor has arrived to help. You may also want to have a University counselor present when you make the announcement to help your members deal with the shock.

Be very careful that the death is not announced until all members of the immediate family have been notified.

If the member lived in the house, do not remove any of the deceased student's personal possessions. If the member had a roommate, the roommate should be moved temporarily to another room. You should call the family to offer sympathy on behalf of the chapter, and ask what their wishes are in regard to the possessions. You may offer to pack them in boxes, but chances are the parents will prefer to do this themselves. Before they arrive, be sure all borrowed items are returned to the deceased's room and if possible, lock it. When they do arrive, you may want to have empty boxes available and offer to help. This is an emotional trauma for parents and they may not want privacy.

It is of course proper to send sympathy cards and notes, flowers, etc. If the funeral is nearby, it will mean a great deal to the parents for members to attend. Offer to make a statement on behalf of the fraternity at the memorial service.

If the funeral will be out-of-town, you probably will want to arrange a local memorial service. You can contact the Office of Student Engagement for assistance in making arrangements. Check to see if your ritual contains a ceremony for memorial services.

For some of your members, this may be their first experience in dealing with the death of someone close to them. Keep an eye out for members who appear to be having difficulty coping with the situation and encourage them to talk with a counselor. You may wish to contact the Counseling and Testing Center for suggestions on how to help members process the loss, or to have them come to the house to lead a discussion or program to help facilitate individual member's grief.

The Dean of Students will take care of notifying the deceased student's instructors and other University offices of the death.

When someone close to you dies, it is difficult to accept the loss, and you and your members may find yourselves consumed by pain, fear, and grief. Grief is a normal response to losing someone who was important to you. Grief hurts, but it is necessary. When a death tears your world apart, grieving is the process that puts it back together.

Grief runs through stages, although not everyone experiences every stage, and your members will pass through the stages at their own rate. That is why it is important to understand the stages of grief:

- *Denial* - This response is nature's way of protecting you and insulating you from what happened.
- *Anger* - You may feel angry toward the doctors and nurses who couldn't save the life of the deceased. You might even feel angry at the deceased for leaving you. These feelings of anger may lead you to feel guilty.
- *Guilt* - You may feel guilty for simply being alive when someone else has died. You might feel guilty about not saying goodbye, or you may remember a fight you had with the deceased.
- *Depression* - Even you are normally a committed, caring person, you may find that you don't care about anything or anyone. This is a common feeling as are the others.
- *Acceptance* - Hopefully, the grieving process will accept the death eventually. That does not mean you have to forget the deceased. It just means it is time to go on living.

One of the best ways to begin working through grief is to attend the funeral or memorial service. A funeral confirms the reality of death and serves as a focus for expressing feelings of loss. You begin to help the family of the deceased, and yourself, by attending the funeral. Being there demonstrates that although someone has died, friends like you remain, and it demonstrates that you care. Both before and after the funeral, it is important that you express your feelings. Crying is both healthy and normal. It may also help to hold a discussion to help members with accepting the loss.

Sexual assault, Dating/relationship/sexual Violence, and Sexual Harassment Overview

Sexual assault, dating/relationship violence, and sexual harassment are serious issues that can impact college students. When dealing with these issues, the safety and well-being of the victim/survivor should be at the forefront of your actions. If you find out that a member has experienced sexual assault, any type of dating/relationship/sexual violence, sexual harassment, or been the victim of stalking, harassment, or even domestic violence, you must act to help that person. That may mean simply listening to the person, referring them to resources on/off campus, or asking for the help of a trusted advisor to assist in the situation. These situations often appear complex and it can be hard to know what the 'right' thing is to do. The guidelines below are here to help you work through these tough issues. Please remember that ultimately although you may be one of the first to find out something bad has happened, that you are not alone in dealing with the situation. Remember that you have advisors and staff at the University who can help you, your members, and the victim.

Safety Concerns

Once you learn about a situation, you need to evaluate if someone is in immediate danger. If a member comes to you and believes that there is the possibility that their safety or others safety is in immediate danger, call 911 immediately for help. If someone appears to be suffering from injuries and you believe that they may need medical attention, call 911 immediately.

In most cases, you will hear of what happened hours, days, or even weeks after the event has happened. It is still important to ask the victim if they need medical attention or if they believe their safety is in danger (especially if someone discloses to you they have been the victim of stalking or relationship violence!).

Guidelines for Communication

First, when speaking with someone who has undergone a traumatic situation, be aware of your surroundings and body language. Talk in a private area and make sure the person is comfortable with where you are and who is present.

Do NOT:

- Ask too many questions all at once, as this can seem like you are interrogating the person
- Ask questions or make statements that seem to blame the victim for what happened to them (examples of negative or blaming communication below)
 - o *Why did you talk to that guy anyway? He looked creepy.*
 - o *Why did you go to that party alone?*
 - o *Why did you drink so much? You know better than that.*
 - o *Why were you wearing such a short skirt? You know how people are.*
 - o *Why did you get in the car with that person?*
 - o *Why didn't you call someone for help?*
- Force details out of the person that they are not ready to divulge
- Invite others to be a part of the conversation that the victim did not ask to be present
- Rush the conversation – talking about sexual assault can be traumatic in and of itself. Let the person tell the story in their own time, allowing for times of silence while the person formulates their thoughts

DO:

- Let the person know you care about them and want to listen to them
- Ask questions and make statements that empower the victim – let them decide who they talk to and what they say! (Examples below)
 - o *Would you like anyone else to be present with us as we talk?*
 - o *Are you comfortable telling me what happened?*
 - o *What happened to you was not your fault.*
 - o *No one deserves or asks to be assaulted. You do not deserve this.*
- Tell the person about resources available to them
- Let the person express emotion as they wish to. This may mean the person is very upset, but sometimes victims need to be more stoic in order to deal with the situation.

Reporting traumatic situations

Once you've learned more about the situation, it's time to think about what to do next. Students may feel fear or anxiety about reporting what happened to school officials or law enforcement. A student may feel that reporting what happened will result in trouble or punishments for them or their organization. Perhaps a student was drinking underage, using illegal drugs, or something against the law or university regulations happened while they were assaulted. It is from this fear of getting themselves, friends, or an organization in trouble that they wish not to report it. From the University perspective, it's important to know that in the cases of sexual assault, sexual violence, and sexual harassment University officials are concerned with the safety and well-being of the victim first. The Dean of Students office and the Office of Student Conduct will not file charges of misconduct for drinking, drug use, or violation of residence hall policies against a victim who makes a report of sexual assault. It is far more important that the appropriate University official are notified of what happened so that we can work together with the victim to help them feel safe on campus (and off campus) as well as getting them engaged with resources of their choosing.

Reporting Resources

Students who wish to report sexual assault, sexual violence of any kind (dating, relationship, domestic abuse, stalking, etc), and/or sexual harassment should be advised to contact any of the following offices on campus. Next to each office is their location, contact info, and some of the services they provide.

Office of the President

417-836-8506

Title IX Coordinator – Jill Patterson (JillPatterson@MissouriState.edu)

Carrington Hall, Room 205A

The Title IX Coordinator is responsible for investigating and ensuring timely resolution of all reports of sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence and stalking involving members of the university community.

Dean of Students Office and the Office of Student Conduct

417.836.5527

Dean of Students – Dr. Michele Smith
Director of Student Conduct – Andrea Weber
Plaster Student Union, Room 405

The Dean of Students Office and the Office of Student Conduct can offer resources, listen to students, and advise students on the process of filing student conduct charges if the person who hurt them is also a student. Staff in these offices can also assist the student in filing a police report, administer protective measures and orders, as well as refer the student to health (both physical and mental) on the campus and in the community.

Office of Institutional Equity and Compliance

417.836.4252

Park Central Office Building (downtown on the Square), Room 111

Department of Safety and Transportation

417.836.5509

Public Safety can take a report of what happened as well as involve law enforcement should the victim wish to file a police report.

Springfield Police Department

Students who wish to make a report to the police can do so by contacting the Springfield Police Department. Missouri State University has a Springfield Police substation located on campus at 636 East Elm (near Bear Park North parking garage). Students can request to speak to an officer by phone or make a report in person by calling 417.836.5509. That phone number is for Public Safety, who can radio an officer if there are no officers in the office at the time of the call. Students who wish to report an assault that occurred outside of Springfield may need to contact the law enforcement agency with jurisdiction for where the assault occurred.

Website for Springfield police services: www.springfieldmo.gov

Please note that filing a report does not obligate you to participate in an investigation.

However, all students who have experienced an assault or are the victim of a crime are encouraged to file a police report.

Other Resources on campus and in the Springfield community

Counseling and Testing Center

417.836.5116

Carrington Hall, Room 311

Free and confidential counseling services to students. Can walk-in for first appointment or call to set up an appointment.

Majors Health and Wellness Center

417.836.4000

Located next to bookstore

THWC can assist students if they have pregnancy and/or STI concerns as well as any general health concerns.

AIDs Project of the Ozarks

417.881.1900 or 1.800.743.5767

Located at 1901 E. Bennett, Suite D

Provides testing for STIs/HIV – free and confidential. Call for walk-in hours or to make an appointment outside of walk-in hours.

The Victim Center

Located downtown at 819 N. Boonville, the Victim's Center exists to assist victims of violent and/or sexual crimes. Services are free. Services include free counseling, court support, and advocacy. Victim advocates will also accompany survivors of sexual assault to the hospital while they complete a rape kit.

24 hour hotline: 417.864.7233

Office phone number: 417.863.7273

Mercy Hospital

1235 E. Cherokee Street

417.820.2000

Cox South Hospital

3801 S. National Avenue

417.269.3000

Both Mercy and Cox South employ SANE nurses (Sexual Assault Nurse Examiners) who are specially trained in working with victims of sexual assault. They can complete a rape kit with the student and address medical concerns. The rape kit can be very important for evidence gathering and a Victim Advocate can accompany the student if they go to have a rape kit completed. The rape kit is kept at the hospital for 120 days. If a student has injuries from the assault that go beyond the standard rape kit (broken bones, stitches or x-rays needed) there is a Victim's Compensation Fund that can be applied for – information on this can be obtained at the hospital or through the Victim Center. Completing a rape kit does not mean that the student has to file police charges.

Bystander Intervention

Oftentimes with cases of sexual assault, people who care about the victim feel powerless to help, but there are things that everyone can do to make our campus a safer and welcoming place. As student leaders, you play an important role in helping create a safe environment for other students, but the responsibility doesn't fall all on you – this is a team and campus effort!

The bystander is an incredibly important role – bystanders are the people who can intervene when they see things happening that they know are wrong. They are not the perpetrator and they are not the victim, so they may feel that there's nothing they can do to help a bad situation – but there ARE things that bystanders can do!

Ways to be an effective bystander:

- Educate yourself further on issues of sexual assault and abuse. Educate your members through conversations, positive role modeling, passive and active programming
- Play an active role in creating an environment of respect for all people – do not tolerate sexist, homophobic, racist statements, jokes, or offhand comments. Encourage your friends and residents to take an active role in combating –isms in our daily conversation!
- Confront friends who tolerate or make excuses for abusive behavior

How do you speak up?

- This is the area where many bystanders start to feel confused or intimidated – how do you confront negative comments, jokes, or behaviors in a way that people will listen? You don't want to alienate or yell at residents, but you want to make your voice heard, and empower others to speak out as well.
 - o Approach people in a friendly and non-threatening way. Be aware of timing, location (public humiliation vs. private conversation), tone of voice, and body language.
 - o Avoid being antagonistic or sarcastic. Be genuine.
 - o Be honest and direct about your message
 - o Be prepared to listen, clarify, and explain – have resources ready if needed!
 - o Consult with your Advisors for tips or to role play a conversation beforehand if you need to
 - o Remember: you are not alone! You have resources on campus that can help you. Utilize resources from Taylor Health Center, Counseling Center, Dean of Students Office, Student Conduct, or the Victim's Center.

 Source note: some information from the 'How do you speak up?' section of this handout was adapted from information found at <http://savp.vassar.edu/facts/bystander-intervention.html>

Taking care of yourself as a Student Leader

- You may often be the 'first responder' in that a student discloses information to you before they tell others. When you work with students who have undergone sexual assault, this can be stressful for you too. It's important to take care of yourself – you may need to vent or talk to your advisors (that might mean Chapter Advisor, Laura Whitmire, or other FSL staff) after working through a situation. Sometimes, it may be helpful to consider talking to a counselor to work through the feelings that may come up after working through a tough situation – that is perfectly OK!
- You do not personally have to tolerate any type of sexual harassment. Seek the help of your advisors, FSL staff, and Dean of Students Office staff immediately if you are the victim or target of sexual harassment.

Myths and Facts about domestic/sexual violence...

An individual's attitudes and beliefs about sexual assault and other forms of violence can influence whether or not that person: commits acts of violence; supports a friend, student, or colleague who has been abused; or seeks help for violent acts committed.

Common myths about domestic and sexual violence include:

Myth: Perpetrators are abusive in all of their relationships.

Fact: Some domestic violence perpetrators may be abusive to friends, family, coworkers, and others to varying degrees. Others may only abuse their partners and children. If a friend or family member discloses to you that they are being abused believe and encourage them to get help. Don't automatically assume that because you "know" the identified perpetrator and you are unable to believe the person is capable of committing violence that it isn't happening.

Myth: If someone is being abused their situation can't be all that bad if they stay in the relationship.

Fact: There are many reasons why a victim may stay in an abusive relationship. They may be afraid. They may feel ashamed even though what they are going through is not their fault. The victim may also be financially dependent on the abuser. While some victims are able to successfully leave their abusers, for others the process of leaving is extremely dangerous and can be deadly.

Myth: Sexual Assault is a spontaneous act of passion.

Fact: Sexual assaults are committed to control, humiliate, and harm another person. Many are planned in advance and most are perpetrated by someone the victim knows. Passion, lust, and arousal may be present, but they are not uncontrollable urges.

Myth: If a victim does not say 'no' or does not 'fight back,' it is not sexual assault.

Fact: Sexual assault victims may not say "no" or not fight back for a variety of reasons including fear and confusion. Survivors of sexual violence often report being "frozen" by fear during the assault, making them unable to fight back; other victims may not actively resist for fear of angering the assailant and causing the assailant to use more force in the assault. Pressure to be liked and not be talked about negatively by a peer will sometimes cause adolescents or children to avoid fighting back or actively resisting.

Myth: Men can't be raped if they don't want to be.

Fact: Any man can be sexually assaulted. It doesn't matter who he is, how big or strong he is, or his sexual orientation. Some men are sexually assaulted by women. Most are assaulted by other men. The majority of men who sexually assault other men consider themselves heterosexual. They do it to exert control and cause harm and humiliation. Some men who are assaulted get an erection or ejaculate while being attacked. This reaction is a physiological response to physical contact or extreme stress. Although a perpetrator may try to convince a victim otherwise, getting an erection or ejaculating during a sexual is not a sign of consent, pleasure, or sexual orientation.

Myth: Some girls and guys 'ask for it' by the way they act, dress, dance, or drink.

Fact: No person does anything to "ask for" or deserve sexual assault.

Myth: People are more likely to be sexually assaulted by a stranger than someone they know.

Fact: People are more likely to be sexually assaulted and raped by someone they know and often trust. In a national study that included an examination of first rape experiences female victims were raped by intimate partners (30%), family members (24%), and acquaintances (20%). Male victims were raped primarily by acquaintances (32%), family members (18%), and intimate partners (16%).

Myths and Facts about Domestic/Sexual Violence taken from:
http://www.calstatela.edu/univ/hlth_ctr/safe_09/safe_myths.php

August 2015

Taken from San Diego University's Crisis Management Procedures and in conjunction with Springfield's Victim Center.