

2014~2015

Tufts University
Office of Fraternity and Sorority Life

General Policies

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Introduction

The purpose of this document is to represent the guidelines, procedures and policies governing the relationship between Tufts University and its social fraternities and sororities. The document is intended to create a framework, within, which fraternities and sororities should operate in order to be consistent with their values and university policies. The university recognizes the importance of fraternities and sororities in the Tufts community, and provides recognition and leadership development opportunities for the organizations it hosts. These organizations strive for a healthy fraternity and sorority community that enhances the experience of its members and campus life.

Overview

Fraternities and sororities have been a tradition at Tufts University for more than 159 years. Having been established in 1855, the fraternity and sorority tradition at Tufts is strongly woven into the fabric of the university, continuously growing and changing to meet the needs of today's collegiate student population.

Tufts is proud to be the home of over seventeen active fraternities and sororities, including ten men's fraternities, six women's sororities, and one local co-ed fraternity.

Fraternities and sororities are incredibly active on campus. Approximately 24% of undergraduate student population is a member of a fraternity or sorority. Membership enhances opportunities to meet new people, achieve academically, hone leadership skills, and serve the broader community through philanthropic and service opportunities. Alumni networking and mentoring, also, help illustrate the benefits of lifelong membership and giving back to the next generation of Tufts students.

Purpose and Vision

The mission and purpose of the Office of Fraternity and Sorority Life is to empower the students, faculty, and staff in the creation and appreciation of the model student-centered, self-governing fraternity and sorority experience; espousing our core values of scholarship, leadership, service and friendship.

General Information

Hours of Operation: 9:00am-5:00pm, Monday-Friday

Phone number: 617-627-2743

Fax: 617-627-3043

Email Address: fsl@tufts.edu

Website: <http://uss.tufts.edu/studentaffairs/fraternitysororitylife/>

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Office Manger: Sam Berzok (Fall 2014)

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OA for Housing: Carolyn Monaghan

All OAs can be reached at the general office email address.

Recognition

To be a recognized by the Office of Fraternity and Sorority Life, an organization must be recognized by both the appropriate governing council and registered as a student organization through the Office of Campus Life (OCL). New organizations must follow the governing council specific expansion/extension procedures in order to be considered for recognition.

To be a recognized organization, the fraternity or sorority must be in good standing with its own national organization (if applicable), must be clear of judicial violations, and must have an active roster on file with the Office of Fraternity and Sorority Life.

All recognized fraternities and sororities are eligible to utilize university facilities and services, and must follow all policies for recognized student organizations as outlined in [The Roadmap – Student Organization Resource Guide](#).

Governing Councils

The student led governing councils provides an opportunity for self-governance within the fraternity and sorority community.

Inter-Greek Council (IGC)

The Inter-Greek Council is an umbrella organization of constituent organizations, with representatives from each recognized fraternity and sorority in good standing with the university. The IGC is a recognized TCU Student Organization whose purpose is to govern the Fraternity and Sorority Community.

Interfraternity Council (IFC)

The Interfraternity Council exists as a sub-council within the IGC to coordinate and oversee activities of the recognized fraternities within the North American Interfraternity Conference (NIC) and ATO of Massachusetts. The IFC will coordinate with the NIC as a chartered IFC to assist with its operations.

Panhellenic Council (Panhel)

The Panhellenic council exists as a sub-council of the IGC to coordinate and oversee activities of recognized sororities that belong to the National Panhellenic Conference (NPC). The Panhellenic Council will abide by all policies and expectations of the NPC.

Multicultural Greek Council (MGC)

The Multicultural Greek Council exists as a sub-council of IGC whose purpose is to coordinate and oversee the activities of the culturally-based fraternities and sororities in the Boston area, whose inter/national organizations may be members of the National Pan-Hellenic

Council (NPHC) or the National Association of Latino Fraternal Organizations (NALFO). The MGC will exist whenever there are three or more citywide organizations recognized on campus.

Recruitment

Criteria for Eligibility:

- All undergraduate students will be eligible to participate in Recruitment and receive a bid (invitation to join) **after** successfully completing one full semester at Tufts, or at another university if a transfer student.
- Students must be in “good standing” with the university, as defined in the latest edition of the *Pachyderm*.
- Students must have at least a cumulative 2.50 GPA (Arts and Sciences) or a 2.30 GPA (College of Engineering), in order to be eligible to receive a bid from a fraternity or sorority.
- Students must not be on any university academic or disciplinary warning or probation.
- There is no recognized difference between associating with a chapter or national/international affiliation. Student’s who do not meet criteria for becoming members of the Tufts fraternity/sorority community shall not affiliate with any local and/or national organization until they meet such criteria.

Structured Recruitment:

- Individual councils (Panhellenic, Interfraternity, Multicultural Greek Council) will be responsible for setting structured recruitment dates, schedules and council-specific guidelines.
- Spring formal recruitment dates will be early enough so that the new members’ decision to live in chapter housing will not conflict with the spring housing lottery.
- Chapter events associated with recruitment are prohibited during Fall and Spring Orientation.

Continuous Recruitment:

- Continuous recruitment may take place anytime outside formal recruitment that a chapter wishes to extend invitations for membership.
- The chapter must be eligible for continuous recruitment as per their governing council guidelines.
- Informal recruitment events must be registered with individual governing councils as per the council guidelines.

All students who meet the eligibility requirements for membership in a sorority or fraternity are eligible for continuous recruitment.

General recruitment requirements:

- No alcoholic beverages or illegal substances of any kind may be served or made available to anyone; member, prospective member or guest, in a chapter house and/or at any chapter functions during the recruitment period.
- Chapters are required to submit to the Office of Fraternity & Sorority Life a list of prospective members being considered for bids, prior to the extension of bids, to any person by any chapter. This list must be turned into the OFSL 72 hours prior to extending a bid.
- This “potential new member list” will be used to verify the eligibility of all prospective members to affiliate with a fraternity or sorority. No bids may be offered until the Office of Fraternity & Sorority Life has approved the list.
- Chapters are responsible for turning in bid acceptance forms and grade/judicial release forms for all new members within two business days of the acceptance of a bid.
- Generally Assured bids: By mandate of the Board of Trustees of the university, all eligible Tufts students seeking to join a fraternity or sorority and participates in the entire recruitment process (attending all scheduled events to which they are invited) are generally assured a bid from at least one of the social fraternities or sororities on campus. This system does not guarantee an invitation to join a particular chapter of a student’s choice.

New Members

Time Period

- The period of new member education may not exceed eight weeks from the date of bid distribution and shall not continue into the reading period or final exam weeks. All new members must be initiated in the same semester in which they receive their bid.
- Concurrent new member periods are permitted if continuous recruitment has occurred.
- New members are not permitted to repeat the new member education program.
- Each chapter must be prepared to submit their new member education plan and schedule to the Office of Fraternity and Sorority Life at their request.

General Policies:

- No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter.
- Each new member will be required to attend a minimum of one new member orientation session sponsored by the Office of Fraternity and Sorority Life to be educated on university policy and the expectations of Fraternity and Sorority Life.
- The OFSL may institute additional educational programs which may be mandatory for all new members. The programs shall cover topics including: alcohol abuse and binge drinking, healthy relationships, relationship violence, sexual assault, hazing prevention or other topics of current interest.

Risk Management

Hazing Prevention

1. Define:

- Hazing is any situation created or action taken- for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in an organization- which meets one or more of the criteria below. Hazing can be intentional or unintentional, and can occur with or without consent.
 - Situations/actions that constitute hazing are:
 - Negligent or reckless in nature; or
 - Potentially harmful to
 - Physical safety/health
 - Psychological well-being
 - Academic Success
 - Property; or
 - Not reflective of the University or organization's mission, purpose or values.
 - Such Activities and situations may include, but are not limited to:
 - Paddling;
 - Physical or psychological shocks;
 - Sleep or food deprivation;
 - Expected consumption of food, water, alcohol, or drugs;
 - Kidnapping or abandonment;
 - Line-ups or berating;
 - Morally degrading behavior;
 - Any form of personal servitude;
 - Expected wearing, publicly or privately, of apparel and/or objects which are not appropriate for the occasion;

- Interference with academic pursuits; or
 - Expected participation in activities that are illegal, or violate Tufts University policy.
 - Any member of the University community, including a victim, participant, or witness, with knowledge of hazing should report the hazing to the appropriate university official.
2. Education:
- Hazing education will be provided to and required by every fraternity and sorority chapter executive board at the discretion of and conducted by the Office of Fraternity and Sorority Life.
 - Program will discuss the dangers of hazing, reasons to change and provide resources for creating change.
 - Hazing education will be provided to and required by all new members in the Spring. This will be conducted by the Office of Fraternity and Sorority Life.
 - Program will identify hazing, empower those who may be getting hazed to speak up, education, and provide resources for those who need help.
3. Investigation protocol:
- Hazing allegations may come from a variety of sources, however all hazing allegations are taken very seriously. The university will take all hazing allegations seriously and question chapter members or conduct investigations whenever deemed necessary. The organization and all of its members are expected to be forthright while an investigation is taking place.
 - The Office of Fraternity and Sorority Life will conduct all investigations in conjunction with the Dean of Students Office, the Judicial Affairs Office, and the Tufts University Department of Public Safety. Collaboration with appropriate advisors and Inter/National Headquarters will also be expected.
 - If appropriate, the organization will be afforded the opportunity to address the hazing culture in the organization and create a plan of action to eliminate such behaviors. The organization will be expected to hold those individuals who violated the policy accountable.

Social Events with Alcohol

Social events are defined as any gathering of members and/or guests of a host fraternity or sorority that is primarily social in nature. Anytime alcohol is present, these policies must be followed.

All fraternities and sororities at Tufts are required by university policy to follow FIPG risk management policies. FIPG is the fraternal information and programming group which exists to provide risk management resources to fraternities and sororities across the nation.

For more information about FIPG, please visit www.fipg.org.

Alcohol may only be at an event if it is: Bring your own (BYOB) or at a third party vendor. Social events with alcohol must be registered with the Office of Fraternity and Sorority Life if:

1. The event is at a third party vendor
2. It is at a residence identified as a fraternity or sorority house and the number of guests is equal to or greater than the number of members present.
3. The organization anticipates that the event could be perceived as a party regardless of the number of attendees.

Eligibility requirements for hosting social events with alcohol:

Before a chapter is eligible to host a social event with alcohol they must:

1. Have a current and active roster turned into the Office of Fraternity and Sorority Life (OFSL) including names and ID numbers for all members and contact information for all executive board members and advisors.
2. Have provided Tufts University Department of Public Safety with a key or code access to the residence.
3. For a BOYB event, the current president, social chair, and risk manager (or equivalent) must have completed an alcohol event registration course. Any additional members who plan to work the door or bar at a BYOB function must take this course as well. The alcohol event registration course will be offered at the beginning of each semester and chapters are responsible for sending the necessary officers to the training when they are new to office.

Definition of a BYOB event:

A BYOB event is defined as any event that has been identified as an official chapter event where alcohol is present. In the event of a BYOB event, the chapter must provide security,

identification check and must manage and operate the event but may not provide any alcohol; guests must provide their own alcohol.

Definition of a Third Party Vendor event:

A Third Party Vendor event is defined as any event hosted by the fraternity or sorority either at a location where the proprietor has a liquor license and a certificate of insurance (at least \$1,000,000) or where a provider/caterer has a liquor license and a certificate of insurance (at least \$1,000,000) and provides services at the designated location.

A third party vendor event is one where the third party agrees to provide security, identification checks and to manage and operate the event. A third party vendor agrees to cash sales only for a bar which must be collected by the vendor.

Specific requirements for BYOB social event with alcohol:

1. Hard liquor of any kind is prohibited.
2. Each legal aged guest must provide his/her own alcohol in the form of beer, wine or malt beverage.
3. All alcohol at a BYOB event should be checked in at a central location managed by the host organization and distributed one at a time.
4. The bar area will be monitored by Tufts University trained members of the host organization.
5. Kegs, large volume containers, open source containers or bulk purchases (cases, cubes, etc) are prohibited.
6. No chapter funds, either directly from the treasury, or from a social fund, slush fund or “passing the hat” may be used for the purchase of alcohol.
7. At least two types of non-alcoholic beverages must be provided by the host organization and be made available at no cost to guests.
8. The host organization must provide snack foods at no cost to the guests, preferably high-protein, low-salt foods. Snack foods must be visible and in ample quantity.
9. Chapter funds may be used to purchase non-alcoholic beverages and snacks.
10. The host organization may apply for a financial grant from the OFSL to cover the costs of non-alcohol beverages and food in the amount of \$50, up to two times per semester. They must submit a receipt to the office within 5 days after the party.
11. The event must have a clearly stated start and end time and may not exceed six hours in length. The end time must be no later than 2am.
12. There must be a minimum of one responsible party monitor for every twenty-five guests. Requirements of party monitors:
 - i. Names of all party monitors must be turned in with the event registration form. One of the party monitors must be the president, risk manager or social chair and must provide their name and phone number to TUPD in case of emergencies.
 - ii. May not be new members, regardless of age

- iii. Must be sober for the entire event, including eight hours prior to the event.
 - iv. Should be stationed at strategic places throughout the event to keep a watchful eye over the guests to ensure safety and security at all times.
 - v. Will be responsible for checking IDs and guests in.
 - vi. Will be responsible for monitoring and distributing alcohol at the bar area.
13. The party capacity may not exceed the capacity of the building as determined by the fire marshal.
 14. All guests in attendance must be registered.
 - a. The host organization is required to turn a guest list into the OFSL via email 24 hours prior to the start of the event. Guests should be checked off as they enter the event.
 - b. In the instance that the host organization would like to allow additional guests into the event, a sign in sheet may be used.
 15. All guests must provide a valid Tufts ID at the entrance, Guests who are of legal drinking age must provide a state issued ID. Guests who are 21+ should receive a wristband; guests who are under 21 should have their hands marked with an X.
 16. Wristbands will be provided by the OFSL at the organizations request and picked up the last business day before the event.
 17. Non-Tufts students may be signed in with a Tufts student with a valid Tufts ID. The Tufts student is responsible for his/her guest(s) throughout the event.
 18. If any underage person attempts to enter the event with alcohol or to consume alcohol at the event, they should be asked to leave the premises.
 19. No drinking games, funnels, luges or other mechanisms for the rapid consumption of alcohol should be tolerated, encouraged or permitted.
 20. Do not admit individuals who appear to be highly intoxicated into the event.
 21. Guests under the age of 18 are not allowed at any fraternity or sorority sponsored social event with alcohol.
 22. No open parties. The definition of an open party includes failure to have a guest list or roster of attendees prior to the event or a sign in sheet at the event.
 23. The possession, sale, distribution, or use of any illegal drugs or controlled substances is prohibited.

Other policies:

- Organizations are only permitted to have one party per weekend.
- The OFSL reserves the right to not approve parties for justifiable reasons.

Emergency Procedure:

In the case of any type of emergency situation, Tufts University Police should be contacted to assist immediately.

In the case of an emergency, the event should be assessed and terminated if necessary. If the host organization has questions about necessity, they should terminate the event.

If the fire alarm is sounded, everyone must vacate the premises, no matter what the circumstances, they must also clear all entry and exit ways.

In the case of severe intoxication or in cases where members or guests are incoherent, vomiting, or non-responsive the chapter is to, without questions; contact TUPD for assessment and possible transport.

The OFSL should be notified within 24 hours via email or phone call if any emergency situation has occurred at a fraternity or sorority sponsored social event.

City~Wide and Culturally Based Organizations

In an effort to increase opportunities for students at Tufts to join culturally based fraternities and sororities, the following policies and procedures have been established to increase awareness of National Association of Latino Fraternal Organizations (NALFO) and National Pan-Hellenic Council (NPHC) organizations. Tufts supports students joining city-wide organizations and utilizing campus resources in order to have a full and rich fraternal experience on campus.

The Office of Fraternity and Sorority Life is actively working to reestablish a continuous relationship with the organizations within the National Association of Latino Fraternal Organizations (NALFO) and the National Pan-Hellenic Council (NPHC) through having persistent membership, faculty connectedness, and effective communication with the Greek organizations.

Vision:

- Active Multicultural Greek Council from year-to-year
- Community support and connectedness with the NALFO and NPHC organizations through the Boston area representative

Goals:

- Short Term:
 - Connection and continuous communication with the organizations in NALFO and NPHC
- Long Term:
 - United Greek Front between NALFO, NPHC, and the Interfraternity Council (IFC) and the National Panhellenic Council (Panhel)

Requirements for Utilizing Campus Resources

In order to reach out to Tufts Students, we recognize that organizations will need to utilize campus resources such as advertising space and room reservations. The Office of Fraternity and Sorority Life (OFSL) will assist a city-wide organization in utilizing campus resources with the following regulations:

- The organization must have attended the annual fall MGC Informational Event and the meeting beforehand.
- Organizations must be familiar with and willing to follow all Tufts University Office of Fraternity and Sorority Life Policies and Procedures.
- Room reservations:
 - Organization must turn a room reservation form into the OFSL at least 4 weeks in advance of the program.
 - The organization is responsible for all fees associated with the space (including but not limited to room reservation, program funding, etc.).
 - Events should be limited to recruitment events, informational sessions, educational programs and other small scale programs. Parties or large scale events are only permitted when the organization meets the requirements for hosting such events (15+ members, or collaboration with another organization).
 - If the event is cancelled and fees are incurred, the organization is still responsible for paying the fees.
 - The purpose of being allowed to utilize space on Tufts campus is to attract Tufts students to the organization, it is mandatory that all programs be open to Tufts students and an effort is made to have Tufts students in attendance.
- Advertising on campus:
 - Please submit any advertisements (flyers, poster, etc.) to the OFSL 3 weeks in advance of a program with instructions on how you would like it hung.
 - Please submit electronic materials as well to be posted on Facebook, Twitter, and the OFSL website.
 - Advertising should be limited to programs and events which are informational or educational in nature, the OFSL reserves the right to edit or deny advertisements that do not meet these needs.
- In order to stay eligible to reserve rooms, advertise on campus or conduct intake, an *Intent to Conduct Intake* or an *Abstain from Intake* form must be turned into the OFSL by the last day of classes each semester. The only way to remain on the OFSL mailing list for future programs and information is by turning in one of these forms.
- Once an organization is interested in conducting intake for a Tufts student, all intake policies and procedures must be followed.

Recognition

Once an organization has one Tufts student as an active member, the student should follow all of the policies and procedures to become an active student organization.

To be a recognized by the Office of Fraternity and Sorority Life, an organization must be recognized by both the appropriate governing council and registered as a student organization through the Office of Campus Life (OCL). New organizations must follow the governing council specific expansion/extension procedures in order to be considered for recognition.

A new MGC organization is required to attend one Inter-Greek Council meeting per month during open block on Wednesdays in order to remain an active Greek organization. Once there are three or more MGC organizations represented on campus, the MGC will become active again, meeting on a twice monthly basis on alternating weeks from the Inter-Greek Council.

To be a recognized organization, the fraternity or sorority must be in good standing with its own national organization (if applicable), must be clear of judicial violations, and must have an active roster on file with the Office of Fraternity and Sorority Life.

All recognized fraternities and sororities are eligible to utilize university facilities and services, and must follow all policies for recognized student organizations as outlined in [The Roadmap – Student Organization Resource Guide](#). Any programs or events must be planned and executed by the Tufts student on behalf of the organization and must be funded and carried out by the organization.

Participation in Intake Policies

Prior to participating in any intake activities, organizations must have met all of the previously stated requirements to be eligible to utilize campus resources at Tufts University. In addition, the Office of Fraternity and Sorority Life must be notified of the intent to conduct intake and given the name(s) of any Tufts students participating. This notification, along with any additional forms which their inter/national or regional organization need signed should be turned into the OFSL no less than 10 business days prior to the start of Intake.

In addition, a calendar of events, including a timetable for any intake activities, with dates and times must be submitted. Activities to include on the calendar, if applicable:

1. Informational and/or interest meetings
2. Selection date(s)
3. Start date of the new members' official process/education
4. Initiation date
5. Date of new member presentation (i.e.: probate, rollout, neophyte)

- show), if applicable
6. Any additional dates pertinent to a specific organization

Verification of Candidates/Aspirants: All chapters conducting a membership intake process must submit an *Intent to Conduct Intake* form and an *Individual Intake Form*. Both forms must be submitted at least 10 days prior to the beginning of Intake. This form lists the individuals approved by your chapter whose names will be submitted to your regional or inter/national representatives as candidates/aspirants for membership. In cases where an inter/national intake team conducts the intake process, all correspondence sent to a regional or local representatives should also be shared with the OFSL.

All documents supplied to the OFSL are kept confidential from students, student employees, or student leaders, including council officers. They may be shared with university officials and inter/national organization staff as needed. In the event that any dates and times need to be changed on the intake calendar of events, the chapter president or intake director must notify the OFSL (via e-mail) no less than 2 business days prior to the new event time.

Presentation of New Members (if applicable)

All organizations must adhere to the following guidelines when presenting new members to the campus community.

- Presentation of new members must take place within the same semester as intake and prior to the last day of classes.
- Presentation shows (i.e. probate, rollout, neophyte, etc.) are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.
- No explicit or revealing attire is to be worn by the new members or other show participants or performers.
- Disparaging comments about other organizations or use of foul language will not be tolerated.
- No alcoholic beverages will be permitted.
- No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of the performance, but may not be used as a weapon to harm another individual.
- In the event of a fight during the presentation, those fighting will be disciplined immediately by the appropriate person (e.g., Director of Fraternity & Sorority Life, graduate advisor, chapter president). If a member of the presenting organization is involved, the presentation show will be stopped immediately.
- Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.

- Presentations must begin no later than 8 p.m. and last no longer than 2 hours. Following the show, members of the presenting organization must vacate the area within 30 minutes to assist with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
- A Fraternity/Sorority staff member (professional or graduate) MUST be notified of all new member presentations. The presenting organization must coordinate the schedule with the staff member who will be present if he/she chooses to attend.
- All presentations must be planned and executed in accordance with Tufts University event policies. Information on how to properly plan an event can be found here: <http://oc1.tufts.edu/student-orgs/plan-events/>

Violations of Membership Intake Policies

Violations of the policies regulating the membership intake process may result in probation or suspension of the violating chapter. The University will work closely with the inter/national organization to investigate and determine a course of action to resolve the situation. The chapter will either be placed on probation or receive automatic suspension, depending upon severity of the infractions, at the discretion of the Office of Fraternity & Sorority Life. During the period of probation, if the chapter commits any violation of the membership intake policies or any other rules set forth by the University or inter/national organization, the chapter will be placed on suspension. The suspension period will be determined by the Office of Fraternity & Sorority Life along with the inter/national organization.

Judicial

Overview

Is it the philosophy of the Office of Fraternity and Sorority Life that whenever possible, all conduct matters should be handled within a peer accountability system. It is of the utmost importance that all activities within the Fraternity and Sorority Community are consistent with the values and purpose of the department and the individual organizations. Violations of community standards and policies or illegal activity will not be tolerated. Organizations should implement internal accountability structures as well. In order to maintain a high level of standard within the community, individuals and organizations must be held accountable when violations occur. Individual members may have judicial action taken against them by the Dean of Students Office and organizations will either have a hearing through the IGC Peer Judicial Board or the Committee on Student Life (CSL) to determine sanctioning and/or educational outcomes.

IGC Peer Judicial Board

The IGC peer judicial board shall conduct hearings for cases brought against organizations in violation of Fraternity and Sorority Life Policy, Council Specific Policy and/or General Community Standards. All hearings will be conducted by the IGC VP of Governance and the IGC President and must follow the process as outlined in the IGC Constitution (<http://uss.tufts.edu/studentAffairs/fraternitysororitylife/documents/IGCCConstitution.pdf>). The IGC Peer judicial board shall determine sanctions and education for chapters which will provide accountability and opportunities to learn.

If at any time the IGC judicial board would like to refer a case to the Committee on Student Life due to repeat offenses or severity of the case, they may do so. Situations in which the recognition of an organization is in question should always be seen by the CSL.

Committee on Student Life

The Committee on Student Life (CSL) shall conduct hearings for cases brought against organizations which violate University Policy and/or State Law. In addition, if the recognition of an organization is in question, the CSL shall conduct those hearings as well. The CSL will provided background information about the case by a combination of the OFSL, the Dean of Students Office and the Tufts University Police Department and will use the provided information to sanction and provide educational outcomes in a matter that appropriately addresses the violation.

In cases where organizations recognition requires to be removed, it is the recommendation of the OFSL that short term suspensions not occur. The OFSL recommends that an organization either has limited opportunities for activity along with educational efforts to revamp, or that an expulsion from campus with an opportunity to return no less than four years later in a re-colonization effort in conjunction with the national headquarters.

Organizations with pending CSL cases will be put on temporary cease and desist until the hearing has occurred in an effort to protect the organization and its members. A cease and desist includes but is not limited to a ban on individual initiated member/new member gatherings, recruitment events, social events or all or new member meetings in the chapter house or at an off campus location. Any necessary fraternity business meetings must be pre-approved through the chapter officers to the OFSL. Organizations on Cease and Desist may participate in departmental and council led educational opportunities and business.

Housing

Overview

In an effort to improve the fraternity and sorority housing program at Tufts University, a set of common goals and policies must be established and adhered to. Fraternity and Sorority Housing at Tufts is one component of the Fraternity and Sorority Life program. Approximately 20% of the fraternity and sorority community lives in recognized fraternity and sorority housing. Nine of the fourteen houses are owned and operated by Tufts University and five of the houses are independently owned and operated by independent house corporations. All fourteen houses are recognized as on campus housing for Tufts students and must adhere to the same set of expectations.

Fraternity and sorority houses should be providing a residential experience that is safe and secure, conducive to learning and aesthetically pleasing. Additionally, fraternity and sorority chapter houses play an important role in promoting community and providing opportunities for leadership development.

A fraternity or sorority chapter house is defined as a residential unit affiliated with Tufts University where all of the residents are members of a Tufts University recognized Fraternity and Sorority as defined by the Office of Fraternity and Sorority Life. In order to maintain status as a recognized fraternity or sorority chapter house the following requirements must be met:

1. The facility must either be owned and operated by Tufts University or its affiliate Walnut Hill Properties (herein out referred to only as Tufts University owned houses) or be owned and operated by a House Corporation incorporated within the Commonwealth of Massachusetts or by a division of the (inter)national fraternity/sorority office or other designated authority recognized by the fraternity/sorority (inter)national office.
2. The property must be zoned appropriately for fraternity/sorority housing as specified by the City of Somerville. Independently owned and operated chapter houses are required to provide a valid and current Certificate of Inspection and Lodging House License to the Office of Fraternity and Sorority Life to be kept on file at the beginning of every academic year.
3. All chapter houses, regardless of ownership, are required to have fire alarm systems connected to the University Police. TUPD will respond to automatic emergency calls, as well as to any calls for assistance from chapter houses. Chapter houses where alarm systems are set up through a landline phone are required to make sure that service to that phone is uninterrupted. In times when service is out for the phone, a TUPD detail must monitor the house for safety at the chapter's expense.
4. All residential chapters must present to the Office of Fraternity and Sorority Life, a valid and current certificate of insurance evidencing:
 - a. Comprehensive general liability insurance with a limit of \$1 million per occurrence
 - b. Host liquor liability with a limit of \$1 million per occurrence (If the chapter will be hosting social functions where alcohol is present)

- c. The Trustees of Tufts College must be named as additional insured for coverage “a” and “b” as stated above. This is to be indicated on the certificate of insurance.
5. The facility must be accessible for inspections by university officials as outlined in this policy.
 - a. In addition, the University Office of Public Safety will conduct periodic inspections of fire and life safety requirements whenever deemed necessary.
6. Events at the chapter house must follow Office of Fraternity and Sorority Life all event management policies.
7. Residents of Tufts owned fraternity and sorority houses are required to abide by all Tufts University housing policies as outlined in Habitats: <http://ase.tufts.edu/reslife/documents/Habitats.pdf>. This includes abiding by all university move-in and move-out dates.

Occupancy

1. Only active, currently enrolled undergraduate members of the fraternity or sorority chapter are permitted to live in the chapter facility.
2. Students who are ineligible to live in University Housing will be ineligible to reside in chapter houses.
3. Chapters may establish which members will live in the chapter house and their room assignments and must keep an active roster of this information on file with the Office of Fraternity and Sorority Life.
4. First year students are ineligible to live in chapter houses.
5. Sophomores may complete their 2nd year housing requirement by living in approved fraternity or sorority housing. Sophomores will only be permitted to live in the approved house if all other housing requirements for the house have been met.

Dining

1. Sophomores who live in fraternity and sorority housing are still required to maintain an on campus meal plan unless the house is outfitted with the capacity to provide meal plans.
2. Chapter houses providing meal plans are required to provide a copy of a valid and current Common Victualers License issued from the City of Somerville to be kept on file with the Office of Fraternity and Sorority Life.

Licensing and Taxes

1. Tufts University will be responsible for the maintenance and procurement of House Lodging Licenses for Tufts owned properties.

2. All independently owned houses will be responsible for the maintenance and procurement of House Lodging license.
 - a. Houses must pass all inspections for the City of Somerville prior to opening in the fall, if a house has received signatures of passing inspection but have not obtained the Lodging License; they may open but may not have any events on the property until the Lodging License is obtained.
 - b. If a house has not passed inspection prior to fall opening, residents are not permitted to move in until these inspections have been passed.
 - c. Is it the responsibility of the House Corporation or Chapter to find alternate housing for residents in the case that they may not move in.
3. In the Commonwealth of Massachusetts, recognized fraternity or sorority houses are not tax exempt properties and will all pay a real estate tax. All chapters are responsible for paying the Real Estate Tax associated with being registered as a fraternity or sorority house.
 - a. All Tufts Owned houses will receive a bill for this tax on a bi-annual basis.

Safety

1. All chapter houses must provide TUPD with a key or access code for emergency access.
2. *Fire Safety*
 - a. Fire drills will be conducted in all chapter houses on a schedule similar to that of other University housing.
 - b. All chapters are required to attend a house safety fire workshop every fall.
 - c. All chapter houses must be furnished with California Fire Safety Rated 129 upholstered furniture in common areas and CAL 133 upholstered furniture in bedrooms. The university will provide basic common area furniture and beds in all fraternity and sorority houses which meet this code. Upholstered furniture in common areas must be replaced by fall 2013 and in bedrooms before fall 2014. All independently owned houses are expected to comply with this in order to continue to be recognized Fraternity or Sorority housing.
 - d. Smoking is prohibited in all Fraternity and Sorority housing.
3. Access to unfinished basements in all university owned houses is prohibited.

Billing

1. The billing for all Tufts owned houses goes directly through the University Bursar office. Residents are charged the usual on campus room rate.
2. Currently, all billing for independently owned houses goes directly through the independent house corporation. It is the hope that this too will transition to go through the University Bursar, as well, in the future.
3. The University will not assist in the collection of dues or membership fees for any fraternity or sorority chapter.

Appearance

1. The exteriors of chapter houses are expected to be maintained to University and community standards. Failure to do so may result in disciplinary action.
2. Houses whose grounds are neglected will be provided a verbal and/or written warning. Following a prescribed, reasonable amount of time, if clean up has not been completed as detailed, the Office of Fraternity and Sorority Life maintains the right to arrange for the clean up at the chapter's expense.
3. The Office of Fraternity and Sorority Life or the Dean of Students Office may, without notice and at the chapter's expense, remove indoor furniture left outdoors or outdoor furniture in disrepair from chapter property.
4. Repair and improvements to Tufts and Walnut Hill owned facilities will be performed when required. Major repairs will be scheduled during the summer months when the buildings are not occupied. Minor repairs that need attention during the academic year should be reported via the on line work order system. The web address is: <https://fsrequest.tufts.edu/WebMaint>. Walnut Hill properties may submit a request by emailing walnuthillproperties@comcast.net.

Conduct

1. Chapters are expected to use chapter facilities for activities which best represent their organization and Tufts University at all times.
No illegal, nuisance or disruptive activity may occur on any fraternity or sorority property, nor may anything be done that may become an annoyance, nuisance or disruptive in the community and /or the educational environment.

House checks for Tufts and Walnut Hill properties:

1. House checks will occur upon move-in and move-out each semester for all Tufts owned houses. The chapter should designate a house manger or similar to assist with this process.
2. Beginning in the spring semester of 2014, there will be a process upon which rooms and common areas will be inspected and condition will be assessed. A sample model for this may include:
 - a. Each individual will be required to fill out a Room Condition Card upon moving into his/her room. The house manager will be responsible for signing off on each of these cards and turning them into the Office of Fraternity and Sorority Life at the beginning of each semester. The house manager may then pick up the card at the end of the semester to be completed and turned back in after move out. Any damages that go unreported or are excessive will be the responsibility of the individual resident to pay for.

- b. A common area inspection form must be filled out twice a semester and kept on file with the Office of Fraternity and Sorority Life. A staff member designated by the Office of Fraternity and Sorority Life will walk through the house with the chapter president and house manager then keep the form on file. Any damages that go unreported or are excessive will be the responsibility of the chapter to pay for.

House Addresses and Type of Ownership:

Organization	Address	Type of Ownership
Alpha Phi	14 Sawyer Ave	Walnut Hill
Alpha Omicron Pi	25 Whitfield Ave	Walnut Hill
ATO of MA	134 Professors Row	Private
Alpha Epsilon Pi	45 Sawyer Ave	Tufts
Chi Omega	106 Professors Row	Tufts
Delta Tau Delta	98 Professors Row	Private
Delta Upsilon	114 Professors Row	Private
Kappa Alpha Theta	94 Curtis Street	Tufts
Theta Chi	100 Packard Ave	Walnut Hill
Theta Delta Chi	123 Packard Ave	Private
Sigma Phi Epsilon	92 Professors Row	Tufts
Sigma Nu	90-92 Curtis Street	Tufts
Zeta Beta Tau	126 Packard Ave	Walnut Hill
Zeta Psi	80 Professors Row	Private