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2010-2011 Greek Advisor Manual

Dear Greek Advisors,

The **Greek Advisor Manual** is a compilation of material that the Office of Student Activities we thought would be useful to you in your role as a Greek chapter advisor.

The Advisor's manual is intended to be a useful resource to you by outlining for advisors some issues they may encounter, some questions they will be asked, some answers they will need to give and a general scope of their responsibilities. This manual should also be useful for it may help the advisor gain a better understanding of their role.

I hope that you find this manual to be a valuable resource. Although we tried to predict the information you would need to assist you, I am sure there are things that we may have left out. Please provide us with any feedback or resources you feel may be of a benefit to yourself and the other advisors; so that updates and improvements can be made.

Good luck in your position and we look forward to working with you. We appreciate the time that you have taken to be involved with our students. If there is anything we can do for you while in your position please do not hesitate to contact us.

Respectfully,

Mike Esposito
Director of Student Activities/Greek Life

Advisor Information

In requiring fraternities and sororities to have chapter advisors, the University expects that advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its advisor. The role of the chapter advisor is to guide, advise and support the chapter and its officers and monitor their progress. A chapter may choose to have one chapter advisor or a team of advisors fulfill the responsibilities listed below. The chapter advisor needs to be willing to devote significant time to the chapter, skilled in organizational and leadership development, and proficient in their inter/national organization's policies and their interpretation. It is through committed alumnae support that chapters achieve their greatest success.

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

1. Working with the chapter officers to integrate fraternity mission and goals as well as creating a connection with their inter/national organization through attendance at leadership conferences and utilizing available resources.
2. Supervising the chapter's affairs as they relate to the organization, the campus, and the community. Maintain visibility by interacting with members and attending all official chapter programs and meetings.
3. Meeting regularly (at least monthly) with the chapter leadership and being available to meet with members upon request. Ensuring an effective and timely officer transition occurs.
4. Serving as a resource person for planning events and programs, resolving issues confronting the group and being involved in the education of new members.
5. Educating the chapter about inter/national policies, state and local laws, and the chapter code of conduct.
6. Ensuring that individual behavior is addressed through a process that empowers members to hold each other accountable for their actions consistent with the values of the organization and University.
7. Attending advisors meetings when requested by the Office of Student Activities.
8. Working in partnership with the Office of Student Activities, graduate chapter (if any) and inter/national headquarters to provide a positive Greek experience for the undergraduate members.
9. For NPHC organizations, advisors MUST attend all events and functions of the chapter, per NPHC national rules, as well as each inter/national organization's policies.

Basic Assumptions

1. **Chapters are different.** Chapters are different not only by name or size of the organization but by the history and purpose and operating procedures. Therefore, an advisor must take the information contained in this manual and modify it to fit his/her particular chapter.
2. **Advisors are different.** By accepting this position an advisor agrees to assist the undergraduate chapter in conducting its operations and in realizing its ideals and aspirations. However, each advisor will also have his/her own philosophy and unique approach to advising and should take those into account.
3. **Advisors are volunteers.** The advisor is a volunteer and has other, more important demands on his/her time. The chapter must, therefore, avoid setting up unrealistic expectations of him/her.
4. **Advisors are advisors, not dictators.** If push comes to shove, an advisor cannot force a chapter to do anything. His/Her respect and authority are based upon the quality of his/her relationship with the chapter members.
5. **This manual is a compendium of thoughts,** but relies on other publications to be used in conjunction with it.
6. **There is often no right answer** (and even when there is, the manual may not have it!)
7. **Common sense is supreme.** In the end, the effectiveness of an advisor is likely to be determined by the efficacy with which he/she applied this famous trait to his/her advising.

How to be a Successful Advisor

- Be honest
- Be competent
- Be forward looking
- Be inspiring
- Create a trusting relationship
- Inquire as to expectations
- Receive input prior to giving advice or taking action
- Customize your advice
- Provide reasons for why your advice should be taken
- Keep your advisees' priorities in mind
- Provide alternatives when making suggestions
- As much as possible, avoid being an enforcer
- Avoid putting yourself in the limelight
- Get your accepted responsibilities done on time
- Respond to all questions and requests for help
- Show you are interested
- Be a positive example
- Make your communications positive-avoid cynical or negative remarks
- Never lose your temper
- Anticipate potential problems
- Avoid saying, "I told you so."
- Recognize success
- Show that you are proud to be a part of the group

Causes of Advisor Burn-Out

- Frustrating Meetings (no agenda, order, long, argumentative)
- Indefinite task descriptions
- Lack of feedback
- Being uninformed
- Indeterminate terms of office
- Difficulty with delegating
- Lack of appreciation

Advising styles

Group Development Styles	Advisory Styles
I. Infancy: Students demonstrate low levels of commitment to the organization, programming skills, and responsibility for their actions.	I. Program Director: High concern for product, low concern for process. The advisor takes the role of group member – takes part in group activities like a member; or a programmer – identifying, planning, and implementing programs and activities for the student group.
II. Adolescence: Students demonstrate increasing programming skills, interest, commitment, and responsibility.	II. Teacher/Director: High concern for product, high concern for process. The advisor takes the role of advocate – persuading students on the appropriateness of activities; authority – monitoring students' compliance with legal regulations; or expert – offering suggestions to students based on experience or specialized knowledge base.
III. Young Adulthood: Students demonstrate competency in programming skills and an increase in commitment, plus a willingness to take responsibility for their own actions.	III. Advisor/Teacher: Low concern for product because students have taken over this concern, high concern for process. The advisor takes the role of educator – designing powerful experiences; resource – providing alternatives and suggestions; evaluator – assisting the group in collecting data to be used in decision making and program planning; or process consultant – assisting students with increasing the effectiveness of group functioning.
IV. Maturity: Students demonstrate a high degree of competence in programming and group skills. A strong commitment to the group and a willingness to take responsibility for their own and their group's actions.	IV. Consultant: Low concern for product and process because students assumed responsibility for both. The advisor takes the role of reflector – serving as a "sounding board" for students' ideas and plans; or fact finder – providing information to students on request.

Students' Expectations of Advisors

It is very important for the advisor and the student leaders of student organizations to agree on what the advisor is expected to do. Below is a quiz to help facilitate this discussion. The advisor and each executive officer should respond to the following items and discuss the similarities and differences in their responses, assigning responsibilities as necessary. **There are no right or wrong answers, except what is dictated by your inter/national office policy or MSU policy.** This is a tool to help advisors and officers gain a clear understanding of the advisor's role and the expectations of the group.

Evaluate each of the following items on a scale from 1 to 4:

- 1 - Essential for the advisor to do
- 2 - Nice, but they don't have to
- 3 - Absolutely not an advisor's role
- 4 - Does not apply to our organization

An advisor should:

- | | |
|--|--|
| <input type="checkbox"/> Attend all general meetings. | <input type="checkbox"/> Cancel any activities that he/she feels have been poorly planned or pose a considerable safety risk. |
| <input type="checkbox"/> Attend all executive meetings. | <input type="checkbox"/> Require the treasurer to clear all transactions with him/her. |
| <input type="checkbox"/> Call executive meetings when he/she believes it is necessary. | <input type="checkbox"/> Request to see the treasurer's books at the end of every semester. |
| <input type="checkbox"/> Explain University policy when relevant to the discussion at meetings. | <input type="checkbox"/> Check the secretary's minutes before they are written. |
| <input type="checkbox"/> Explain University policy to the executive committee and depend on the officers to carry them out through leadership. | <input type="checkbox"/> Check all official correspondence before it is sent. |
| <input type="checkbox"/> Explain University policy to the entire membership once a year. | <input type="checkbox"/> Keep organization files in his/her office. |
| <input type="checkbox"/> Meet with the president once a week to discuss items related to the organization. | <input type="checkbox"/> Inform the group of infractions that occur that violate the groups' bylaws, constitution, or rules. |
| <input type="checkbox"/> Help the president prepare an agenda before each meeting. | <input type="checkbox"/> Mediate conflict that arises. |
| <input type="checkbox"/> Serve as parliamentarian for the group. | <input type="checkbox"/> Plan and assist in the leadership development of all executive officers and general members. |
| <input type="checkbox"/> Speak up during discussion at meetings when he/she has relevant information. | <input type="checkbox"/> Veto a decision when it violates the organization's stated objectives. |
| <input type="checkbox"/> Speak up during discussion at meetings when he/she believes the group is making a poor decision. | <input type="checkbox"/> Let the group work through its problems, including making mistakes and doing the tasks at hand the hard way. |
| <input type="checkbox"/> Be quiet during the general meeting unless called upon. | <input type="checkbox"/> Let the group thrive or decline on its own merits. |
| <input type="checkbox"/> Speak up during executive meetings when he/she has relevant information. | <input type="checkbox"/> Represent the group in any conflict within the University community. |
| <input type="checkbox"/> Exert his/her influence with others between meetings. | <input type="checkbox"/> Recommend speakers, programs, and events that will benefit the group. |
| <input type="checkbox"/> Take an active part in formulating goals with the group. | <input type="checkbox"/> Approve all candidates for office in terms of scholastic standing/GPA and ensure those standards are maintained |
| <input type="checkbox"/> Be one of the group without voting or holding office. | |

Risk Management

(See appendices 2-6 for more information)

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

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

Expectations

The first step in meeting this expectation is knowing what the student organization officers are doing. How can you effectively advise students of risks without knowing what is going on? As an advisor you should be engaged in every phase of event planning and preparation. How you do that is up to you and the students. The officers of the organization may need you attending every meeting prior to the occurrence of an event, or, if the officers are very experienced, may only need meet with you periodically for updates and guidance. If the students in your organization are not forthcoming with information about future events, you need to proactively go and get the information from them.

Reducing Risk

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

Most events can have their risk managed reasonably. However, there are certain kinds of function where no amount of planning can adequately address the risk and these functions must NEVER occur. These include, but are not limited to: underage drinking, hazing, fighting, sexist/racist/homophobic behavior. The University does not sanction any event where these kinds of activities take place, nor will any fundraising activity be approved containing these activities.

Your Role

When students propose a risky activity, don’t assume the University will veto it immediately. Help them see the risks involved by asking questions.

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

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

During risky events you need to be there!

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

A Five-Step Plan for Assessing Risk

1. Identification

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

2. Evaluation

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

3. Treatment

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

4. Implementation

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

5. Assessment

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

Morehead State's Hazing Policy

Student organizations must protect the welfare of their members, guests, and the University and should take every measure to protect against University, individual, or organizational liability. Organizations and/or their representatives are subject to University disciplinary action, including loss of registration privileges, for violation of the law or University policy. Positive development of members is the main purpose of a student organization, fraternity, or sorority.

These groups are responsible for morally and ethically sound principles and practices and must not indulge in unproductive, ridiculous, or hazardous initiation customs. All organizations and members are expected to comply

with the following policy on hazing: Hazing by a student or a group of students is prohibited, either on or off campus.

Morehead State University uses the following definition for hazing:

Any action taken or situation created, whether intentionally or unintentionally or on or off campus, which produces/could produce mental or physical discomfort, embarrassment, or ridicule. Such activities and situations include:

- Paddling in any form
- Creation of excessive fatigue
- Physical and psychological shocks
- Road trips
- Wearing, publicly, apparel which is conspicuous and not normally in good taste
- Engaging in public stunts or disorderly conduct
- Morally degrading or humiliating games and activities
- Late work sessions which interfere with scholastic activities

And any other activities which are not consistent with federal, state and local law, organizational rituals or policies, and/or the regulations and policies of MSU.

--Student Handbook Page 19

Rule of thumb: If you have to ask yourself if something is hazing, it is. Don't do it.

Officer Transition

One of the most important functions of an advisor is to assist in the transition from one set of organization officers to the next. As the stability of the organization, the advisor has seen changes, knows what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers through the fall semester. Student Activities staff is here to help.

The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined.

There are a number of ways to conduct the officer transition. If the organization already has a good system in place, don't change it. The following two methods are examples of two commonly used methods.

The Team Effort

The team effort involves the out-going officer board, the advisor, and the incoming-officer board. This method involves a retreat or series of meetings where out-going officers work with incoming-officers on:

- Past records/notebooks for their office and updating those together
- Discussion topics should include:
 - Completed projects for the past year
 - Upcoming/incomplete projects
 - Challenges and setbacks
 - Anything the new officers need to know to do their job effectively

The advisor's role may be to:

- Facilitate discussion and be a sounding board for ideas
- Organize and provide the structure of a retreat
- Offer suggestions on various questions
- NOT tell new officers what they should do

- “Fill in the blanks.” If an outgoing officer does not know how something was done, or does not have records to pass on to the new officer, you can help that officer by providing the information he or she does not have.

The structure of a team effort retreat can take many forms. The advisor’s role in this process is to provide historical background when needed, help keep goals specific, attainable and measurable and provide advice on Morehead State policies and procedures.

This is an outline of a team effort retreat:

1. Icebreakers and team-builders
2. Officer meetings
 - a. New/old officers pair off (president with president, treasurer with treasurer)
 - b. Update each section of notebooks, or talk about what should go in a new one. If officers do not have a notebook, take the time to create one.
 - c. **Do not throw old materials away!** Send them by campus mail to Morehead State Archives, Camden Carroll Library.
 - d. Each pair of officers should discuss the following:
 - (1) With whom did the outgoing officer interact most in Student Activities, the ADUC/Conference Services and Catering, SGA, other student organizations, Morehead State University administration and in the community?
 - (2) With the departments/areas listed above, in what capacity did the outgoing officer work with them?
 - (3) What University paperwork is this position responsible for completing?
 - (4) What University procedures did the outgoing officer have the most trouble with and how can the incoming officer avoid those troubles?
 - (5) What were the biggest challenges the outgoing officer faced and how did they overcome them?
 - (6) What goals did the outgoing officer have, and which were achieved and which were not?
3. New officer meeting (this could be a separate meeting, or the next phase of the retreat)
 - a. Goal review. What did the past officers accomplish?
 - b. What is left to do from the past goal list? Revise list or eliminate it if the officers choose.
 - c. Provide new officers time to list goals for their position on their own.
 - d. Reassemble and share updated goals.
 - e. Brainstorm new goals for the organization and ideas for programs, fundraisers, and social events.
 - (1) Make an exhaustive list of everything the group could possibly accomplish.
 - (2) Narrow down that list to what they can reasonably accomplish.
 - (3) Assign tasks to specific officers. If no one wants to do it, take it off the list of goals.

One-on-One Training, Advisor with Officers

While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the advisor to educate the incoming officers. In that situation, there should be a joint meeting of the new officers, as described in section 4 of the above outline. After that meeting, the advisor should meet individually with each officer; examine the notebook of the previous officer (or create a new one).

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer’s role in the organization. What are the expectations of each position? What are the student’s expectations of the position and his/her goals?

Campus Resources

For What Problem	Who	Where	Phone	Email
Academic Probation	Lora Pace	Ginger Hall 701	783-5208	l.pace@moreheadstate.edu
Accounting & Fiscal Services	Kelli Owen	Howell McDowell 207	783-2119	k.owen@moreheadstate.edu
Accounts Payable, Check Requests	Scott Besselman	Howell McDowell 206	783-5217	s.besselman@moreheadstate.edu
Admissions	Holly Pollock	100 Admissions Center	783-2000	h.pollock@moreheadstate.edu
ADUC	Susette Redwine	ADUC	783-2810	s.redwine@moreheadstate.edu
Alumni	Tami Jones	Alumni Center	783-2080	t.jones@moreheadstate.edu
Athletics	Brian Hutchinson	Academic Athletic Center	783-2088	b.hutchinson@moreheadstate.edu
Autos on Campus	Melissa Davis	100 Laughlin Heath Building	783-2220	m.blankenbec@moreheadstate.edu
Billing, Deferment, Payment	Sarah Whitt Carol Ford	Howell McDowell 207	783-2210	See Faculty/ Staff Directory
Billing Problems	Tena Flannery Kristie Gullett	Howell McDowell 207	783-2210	See Faculty/ Staff Directory
Bookstore/ Test Books/ Misc.	Cheryl Farmer	1st Floor, ADUC	783-2081	c.farmer@moreheadstate.edu
Campus Events	Mike Esposito	ADUC	783-2071	m.esposito@moreheadstate.edu
Career Services	Julia Hawkins	Allie Young 322	783-2233	j.hawkins@moreheadstate.edu
Catering/ Food Services	Liz Kilsheimer	ADUC	783-2017	Kilsheimer- elizabeth@aramark.com
Counseling Services	Darlene Adams	Allie Young 112	783-2123	da.adams@moreheadstate.edu
Disabilities Services	Evangeline Day	Allie Young 223	783-5188	e.day@moreheadstate.edu
EagleCard Services (Meal Plans, Dining Club, Campus Cash)	Doug Snedegar	ADUC 107	783-2701	d.snedeg@moreheadstate.edu
Educational Opportunity Center	Veronica Thompson	Downing Hall Rm 108	783-9177	v.thompson@moreheadstate.edu
Federal Direct Loan Info	Tonya Ashby	Howell McDowell 207	783-2210	t.ashby@moreheadstate.edu
Fees	Acct. & Budg.Control	Howell McDowell 207	783-2019	See Faculty/ Staff Directory
Financial Aid	Enrollment Services - Financial Aid	100 Admissions Center	783-2011	finaid@moreheadstate.edu
First Year Programs/ MSU 101	Lora Pace	Allie Young 215	783-2517	l.pace@moreheadstate.edu


Graduate Programs	Susan Maxey	Ginger Hall Rm. 701	783-2317	s.maxey@moreheadstate.edu
Health Services	Brenda Wilburn, Caudill Health Clinic	Allie Young 1st Floor	783-2024	b.wilburn@moreheadstate.edu
Housing	Dallas Sammons	Fields Hall	783-2060	d.sammons@moreheadstate.edu
International Students	Pamella Jaisingh	Allie Young 329	783-2096	p.jaisingh@moreheadstate.edu
Intramurals	Margaret LaFontaine	Wetherby Gymnasium 132	783-5284	m.lafontaine@moreheadstate.edu
Library	David Gregory	Camden Carroll Library	783-2200	d.gregory@moreheadstate.edu
Lost and Found	MSU Police	Laughlin Heath Building 100	783-2035	j.cline@moreheadstate.edu
Minority Student Services	Francene Botts-Butler	358 University Blvd.	783-2129	f.botts@moreheadstate.edu
Payment of Fees with Credit Card	Kathy Townson Karen James	Howell McDowell 207	783-2408, 5212, 2849	See Faculty/ Staff Directory
Perkins Loan Info, Holds	Tina McWain	Howell McDowell 206	783-2242	t.mcwain@moreheadstate.edu
Physical Plant / Maintenance, Repairs	*After hours, contact Public Safety	Rice Building	783-2066	See Faculty/ Staff Directory
Postal Service	Barry Brewer	ADUC	783-2816	b.brewer@moreheadstate.edu
Printing	Document Center	Allie Young 14	783-4566	printing@moreheadstate.edu
Public Safety/ MSUPD	Joseph Kline	LB Rm. 100	783-2035	j.kline@moreheadstate.edu
Residence Hall Programs	Shannon Colvin	Thompson Hall	783-2060	s.colvin@moreheadstate.edu
Resident Advisors	Shannon Colvin	Thompson Hall	783-2060	s.colvin@moreheadstate.edu
Scholarships	Enrollment Services - Financial Aid	100 Admissions Center	783-2011	finaid@moreheadstate.edu
Sexual Harassment	Kevin Koett	ADUC	783-2070	k.koett@moreheadstate.edu
Student Conduct Code	Kevin Koett	ADUC	783-2070	k.koett@moreheadstate.edu
Student Grievance Forms	Office of the Provost	Howell McDowell 205	783-2002	t.davis@moreheadstate.edu
Student Support Services	LaDonna Purcell	Allie Young 233	783-2323	l.purcell@moreheadstate.edu
Student Teaching	Rosemary Gold	Ginger Hall 801	783-2065	r.gold@moreheadstate.edu
Support Services Complex (Surplus, etc.)	LaDonna Purcell	Support Services Complex	783-2323	l.purcell@moreheadstate.edu
Testing Center	Regina Beach	Ginger Hall 501	783-2526	r.beach@moreheadstate.edu
Transcripts	Registrar's Office	Ginger Hall	783-2008	l.lykins@moreheadstate.edu

		201		
Travel Vouchers/ Check Requests	Diane Wright	Howell McDowell 206	783-5216	d.wright@moreheadstate.edu
Tutoring/ Supplemental Instruction		Allie Young 231	783-5200	
Undergraduate Programs	Susan Maxey	Ginger Hall 701	783-2317	s.maxey@moreheadstate.edu
Vending Machines	Terry Mays	AAC	783-2560	t.mays@moreheadstate.edu
Veterans Affairs	Steve Crail	Ginger Hall 201	783-2833	s.crail@moreheadstate.edu
Web site	April Hobbs Nutter	Allie Young 33	783-9351	a.nutter@moreheadstate.edu

Appendix 1: 2010-2011 New Member/Initiate Paperwork Flow Process

When your chapters are recruiting new members and guiding them to full membership, there are several forms which need to be completed as the process moves forward. This step-by-step guide is designed to help you understand that work flow process.

1. Male **students** interested in potentially joining an IFC organization must meet the minimum GPA established in the Student Handbook (2.3 college cumulative GPA or an academic index of 450). To verify eligibility, a “**blue card**” must be filed with the Student Activities Office prior to recruitment events no matter what time of year they occur.

	Recruitment Grade Release Form	
I authorize the Student Activities Office to verify that my academic performance meets the minimum criteria for participating in the student organization recruitment process. My contact info may also be released for records purposes.		
_____	_____	_____
Last Name	First Name	Middle I.
Student ID # _____		
Local phone _____		Cell _____
Local address _____		
_____		_____
Signature		Date

- 1a. Female **students** interested in potentially joining a Panhellenic Council organization must meet the minimum GPA established in the Student Handbook (2.5 college cumulative GPA or an academic index of 450).

Female students interested in Panhellenic Council formal recruitment must file the **Panhellenic Recruitment Registration Form** and submit a \$15 fee. This form varies year to year. Without this form and payment, a woman cannot participate in formal recruitment. However, she can participate in Continuous Open Bidding (COB) *after* formal recruitment. The same GPA requirements apply. For women who did not complete the Panhellenic Council Recruitment Registration Form, and who need to have academic eligibility verified, for COB, the above blue card can be submitted to Student Activities.

- 1b. For students interested in potentially joining NPHC organizations, male or female, they must meet either a 2.3 or a 2.5 college cumulative GPA (contingent on gender) or have a 450 academic index. To verify eligibility, a “**blue card**” must be filed with the Student Activities Office prior to recruitment events no matter what time of year they occur.

2. Once chapters have selected the people they want to become new members or pledges, the students must give the Student Activities Office permission to check their grades for the entire time they are in school and Greek. Student Activities will keep these Personal Data Cards for seven years. Students with no Personal Data Card on file cannot be placed on your roles either as a new member or active. It is both the chapter's responsibility and the student's responsibility to ensure this card is filed PRIOR to any initiation or request for grades.

Fraternity/Sorority Personal Data Card

Fraternity/Sorority: _____
 Name: _____ ID #: _____
 Campus/Local Address: _____
 City: _____ State: _____ Zip: _____
 Campus/Local Phone: _____ Cell Phone: _____
 Date of Birth: ____/____/____
 Permanent Address: _____
 City: _____ State: _____ Zip: _____
 Parent/Guardian Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Office Use Only – Please Do Not Write Below This Line

Association Date: _____ Initiation Date: _____
 Graduation Date: _____ Degree: _____

Grade Release and Financial Statement

By signing this card, I give Morehead State University (MSU) permission to release any academic or directory information to the following:

The president and/or advisor of local chapters of MSU national fraternities/sororities for the purpose of determining membership eligibility for recruitment and initiation.

Local chapters of MSU national fraternities/sororities as requested during each semester of my enrollment at MSU.

The national or alumni organization of my fraternity/sorority as requested during each semester of my enrollment at MSU.

My academic information included in the cumulative GPA of my fraternity/sorority to chapter presidents and advisors during each semester of my enrollment.

I fully understand the financial commitments pertaining to fraternity/sorority membership. I am aware of the cost(s) associated with being a member of a fraternity/sorority and have the means to meet these obligations. Should I fail to meet my financial obligations to the fraternity/sorority, I understand that the fraternity/sorority may pursue collection financial restitution through any legal means necessary. I understand that if I should resign my fraternity/sorority membership I could be held liable for any and all charges up to the point of my resignation. I hereby sign this card of my own free will without any duress from any member of a fraternity/sorority or any MSU employee.

Signature

Date

Printed Name

MSU ID #

For men joining an IFC organization, a \$5.00 fee must accompany the filing of this card.

For women joining a Panhellenic Council organization or any student joining an NPHC organization, there is no fee for filing this card.

3. The next time roster updates are called for, then all the new members must be added via the Greek Member Update Form. Panhellenic chapters, however, can do this on-line, but IFC and NPHC chapters must still use this form. This form will **ONLY** be accepted in **November/December and April/May**. However, if a chapter wants to assess its new members prior to initiation, it can by putting their information on this form, marking at the top of it Checking New Members and specify a date when this is needed. Allow 3 weeks to process.

Chapter		Semester	
Person Completing Form		Year	
Phone		Email	
Last Name	First Name	ID Number	
		drop	reason
		add	List as new? If new, date accepted bid
1			
2			
3			
4			
5			
6			
7			
8			
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10			
11			
12			
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14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
Remember: Anyone being added to a roster MUST have a signed Personal Data Card on file in the Greek Life Office or they will not be added.		If you want to check to see if new members have required GPAs PRIOR to initiation, complete this form and mark it "Checking New Members".	
Take off roster?		Choose 1 EX = Expelled AL = Alumni LS = Left school TR = Transferred	
Add to roster?		Only check "list as new" if you want the person listed as a new member on the roster. Include the date they accepted a bid. Check add if this is an initiate who was not on the most current roster, but isn't a new member.	



Greek Roster Update Form

www.moreheadstate.edu/greek/ (606) 783-2071

Appendix 2: NIC Fraternity Functions With Alcohol, What Officially Constitutes an “Event”

Revised: 9-1-10

****Double check these definitions with an authority from your national office.****

Italic = Fraternal Insurance Purchasing Group (FIPG) guidelines

FIPG Definition: “Any event an observer would associate with the fraternity.”

Delta Tau Delta: 25 percent or more of the chapter present at a function. “If it looks like a Delt function, treat it like a Delt function.”

Kappa Sigma: A party or any other gather approved, sponsored, hosted or arranged by a chapter or its members where alcohol is present.

Pi Kappa Alpha: An event authorized by a vote of the chapter.

Pi Kappa Phi: FIPG Definition

Sigma Alpha Epsilon: Any one of the following: any event that is “premeditated,” announced at a chapter meeting, emailed, sponsored by the chapter, posted anywhere; an event that has planned entertainment at it (i.e. a hired band), or an event where the chapter has hired security for.

Sigma Phi Epsilon: FIPG Definition

Sigma Pi: FIPG Definition

Tau Kappa Epsilon: Any one of the following: a function planned or discussed at a chapter meeting, advertised in any way, a function which chapter funds are used to pay for any part, any event chapter officers help to plan, or occurs on TKE property. Any event that a third party would view as a TKE event.

Theta Chi: In addition to FIPG, any one of the following: a function planned or discussed at a chapter meeting, advertised in any way, where a “large percent” of the chapter is at it, an even that takes the place of a normal event (i.e. a party that replaces a regular chapter meeting).

Appendix 3: Fraternity Risk Management Common Numbers (Update September 1, 2010)

These numbers are base entirely off of published materials located on each chapter's Web site. They are not meant to be a replacement or substitute for any instruction from your national risk manager or other officer. Double check each of these with your national office if there are questions.

Italic = FIPG member groups

FIPG Sororities = Delta Gamma, Delta Zeta and Gamma Phi Beta

Ratio of guest to members at parties hosted by the chapter (in or out of a house):

- *Delta Tau Delta* 3 guests per member
- Kappa Sigma 1 guest per member
- Pi Kappa Alpha not specified
- *Pi Kappa Phi* 2 guests per member
- Sigma Alpha Epsilon not specified
- Sigma Phi Epsilon^ 2 guest per member
- *Sigma Pi* 2 guest per member
- Tau Kappa Epsilon^ not specified
- *Theta Chi* 2 guest per member

^Overall policy the same as FIPG, but FIPG not cited chapter rule books

**For all of these, if fire code capacity is smaller than your ratio, follow the fire code in all instances

Maximum amount of alcohol brought per guest (in or out of a house):

- *Delta Tau Delta* Either: six (6) 12 oz cans of beers or four (4) 12 oz wine coolers
Absolutely no hard liquor
- Kappa Sigma not specified
- Pi Kappa Alpha not specified
- *Pi Kappa Phi* Either: six (6) 12 oz cans of beers or four (4) 12 oz wine coolers
or 4 malt beverage (like Smirnoff Ice)
- Sigma Alpha Epsilon Six (6) 12 oz cans of beers for BYOB functions. Other
functions alcohol not to exceed 100 proof.
- Sigma Phi Epsilon Either: six (6) 12 oz cans of beers or 750 milliliters of wine.
- *Sigma Pi* Either: six (6) 12 oz cans of beers or four (4) 12 oz wine coolers
- Tau Kappa Epsilon not specified
- *Theta Chi* Either: six (6) 12 oz cans of beers or four (4) 12 oz wine coolers

Maximum length of time of parties (in or out of a house):

- *Delta Tau Delta* not specified
- Kappa Sigma not specified
- Pi Kappa Alpha not specified
- *Pi Kappa Phi* 4 hours (?) (FIPG guideline, not set by national guidelines)
service of alcohol stops 1 hour before the event ends

- Sigma Alpha Epsilon 5 hours, must end by 2 am
- Sigma Phi Epsilon 4 hours
30 minutes prior to the scheduled end, last call must be given and
guest must start removing alcohol from the bar and depart

- *Sigma Pi* 4 hours
- Tau Kappa Epsilon not specified
- *Theta Chi* 4 hours (?) (FIPG guideline, not set by national guidelines)

Party monitor ratios (in or out of a house):

- *Delta Tau Delta* 1 monitor per 15 to 20 guests (of legal age)
- Kappa Sigma not specified
- Pi Kappa Alpha not specified
- *Pi Kappa Phi* 1 monitor per 10 to 15 guests
- Sigma Alpha Epsilon 1 monitor per 20 guests
- Sigma Phi Epsilon required, but number not specified
- *Sigma Pi* required, but number not specified
- Tau Kappa Epsilon not specified
- *Theta Chi* required, but number not specified

Appendix 4: Risk Management Summary of Basic Rules

- *This is NOT everything, but it is a summary of the main points*
- “All chapters” means just that, even for chapters not under FIPG
- **This is not meant to replace or supplement any national office’s risk management policies. Their interpretation of their rules comes first. This is meant to be a quick reference for advisors/students only.**

- No alcohol bought with chapter money. No “pass the hat” collections to buy alcohol. No drinking games. No chapter can may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. ALL CHAPTERS
- No minors can drink alcohol, period. You must check IDs at the door to verify those with alcohol are 21 or older. ALL CHAPTERS
- No sale of alcohol in any shape, form or fashion by the chapter. ALL CHAPTERS
- No common sources of alcohol (kegs, wine boxes, troughs with cans of beer in them, etc). ALL CHAPTERS
- All recruitment functions must be dry. ALL CHAPTERS
- No open parties with alcohol. Chapters must have a guest list or other means to limit membership, ALL CHAPTERS
- No advertising for parties with alcohol. ALL CHAPTES

- Ratio, for every **brother in attendance**, there can be two guests (completed 24 hours in advance of the party starting). Example:

<u>Brother</u>	<u>Guest 1</u>	<u>Guest 2</u>
Bob Jones (12/14/92)	Jenny Meyer (7/15/90)	Alan Smith (11/5/89)

If Bob doesn’t show up, Jenny and Alan don’t get in. If Bob does show up, he is responsible for Jenny and Alan’s behavior.

$$\begin{array}{rcl}
 75 \text{ members} \times 2 & = & 150 \text{ Guests} \\
 & & + 75 \text{ Brothers} \\
 & & \hline
 & & 225
 \end{array}$$

Some chapters have different ratios. For specific questions, ask your national office.

- Food (meats, cheeses, pizza) must be served. Stay away from salty food, it makes people drink more. There must be more than water available as an alternative drink (3 liter Big K cola works fine).
- Themes that could be offensive, are alcohol based or cause safety hazards are not allowed.
- Set *specific* start and end times. Four (4) hours is recommended. No pre-functions, or after functions.
- Assign party monitors. Party monitors cannot be new members and anyone who is a party monitor (inclusive of the ID checkers, bartenders, designated drivers and executive staff) cannot drink THAT DAY.
- You are responsible for following your risk management guidelines **NO MATER WHERE YOU PARTY**. Do not co-sponsor events at other fraternities who do not follow risk management guidelines as strict as yours, unless they raise their standards for this event.
- FIPG alcohol amounts for those of age: A 6-pack of beer or 4 wine coolers.
- There can be no alcohol at new member activities or programs.

Appendix 5: IFC Fraternity Advisor Agreement on Semesterly Risk Management Training

In the interest of insuring the leaders of our undergraduate chapters have a clear and comprehensive understanding of risk management requirements for functions where alcohol is served, the advisors of the fraternity chapters of Morehead State University's Interfraternity Council voluntarily agree on the following:

1. We will require our executive officers to attend a risk management training produced by the Student Activities Office within the first four weeks of a semester.
2. We will not approve our chapters hosting a function (as defined by our individual national policies), where alcohol is served, unless the executive officers attend the risk management training produced by the Student Activities Office that semester.
3. We will not allow our chapters to co-sponsor an activity with any fraternity whose executive officers have not attended the risk management training produced by the Student Activities Office that semester.
4. Should a chapter host a function with alcohol, and they have not attended the risk management training produced by the Student Activities Office that semester, disciplinary action is the responsibility of the chapter's advisor, in accord with the chapter's national organization's policies.
5. Understanding this is a voluntary agreement between the advisors, for the good of our chapters, we understand there is no Morehead State University enforcement authority involved with this agreement. When violations of MSU policies occur, standard procedures will apply, but insofar as this document is concerned, MSU has no part in enforcement.
6. At no time is it an expectation among the advisors that anything in this agreement override or interfere with the observance and execution of our individual national policies and MSU policies.
7. When there is an issue or concern related to this agreement, the chapter advisors involved will discuss it between themselves and come to a resolution.

--Signed by all 9 IFC Fraternity Advisors, Summer 2008

Appendix 6: Summary of Assorted Laws Related to Alcohol/Noise
(Information from Kentucky Revised Statutes and Kentucky Penal Code)

For complete and up-to-date information, please refer directly to KRS and Morehead City Ordinances.

MINORS CONSUMING ALCOHOL

Chapter 244.085(KRS) - Minors not to purchase liquor or to misrepresent age.

- (1) No person under 21 years of age shall enter any premises licensed for the sale of alcoholic beverages for the purpose of purchasing or receiving any alcoholic beverages.
- (2) No person under 21 years of age shall possess for his or her own use or purchase or attempt to purchase or have another purchase for him or her any alcoholic beverages. No person shall aid or assist any person under 21 in purchasing or having delivered or served to him or her any alcoholic beverages.
- (3) No person under 21 years of age shall misrepresent his or her own age for purpose of inducing any licensee, or other employee of any licensee, to serve alcoholic beverage to such person.

PUBLIC INTOXICATION

Chapter 244.020(KRS) - Drinking or being under the influence of alcohol prohibited in a public place

- (1) No person shall drink any alcoholic beverage in any public place, in or upon any passenger coach, streetcar, or other vehicles commonly used for the transportation of passengers, or in or about any depot, platform, or waiting room.
- (2) No person shall be under the influence of alcoholic beverages on any public or private road, in any passenger coach, streetcar, or other public place or building or at any public gathering.

“A person is guilty of public intoxication when he appears in a public place manifestly under the influence of alcohol/controlled substance to ...the degree that he may endanger himself or other persons or property or unreasonably annoy persons in his vicinity.”

Penalties for violation of public intoxication and controlled substance laws. A summary follows:

Public Intoxication

- 1st or 2nd offense - not less than \$25
- 3rd offense - \$25 to \$100 and/or imprisonment 5 to 90 days and/or education programs for 6 months

Controlled Substance

- 1st offense - 1 to 10 years imprisonment and/or \$3,000 to \$10,000 fine
- Any subsequent offense - 5 to 20 years imprisonment and/or \$5,000 to \$20,000 fine

DRIVING DRUNK

Chapter 189A.010(KRS) - Operating a Motor Vehicle while under the influence of alcohol or other substance which may impair driving ability is prohibited.

1st offense

- \$200-\$500 fine*
- 48 hours-30 days in jail*
- 2-30 days community service in lieu of fine/ jail if no injury
- License suspended 6 months*
- (30 days if education program completed*)
- \$150 service fee*
- If driving on license suspended for DUI
- \$250 fine,*
- 90 days in jail*

- 7 days-6 months in jail*
- License suspended 1 year*
- If driving on license suspended for DUI, \$500 fine,*
- 1 year in jail*

3rd offense

- \$500-\$1,000 fine*
- 30 days-1 year in jail*
- License suspended 2 years*
- If driving on license suspended for DUI, \$10,000 fine*

2nd offense

- \$350-\$500 fine*

- 1-5 years in jail*
- *Cannot be probated

MOREHEAD NOISE ORDINANCE

§ 91.03 UNREASONABLY LOUD RADIOS, STEREOS, AND OTHER LOUDSPEAKER EQUIPMENT (excerpts)

(A) Definitions. For the purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- "CONTINUOUS NOISE DISTURBANCE." Any noise disturbance which exists, essentially without interruption, for a period of five (5) minutes or more.
- ...
- "NOISE DISTURBANCE." Any sound which endangers or injures the safety or health of humans or animals; annoys or disturbs a reasonable person of normal sensitivities; or endangers or injures personal or real property.

...
(B) The following acts are in violation of this section:

- ...
- (2) Using, operating or permitting the use or operation, for any noncommercial purpose, of any loudspeaker, public address system, mobile sound vehicle, or any other device to amplify sound which creates a continuous noise disturbance across a dwelling unit boundary between the hours of 10:00 p.m. and 7:00 a.m.
- ...
- (4) Operating, playing or permitting the operation of playing any radio, television, phonograph, drum, musical instrument or similar devices:
 - a. Between the hours of 10:00 p.m. and 7:00 a.m., Eastern Standard Time, in such a manner as to create a continuous noise disturbance across a dwelling unit boundary; or
 - b. In such a manner as to create a continuous noise disturbance at fifty (50) feet from the device, when operated in or on a motor vehicle on a public right-of-way, public place or private property.
- ...
- (7) Making, continuing, or causing to be made or continued, any continuous noise disturbance, including yelling, screaming, cursing, or other verbal outbursts, across a dwelling unit boundary line.
 - (1) First Offense: \$ 25.00
 - (2) Second Offense: \$ 50.00
 - (3) All Others: \$ 100.00

...
For the full text, visit http://www.moreheadrowan.org/moreheadcity/Document_Center.cfm

Appendix 7: Greek Related Scholarships

Morehead State University's Greek Community offers a variety of scholarships to students for their academic excellence and involvement. Award amounts, applications and criteria vary. The following list is designed to make students aware of the scholarships and their basic criteria.

For more information, or to apply, contact [Admissions](#) toll free 1-800-585-6781. *All scholarships are subject to the availability of funds.*

Glenn Buchanan Sigma Phi Epsilon Scholarship Endowment Fund –Scholarships for any freshman, with preference given to a male, who has been admitted to MSU, with preference given to applicants who show the best overall aptitude in the areas that Sigma Phi Epsilon holds in high regard: leadership, scholastics, community service and extracurricular activities. Recipients shall possess a cumulative GPA of at least 3.0 upon graduation from high school.

Glenna Evans Campbell Delta Zeta Scholarship Fund – Awarded to an active member of Delta Zeta, with a G.P.A. of at least 3.0.

K. Martin Huffman SAE Memorial Scholarship Fund –Supports scholarships, preferably for a member of the SAE chapter, who is a senior, has demonstrated leadership qualities and zeal for the fraternity and has at least a 2.7 GPA on a cumulative basis.

Kappa Delta Scholarship Fund - Awarded to a student member of Kappa Delta.

Mabel Barber Delta Zeta Scholarship Fund - Awarded to a MSU senior who is an active member of Delta Zeta.

Mary Jo Martin Netherton Chi Omega Scholarship Fund – Supports academic scholarships for MSU students with a minimum cumulative GPA of 3.0 and demonstrated leadership at MSU.

Matthew K. Ballard Scholarship Endowment - Recipients of the award shall be full-time students who are active members in good standing with the Pi Kappa Alpha fraternity. Recipients must be sophomores or above and graduate students are eligible for the award. Recipients must be in good academic standing with the University. After one year without the award, former recipients may reapply.

Pi Kappa Phi Scholarship Fund – Supports scholarships for members who are fulltime undergraduate students enrolled at MSU, with preference given to full-time active members of the Delta Eta Chapter of Pi Kappa Phi fraternity.

Theta Chi Academic Achievement Scholarship Endowment Fund –Supports scholarships to full-time undergraduate students enrolled at MSU, with preference given to full-time active members of the MSU chapter of Theta Chi fraternity.

Fraternity & Sorority Officer Update Report
Morehead State University



Ink Only, No Pencil

Name of Fraternity/Sorority (spell out, no abbreviations) _____

The above-named organization hereby elected or appointed the following individuals to the listed office.

President _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

Advisor 1 _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

Advisor 2 _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

VP (or other title) _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

Treasurer _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

Recorder _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

Recruitment Chair _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

Social Chair _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

List continued on the back

Council Rep 1 _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

Council Rep 2 _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

Scholarship Chair _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

New Member Ed _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

Community Service _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

Intramural Chair _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

Risk Manager _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

Web Editor _____ Phone (____) _____ ID # _____

Text messages? Yes No E-mail you actually check _____

Local Address _____ City _____ Zip _____

I hereby affirm the above information is correct and true to the best of my knowledge.

Chapter President _____ Chapter Secretary _____

Date _____

Date _____