

## **Wittenberg University Fraternity and Sorority Handbook** revised October 22, 2015

The Fraternity and Sorority Handbook is a publication of the Office of Student Involvement, a department within Student Development. The Office of Student Involvement is committed to assisting you in fulfilling your obligations to the members of your chapter, the community, and the university. The following is an explanation of policies, procedures, and guidelines of specific importance to Wittenberg University's fraternity and sorority organizations, some of which have been adopted from statements set by Wittenberg University, Interfraternity Council, Panhellenic Council, and affiliated fraternity/sorority organizations (NIC, NPHC, NPC, etc.).

Fraternity and sorority leaders are responsible for the information contained here and should utilize the following contacts as necessary:

Carol Nickoson, Director of Fraternity and Sorority Life  
Office of Student Involvement  
Benham-Pence Student Center  
Phone: 937.327.7820  
E-mail: [nickosonc@wittenberg.edu](mailto:nickosonc@wittenberg.edu)  
[www.wittenberg.edu/greeklife](http://www.wittenberg.edu/greeklife)

Jonathan Duraj, Associate Dean of Students  
Student Development  
Dietrich House  
Phone: 937.327.7800  
Email: [jduraj@wittenberg.edu](mailto:jduraj@wittenberg.edu)

Casey Gill, Dean of Students  
Student Development  
Dietrich House  
Phone: 937.327.7800  
Email: [gillc@wittenberg.edu](mailto:gillc@wittenberg.edu)

### **Relationship Between Wittenberg University and Fraternities and Sororities**

The long-standing relationship between Wittenberg University and its fraternity and sorority community is one of cooperation, understanding and trust. These tenets are based on values, goals, expectations, and responsibilities shared by the University and organizations that are a part of the fraternity and sorority community. Each entity - Wittenberg and the member organizations represented here - are expected to uphold specific obligations in order to continue this relationship.

Expectations of Wittenberg:

- Wittenberg University is committed to foster and support the fraternity and sorority community including its undergraduate and alumni members and relevant stakeholders.
- Provide experienced, educated staff members capable of advising chapter and council members, volunteers, and relevant staff and other constituents.
- Staff responsible for advising fraternity and sorority organizations will advocate for the fraternity and sorority community to all students, family members, faculty, administration, and the local community.
- Staff will serve as a liaison between internal and external constituencies.

- Provide educational programming and leadership training for fraternity and sorority members and, when available, means to fund such activities.
- Promote educational and leadership opportunities offered by outside organizations to fraternity and sorority members.
- Hold members and organizations accountable for violations of the Student Code of Conduct, administering a conduct process synonymous to that which is used for any individual student or student organization. Wittenberg will provide guidance to self-governed chapters and councils for matters requiring use of other chapters/council conduct procedures.
- Assist with program and event planning utilizing harm reduction approaches in congruence with national standards.
- Provide semesterly statistical reports – grade reports, midterms, service/philanthropy stats, etc.
- Report to the Wittenberg Board of Directors through the Dean of Students.
- Communicate frequently with sorority/fraternity volunteers and headquarters staff.
- Release eligible junior/senior standing students to move into authorized chapter housing.
- Allow sophomore students to participate in approved meal plans at authorized chapter houses.
- Provide to organizations the contact information of students eligible to join.
- Assist with organization operations including but not limited to: marketing of events, locating sponsorships and funding, responsible event planning, acquiring alumni rosters, etc.

Expectations of fraternities and sororities represented at Wittenberg University:

- Maintain an emphasis on strong academic development of members including encouragement to attend and support university-sponsored educational programming.
- Maintain good standing with (inter)national affiliation.
- Maintain good standing with IFC and Panhellenic (including electing/appointing a delegate and properly voting on important matters) and support council activities.
- Ensure sound membership education programming (including new member education practices) that is in congruence with standards set by the organization's national policies.
- Comply with the Student Code of Conduct and relevant council-governed policies.
- Minimize the liability and risk of harm to people and property and utilize a process to hold members and the chapter accountable for actions that create risk.
- Maintain an active relationship with at least one advisor and members of the housing corporation (if applicable).
- Chapter officers will regularly communicate with Wittenberg staff responsible for fraternity and sorority affairs, including meeting at least once per semester with staff.
- Chapter members will complete reports required and encouraged by the Office of Student Involvement in a timely manner (i.e. roster and officer contact updates, service and philanthropy reports, etc.).
- Chapter members will participate in activities representative of the organization's values.
- Conduct an annual self-evaluation in line with any evaluation/accreditation processes consistent with standards and expectations set by the chapter's national organization.

### Wittenberg Sorority Information

<b>SORORITY</b>	<b>ADDRESS (if housed)</b>	<b>FOUNDING DATE</b>	<b>CHAPTER</b>	<b>COLORS</b>
Alpha Delta Pi	1019 N. Fountain	May 15, 1851	Chi	azure blue/white
Delta Gamma	501 N. Wittenberg	March 15, 1873	Gamma Rho	bronze/pink/blue
Gamma Phi Beta	628 Woodlawn	November 11, 1874	Alpha Nu	light brown/dark brown
Kappa Delta	602 N. Wittenberg	October 23, 1897	Alpha Nu	olive green/pearl white
Sigma Kappa	840 N. Fountain	November 9, 1874	Gamma Omega	lavender/maroon

### Wittenberg Fraternity Information

<b>FRATERNITY</b>	<b>ADDRESS (if housed)</b>	<b>FOUNDING DATE</b>	<b>CHAPTER</b>	<b>COLORS</b>
Beta Theta Pi	105 W. McCreight	August 8, 1839	Alpha Gamma	light pink/light blue
Delta Sigma Phi	Unhoused	December 10, 1899	Beta Iota	Nile green/white
Delta Tau Delta	Unhoused	March 5, 1858	Iota Beta	purple/white/gold
Lambda Chi Alpha	Unhoused	November 2, 1909	Nu Zeta	purple/green/gold
Phi Gamma Delta	20 W. Ferncliff Place	May 1, 1848	Sigma	royal purple
Phi Kappa Psi	Unhoused	February 19, 1852	Ohio Beta	cardinal red/hunter green

### Wittenberg VIPs for Event Invitations

<b>NAME</b>	<b>TITLE/ROLE</b>	<b>OFFICE LOCATION</b>
Laurie Joyner	President	201 Recitation Hall
Mary Jo Zembar	Interim Provost	201 Recitation Hall
Ty Buckman	VP Strategic Initiatives	2 <sup>nd</sup> floor Recitation Hall
Casey Gill	Dean of Students	Student Development
Jon Duraj	Associate Dean of Students	Student Development
Carol Nickoson	Director of Fraternity and Sorority Life	Student Involvement
Elizabeth Ames	Director of Student Activities	Student Involvement
Linda Beals	Director of Alumni Relations	301 Bayley House
Anders & Rachel Tune	University Pastors	Weaver Chapel
Jim Hutchins	Chief of Police	Recitation Annex, Room 50
Janis Meadows	Dayton Alumnae Panhellenic President	

## Calendar of Campus Events

**Academic Calendar:** <http://www5.wittenberg.edu/administration/registrar/calendar.html>

Includes important academic dates and deadlines, holidays, and future academic calendars

**Campus Events schedule:** <http://events.wittenberg.edu/25live/>

All campus events can be reserved and viewed through 25Live. Public events can also be viewed on the MyWitt portal by students, staff, faculty, and parents.

### Annual Events

#### August

- Chapter house inspections with the Springfield Fire Marshal
- New Student Days (four days before first day of classes)
- Opening Convocation (first Tuesday of class in the fall)
- Student Involvement Fair (first Thursday of class in the fall)
- Passport to Springfield (late August/early September)

#### September

- SPARK Conference
- Constitution Day
- Family Weekend (~4 weeks after classes commence)
- Informal fraternity/sorority recruitment
- Social Hosting/Programming with Alcohol workshops (in conjunction with Save Living workshops)

#### October

- Greek 101 part 1
- Homecoming
- Greek Week
- Unity March
- Fall break (~8 weeks after classes commence)

#### November

- Greek 101 part 2
- IFC and Panhellenic officer elections

#### December

- Midnight breakfast (night before finals begin)
- Final exams

#### January

- MLK Convocation (on MLK day)
- Formal fraternity/sorority recruitment
- IFC/Panhellenic officer transitions (following formal recruitment)

#### February

- AFLV Central Fraternal Leadership Conference (IFC and Panhellenic officers)
- Student Leadership & Greek Award nominations open
- Social Hosting/Programming with Alcohol workshops
- Greek 101 part 1

#### March

- Sibs Weekend (February or March)
- Spring break
- Greek 101 part 2
- CBS Walkout
- Student Leadership & Greek Award nominations due

#### April

- Leadership Awards (includes Greek Awards)

- Honors Convocation
- WittFest

May

- Commencement

## Fraternity & Sorority Programs and Events

### **Recruitment**

Sorority and fraternity recruitment of new members is ongoing, but primarily takes place during one structured period each semester. Fall semester is a less-involved recruitment period since first-year students are not yet eligible to join. Spring semester is much more structured for both sororities and fraternities.

### ***Fraternity recruitment***

In both fall and spring semesters, recruitment takes place over a two-week period; there is usually a “house tours” or “round robin” day when prospective members are escorted by IFC officers to briefly meet all fraternities. Prospective members are not required to register for recruitment, but doing so allows the fraternities to see who is interested in membership. During the first week, fraternities can host casual events, open to any interested student. Fraternities can host as many events as they like during the first week and there is no limitation as to how many chapters can hold events at the same time. During the second week, each fraternity is limited to holding two events, and no more than two fraternities can hold an event on the same day. Fraternities can choose if their events during the second week will be open to any prospective member or require an invitation. At the end of the second week, each fraternity will submit a bid list to the Director of Fraternity & Sorority Life. The Director will confirm eligibility of each person on the list, compile a spreadsheet of all bids being distributed, and send an email notification to all men who are to receive a bid on Bid Day. The IFC Vice President of Recruitment manages the check-in process on Bid Day, distributing offered bids to each prospective member and directing them to the location of fraternity they choose. Fraternities are encouraged to continue recruiting eligible men after Bid Day.

### ***Sorority recruitment***

The process of sorority recruitment differs for fall and spring because Wittenberg’s Panhellenic Council has implemented a two-tier Total due to our deferred recruitment requirement. **Spring semester** is when the Panhellenic Council hosts primary (“formal”) recruitment. Potential members are required to register for spring recruitment and eligibility is determined through that registration process. Recruitment Kickoff is held the Saturday following the first week of spring classes and is a non-mandatory opportunity for potential members to tour each sorority house and meet their Rho Gammas (Recruitment Counselors) if they have registered for recruitment. Recruitment begins the following Thursday. During recruitment, each potential member will visit all sororities on the first day, a maximum of four the second day, and a maximum of two the last day, providing her selections after each round. Sororities will also make selections after each round. Bid Day takes place on a Sunday and each potential member will receive only one bid, distributed to the residence halls by the Rho Gammas. New members will take part in a Panhellenic welcome ceremony, then be escorted to their sororities by the Rho Gammas and Panhellenic officers. Sororities will have near-equal numbers of new members based on quota which is determined after Preference Night. Sororities that are under Total following Bid Day may continue recruiting until they reach Total, which is determined by calculating the Average Chapter Size on Bid Day.

**Fall recruitment** for sororities is dependent on what campus Total is for fall semester. Sororities that are below Total (determined by Average Chapter Size at the first week of fall semester) may participate in fall recruitment, recruiting only as many members as they have vacancies to Total. Potential members are not required to register for fall recruitment, but doing so allows the sororities to see who is interested in membership. If more than one sorority is participating in fall recruitment, a calendar will be developed so no more than two sororities have recruitment activities at one time and a Bid Day will be determined. Potential members may receive more than one bid during fall recruitment and there is no quota. Sororities are encouraged to continue recruiting eligible women to Total after Bid Day.

### **Social Hosting/Programming with Alcohol workshop and event registration process**

This workshop takes place every semester, usually within the first 3 weeks. During the fall semester, it is presented with the Safe Living workshop, facilitated by Residence Life. Any organization (including fraternities and sororities, athletic team, or group of students interested in hosting events where alcohol is present during that semester must have at least two members attend this workshop. The workshop reviews the university's Social Hosting/Programming with Alcohol policy and the procedure for registering an event where alcohol is present.

### **Greek 101 New Member Orientation**

This program is sponsored by Fraternity & Sorority Life and the Interfraternity and Panhellenic Councils. It is offered each semester and is required for all new fraternity/sorority members from that semester. The program takes place in two parts; the first part within two weeks of the main bid day for the semester, the second part shortly after fall or spring break, after new members have been involved for a few weeks. Greek 101 is intended to supplement the information presented through each chapter's new member education program, focusing on topics including alcohol use/misuse, sexual misconduct prevention, hazing prevention, bystander intervention, appropriate social media use, and being a part of a greater community.

### **Greek Week**

Greek Week is sponsored by the Interfraternity & Panhellenic Councils. The program occurs during fall semester, and though the dates vary each year, takes place from Wednesday to Saturday. Events during Greek Week vary from year to year but generally include a speaker, an athletic competition, a fundraising component, a community service component, and a culminating event, Lip Sync. Events are open to the campus community (though only members of chapters can participate in competitions). All fundraising proceeds are donated to a local charitable organization.

### **Leadership Awards**

The Panhellenic and Interfraternity Councils co-sponsor the annual Leadership Awards program each April. Students, advisors, faculty and staff, and organizations can be nominated for various leadership awards – some specific to fraternity and sorority life – starting in January/February each year. Recipients are given a certificate or plaque (depending on the award) and their names are engraved on perpetual plaques located in the lower level of the Student Center.

## Fraternity/Sorority To-Do List (by semester)

### **DUE EACH FALL:**

- ✓ Chapter roster update – 2 weeks after start of fall and throughout semester as changes occur
- ✓ Supplemental meal plan waivers - by fourth day of classes
- ✓ Bid Acceptance Agreements for new members - within 48 hours of accepting a bid
- ✓ Greek Week fees – due one week prior to start of Greek Week
- ✓ Panhellenic Council dues – within one month of bid day, date set by Treasurer
- ✓ Interfraternity Council dues – due by 5<sup>th</sup> week of semester, date set by Treasurer
- ✓ Billing roster - by November 1 for spring bills
- ✓ IFC and Panhellenic Council officer applications – due in November, dates set by council executive boards
- ✓ Campus involvement, service hour and philanthropic funding reports – due by Monday after finals

### **DUE EACH SPRING:**

- ✓ Chapter roster update – 2 weeks after start of spring and throughout semester as changes occur
- ✓ Supplemental meal plan waiver - by fourth day of classes
- ✓ Bid Acceptance Agreements for new members - within 48 hours of accepting a bid
- ✓ (For housed chapters) Housing roster for following year due first Friday of February
- ✓ Greek Advisor fees – due in February, date set by Dean of Students
- ✓ Panhellenic Council dues – within one month of bid day, date set by Treasurer
- ✓ Interfraternity Council dues – due by 5<sup>th</sup> week of semester, date set by Treasurer
- ✓ Greek Award/Leadership Award nomination forms – due in March
- ✓ (for housed chapters) Summer house closing form – due by Monday of finals week)
- ✓ Billing roster - by May 15 for fall bills
- ✓ Campus involvement, service hour and philanthropic funding reports – due by Monday after finals

Any questions regarding these forms can be directed to the Director of Fraternity and Sorority Life at 937-327.7820 or [nickosonc@wittenberg.edu](mailto:nickosonc@wittenberg.edu). The forms are available online at [www.wittenberg.edu/greeklife](http://www.wittenberg.edu/greeklife) and can be either submitted electronically, e-mailed or hand delivered to the Office of Student Involvement.



## Relevant Policies, Expectations and Procedures

### Locations of Fraternity/Sorority Governing Documents

- IFC Constitution: <http://www5.wittenberg.edu/administration/greeklife/ifc.html>
- IFC Bylaws: <http://www5.wittenberg.edu/administration/greeklife/ifc.html>
- Panhellenic Bylaws: <http://www5.wittenberg.edu/administration/greeklife/pac.html>
- Panhellenic Standing Rules (includes Code of Ethics and Recruitment Rules): <http://www5.wittenberg.edu/administration/greeklife/pac.html>
- Memorandum of Understanding RE: Shared Expenses between IFC and Panhellenic: See Appendix

### Wittenberg University Code of Conduct and Ethics

The University's [Student Code of Conduct and Ethics](#) can be found online. The Code of Conduct is subject to change and supersedes all policies noted below. Fraternities and sororities are also expected to follow all (inter)national organization policies and procedures. When University and (inter)national fraternity/sorority policies differ, the stricter of the policies should be followed.

### Student Conduct process for student organizations (page 76 in the 2015-16 Code of Conduct and Ethics)

Violations of university policy are referred to the Dean of Students' designee who will determine if the alleged violation should be adjudicated in a disciplinary conference meeting; may be resolved by assisted resolution; or whether the allegation should proceed to a formal hearing before the University Hearing Board. In cases where a fraternity or sorority is involved, the organization's leadership (typically the chapter president) will represent the organization through the disciplinary process. Consultation with the chapter's advisor(s) and relevant inter/national staff members and/or volunteers will be permitted.

### General Alcohol and Other Drug policies (page 29 in the 2015-16 Code of Conduct and Ethics)

All fraternity and sorority members are subject to the university's policies related to alcohol and other drugs. Refer to the policy regarding use of alcohol in fraternity and sorority facilities (page 32) for detailed information about alcohol consumption in fraternity and sorority houses. The use of alcoholic beverages for recruitment and new/associate member activities is prohibited.

### Social Hosting/Programming with Alcohol policy (pages 35 and 36 in 2015-16 Code of Conduct and Ethics)

When hosting social gatherings, all students are responsible for upholding the university's social host policy and state law. When planning functions where alcohol will be present, organizations (including fraternities and sororities) are expected to follow the Programming with Alcohol policy when planning their event, and registering events with the university and any other inter/national processes.

### Hazing policy (page 51 in 2015-16 Code of Conduct and Ethics)

All fraternity and sorority members are subject to the university's policies related to hazing. Hazing is also prohibited by all inter/national fraternities and sororities present at Wittenberg, and the Interfraternity and Panhellenic Councils.

### Academic Integrity Policy (page 43 in 2015-16 Code of Conduct and Ethics)

All fraternity and sorority members are subject to the university's policies related to academic integrity. Maintaining and/or using "study files" or "test files" is likely a violation of the Code of Academic Integrity.

### Housing release process/policy

Wittenberg will release eligible fraternity and sorority members to live in authorized chapter houses. In early February, housed fraternity/sorority will submit a roster of members that are expected to live in the chapter house for the following year, as well as a roster of members currently living in the house that will be released back to the university to be housed in student rental properties. Eligible students must have earned at least 60

credit hours by the end of spring semester. For more information, see the Fraternity and Sorority Housing Policy on page 118 in the 2015-16 Code of Conduct and Ethics.

### **Expansion/Extension policy**

See Appendix: Wittenberg University Fraternity & Sorority Expansion and Extension policy & procedure

### **Council recruitment rules**

Detailed recruitment rules can be found in the [Panhellenic Council Standing Rules](#) or [Interfraternity Council Bylaws](#), respectively. Fraternities and sororities are also subject to all NPC/NIC and inter/national policies related to recruitment. The use of alcoholic beverages for recruitment and new/associate member activities is prohibited.

### **Recruitment eligibility standards**

Wittenberg University requires students interested in joining a fraternity or sorority to have completed 12-15 credit hours with a minimum 2.75 cumulative GPA, or have completed 16 or more credit hours with a minimum 2.25 cumulative GPA. The sorority and fraternity chapters have voted unanimously (Panhellenic in 2010, IFC in 2012) to require a higher standard than that set by Wittenberg University. Therefore students interested in joining must have completed 12-15 credit hours with a minimum 2.75 cumulative GPA, or have completed 16 or more credit hours with a minimum 2.50 cumulative GPA. Chapters may set a higher academic standard (and in some cases, other non-academic standards) to be eligible for membership. The Office of Student involvement provides lists of eligible women and men to recruiting sororities and fraternities each semester.

### **Exceptions to recruitment eligibility standards**

On occasion, a fraternity or sorority may request an exception to the above recruitment eligibility standards. If a student meets the University standard (2.75 cumulative GPA with 12-15 completed credit hours, OR 2.25 cumulative GPA with 16+ completed credit hours), AND the student meets the inter/national fraternity/sorority membership standard, then the organization can petition for an exception. The student(s) in question must submit an Academic Records Release which permits the organization to petition on their behalf and releases their academic information to the chapter and respective governing council for purposes of determining eligibility. The chapter motions their petition during new business of its respective council meeting, and each chapter then votes the following week to determine if an exception will be granted. Each council requires a 2/3 vote to pass the motion. A chapter may not offer a bid to a prospective member until eligibility is confirmed, or until a petition is granted. Exceptions will not be granted for students who do not meet the minimum university standard.

### **Initiation of new members expectation**

Wittenberg's Office of Student Involvement expects that all new members pledged to a fraternity/sorority will be fully initiated into the organization within 8 weeks (not including fall/spring breaks), and before the end of the semester they were pledged. Exceptions may be granted by the Director of Fraternity and Sorority Life in consultation with a chapter's advisors and relevant inter/national organization staff members or volunteers.

### **Council elections procedures**

Detailed elections procedures for Council executive officer positions can be found in the [Panhellenic Council Bylaws](#) or [Interfraternity Council Constitution](#), respectively. For IFC executive officers, a slating and voting procedure is used to fill the eight (8) officer roles; there are no minimum or maximum requirements for number of chapters represented on the executive council. For Panhellenic executive officers, a combination of rotation and a slating and voting procedure are used to fill the twelve (12) officer roles. The Panhellenic President, VP Philanthropy, Chief Justice, VP Recruitment, and VP Scholarship roles are selected by each chapter and rotate annually based on when the chapter was founded at Wittenberg. All other roles are elected by a slating and voting procedure; no more than three (3) chapters may hold office during the same term.

### **Space reservations**

Fraternity and sorority members can reserve campus space on behalf of their chapter through the 25Live event reservation system (preferred) or by emailing [scheduling-request@wittenberg.edu](mailto:scheduling-request@wittenberg.edu). Reservations must be requested at least 3 business days in advance and are not guaranteed until confirmed. Space must be reserved for open and closed meetings, events, tailgates (through the Alumni Relations office), etc. If an organization is hosting an event at a chapter facility and requires closure of streets or other privileges, the chapter must contact Wittenberg Police or the Director of Fraternity and Sorority Life for additional approvals/guidance. No events are to be reserved at times that conflict with [Wittenberg Series events](#). Organizations may reserve Founders for events, but must understand that Founders must remain open to campus during regular hours (Wednesday, Friday, and Saturday evenings).

### **Scholarship/Academic data sharing and confidentiality**

When students register for recruitment or sign a Bid Acceptance Agreement form, they agree to the following statement:

*"By submitting my name and WittID number below, I waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 (FERPA) and permit Wittenberg University to release my academic grade information to the Director of Fraternity and Sorority Life, President, Chapter Scholarship Chair [or chapter and council Recruitment Chairs, in the case of recruitment eligibility], and the Advisor of my Chapter for the duration of my membership in this organization."*

Agreement to this statement allows specific individuals in the chapter to view academic data including end of semester grade reports, previous semester academic data, and the number of midterm grades received.

### **Expectations of chapter presidents**

See Appendix

### **Requesting alumni contact lists**

The Wittenberg University Alumni Relations office will provide a contact list of chapter alumni at the request of a local fraternity/sorority chapter, with the expectation that the chapter provide any updates it learns of (name/address changes, etc.) back to the Alumni Relations office. It is also expected that the chapter will not distribute contact information without authorization from the Alumni Relations office, nor will the chapter otherwise misuse/abuse contact information.

### **Greek Billing Service**

Wittenberg University's Office of Student Accounts can provide chapter billing for dues, room and board charges to individual members on the student's statement of account. A 3% service charge is billed to organizations that use this service. Details and a service agreement can be found online at <http://www5.wittenberg.edu/administration/greeklife/policiesforms.html>.

### **Supplemental meal plans and authorization process**

All students residing in university residence halls are required to participate in a university meal plan. A supplemental plan is available to fraternity/sorority members residing in a residence hall who contract for more than 7 meals per week at their chapter house. There are two supplemental plan options. The meal plan waiver must be completed by each student and signed by the chapter president, treasurer, or house manager, then submitted to the Director of Fraternity and Sorority Life. Details and the meal plan waiver can be found online at <http://www5.wittenberg.edu/administration/greeklife/policiesforms.html>.

### **Annual house inspections**

Housed organizations must pass an annual house inspection in order for the university to release members to live in the facility. Inspections take place in mid-August, before the start of fall semester. Inspections are conducted by Captain Jeff Powell of the Springfield Fire Division, an officer from the Wittenberg Police Division, and the Director of Fraternity and Sorority Life. Inspections must have either the house director, a member of the house corporation, or their designee to escort those conducting the inspection; escorts must have access to

all areas of the house and are responsible for reporting any necessary violations to the house corporation so they can be remedied prior to a re-inspection (usually within 30 days).

### **Fire drills**

The university expects each housed organization to conduct a fire drill at least once a year (inter/national organizations may require more frequent fire drills). Fire drills can be scheduled by contacting Captain Jeff Powell with the Springfield Fire Division at [jpowell@springfieldohio.gov](mailto:jpowell@springfieldohio.gov). A fire drill checklist can be found online at <http://www5.wittenberg.edu/administration/greeklife/policiesforms.html>.

### **Emergency Text Alerts (for non-students, non-staff, non-faculty)**

Students, staff and faculty can elect to receive these via the MyWitt portal. Advisors, house directors, and house corporation leaders who would like to receive the emergency text alerts sent from the university can do so by emailing Connie Ross ([cross@wittenberg.edu](mailto:cross@wittenberg.edu)) with their full name, cell phone number, and cell phone carrier (AT&T, Verizon, etc.).

### **FIPG policy ([www.fipg.org](http://www.fipg.org))**

Many Wittenberg fraternities and sororities are members of the Fraternal Information and Programming Group (FIPG); those that are not members typically have similar policies. The Wittenberg Programming with Alcohol policy is modeled after the FIPG policy. Wittenberg expects that chapters will adhere to whichever policy is more stringent.

### **NPC Unanimous Agreements (<https://www.npcwomen.org/about/official-documents.aspx>)**

All Panhellenic sororities at Wittenberg are members of the National Panhellenic Conference (NPC) and are expected to adhere to NPC Unanimous Agreements.

### **NIC Standards for IFCs (<http://www.nicindy.org/nic-standards-for-ifcs.html>)**

All Interfraternity Council fraternities at Wittenberg are members of the North-American Interfraternity Conference (NIC) and are expected to adhere to NIC's Standards for Interfraternity Councils.

## Campus Resources

### Academic Support Services

206 Recitation Hall; 937.327.7891

Services: Supports many of the critical student transitions which are associated a student's undergraduate career including summer orientation programs, major declaration assistance, work with faculty to facilitate student success in the classroom, services for students with disabilities, assistance to students on academic warning or probation, programs that recognize academic achievement, and support to students seeking specialized post-graduation scholarships and fellowships.

### Writing Center

112 Hollenbeck Hall; 937.327.6154

Services: Student writing advisors provide professional assistance with all types of writing projects, working with writers at every stage of the process – from brainstorming, to drafting, to final editing.

### Math Workshop

370 Science Center; 937.327.6155

Services: Provides tutoring for students in all levels of math, ranging from basic math skills to calculus. Students may use the workshop as a place to study, alone or in groups.

### Language Learning Center

232 Hollenbeck Hall; 937.327.6356

Services: Though required for first and second semester language students as part of their classes, students may also come independently to work and interact with the large group of tutors, including both native speakers and students returning from overseas.

### Oral Communication Center

210 Thomas Library; 937.327.7870

Services: Students receive direct assistance on oral communication assignments of all types. Working one-on-one with a trained tutor, students can learn how to develop, organize, and deliver the content for these assignments effectively.

### Center for Student Success & Engagement

Services offered include academic coaching, transitional support, centers of learning, supplemental instruction, as well as resources to help students discover vocation, interests, and involvement opportunities.

### Student Success Ambassadors

Make an appointment online at <http://www.wittenberg.edu/administration/studentsuccess/schedule.html>

Services: Help students connect on campus, adjust to classwork, balance athletics and other involvement with class demands, and to discover all Wittenberg has to offer.

### Career Services

210 Shouplin Center; 937.327.7521; [careers@wittenberg.edu](mailto:careers@wittenberg.edu)

Services: Helps students make connections with majors, internships, and potential employers. Students can take assessments to learn about their interests, skills, abilities, and values.

### Health & Counseling Center

003 Shouplin Center; 937.327.7811

Services: The Health and Counseling Center is staffed by registered nurses, a board-certified physician, and a licensed counselor who are interested in keeping students well.

### **Thomas Library**

937.327.7018

Services: In addition to general library services, the Library offers audio/visual services, personal research consultations, and more. Fraternity and sorority members can log into the study hours system in the Library lobby.

### **Community Service**

723 N. Fountain Avenue; 937.327.7523

Services: Provides students with opportunities to serve, to connect with the greater Springfield community, and to reflect on the service experience to better understand themselves, community needs, and their responsibility in advancing the common good.

### **Scheduling Office**

Student Center; 937.327.7447

Services: Oversees campus event scheduling, including management of event reservations made through 25Live, and assists with planning event logistics.

## Useful Links

### **Association of Fraternal Leadership and Values (AFLV)** [www.aflv.org](http://www.aflv.org)

The Association of Fraternal Leadership & Values exists to stimulate the growth and development of fraternity/sorority council and chapter leaders by promoting leadership, educational, and values based experiences and resources for student leaders, their advisors, and the larger fraternal market. AFLV also provides a wealth of resources for House Directors including a House Directors manual for purchase, an annual educational conference, and a House Directors online discussion forum.

### **Association of Fraternity/Sorority Advisors (AFA)** [www.afa1976.org](http://www.afa1976.org)

The Association of Fraternity/Sorority Advisors exists to support and stimulate persons who advise fraternities and sororities in higher education and to enhance the positive influence of the fraternity and sorority experience in student development by providing definition and recognition for the profession, encouraging research, establishing networks among related interests and creating forums for interaction and learning.

### **North-American Interfraternity Conference (NIC)** [www.nicindy.org](http://www.nicindy.org)

The North-American Interfraternity Conference is a federation of over 70 men's national and international fraternities. The organization provides resources, educational programming and a set of standards which all its member organizations agree to implement.

### **National Pan-Hellenic Council, Inc. (NPHC)** [www.nphchq.org](http://www.nphchq.org)

The purpose of the NPHC shall be to foster cooperative actions of its members in dealing with matters of mutual concern. To this end, the NPHC promotes the well-being of its affiliate fraternities and sororities, facilitates the establishment and development of local councils of the NPHC and provides leadership training for its constituents.

### **National Panhellenic Conference (NPC)** [www.npcwomen.org](http://www.npcwomen.org)

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

### **Order of Omega Honor Society** [www.orderofomega.org](http://www.orderofomega.org)

Our Order of Omega chapter was established at Wittenberg University in May of 1995 to recognize individuals in the Greek community who demonstrated exemplary leadership and scholarship. Members are eligible for national undergraduate and graduate scholarships. Only 3% of the fraternity/sorority population is eligible each year and only members of junior or senior standing will be invited to join.

### **Gamma Sigma Alpha Honor Society** [www.gammasigmaalpha.org](http://www.gammasigmaalpha.org)

Gamma Sigma Alpha exists to recognize and advance academic excellence as a core value of fraternities and sororities. Gamma Sigma Alpha was established in 1997 as the Gamma Upsilon chapter. Members are eligible for national undergraduate and graduate scholarships. Only members with junior or senior standing and a minimum 3.5 GPA are eligible to join.

### **The Bacchus Peer Education Network** [www.bacchusnetwork.org](http://www.bacchusnetwork.org)

BACCHUS develops cutting edge tools for campuses consisting of student-friendly training programs, resource manuals, posters, and pamphlets.

### **HazingPrevention.org** [www.hazingprevention.org](http://www.hazingprevention.org)

HazingPrevention.Org is a non-profit 501 (c)(3) organization whose goal is to encourage healthy and productive experiences for new members of teams, student organizations and fraternities and sororities.

**StopHazing.Org**[www.stophazing.org](http://www.stophazing.org)

"Educating to Eliminate Hazing" An extensive site covering many aspects of hazing including fraternity, sorority, athletic, high school and military hazing. Check out the latest hazing books, find anti-hazing speakers, read the latest hazing news.

**Lambda 10 Project**[www.lambda10.org](http://www.lambda10.org)

Online community for Gay, Lesbian, and Bisexual Fraternity Issues.

**Fraternal Information and Programming Group (FIPG)** [www.fipg.org](http://www.fipg.org)

FIPG is the nation's leading risk management association for men's and women's fraternities. Among the resources available from FIPG are the FIPG Manual, educational speakers for an entire fraternity/sorority community and the follow-up of violation reports. Do not hesitate to request a copy of the FIPG policy. It is the standard for risk management policies across the country.

**CAMPUSPEAK (educational speakers/workshops)** [www.campuspeak.com](http://www.campuspeak.com)

Provides educational speakers, programs, and interactive workshops for student groups, including recruitment resources.

**The Catalyst Agency (educational speakers)**[www.thecatalystagency.us](http://www.thecatalystagency.us)

Provides educational speakers and customized programming for student organizations.

**PhiredUp (recruitment resources)**[www.phiredup.com](http://www.phiredup.com)

Provides educational workshops on recruitment techniques, recruitment resources, and a recruitment blog for fraternities and sororities.



## Resource Documents

### Resource documents – COMING SOON!

- Running effective meetings
- Parliamentary procedure
- Tiger fund requests
- Thanks, recognizing, motivating members
- Delegation
- Crisis management AFA resource
- Advisor expectations and agreements
- Inappropriate themes worksheet
- AFA Chapter Advisor manual (link to from website)

## Appendix

Expansion/Extension Policy and Procedures

Chapter President Expectations

Memorandum of Understanding RE: Shared Expenses between IFC and Panhellenic

Crisis Management information

Housing Agreement (in development)