

# IFC Judicial Board of Review Manual

TRAINING, PROCEDURES, & POLICIES

Created by the Interfraternity Council in conjunction with  
the Office of Student Life  
Last Revised January 2012



# Judicial Board of Review Manual

*Interfraternity Council Members,*

*This manual is a conglomeration of many resources, borrowing heavily from Dr. David Fried, Director of Student Rights and Community Standards at Ball State University and from the University Review Board manual. It is also adapted from source materials from Iowa State University, Texas A&M University, Sigma Sigma Sigma Sorority Honor Council, and from Dr. Lori Hart Ebert, Ph.D. from Pi Kappa Phi Fraternity: as compiled by Branden Stewart and Austin Hayes, IFC Graduate Advisors, **January 11, 2012** .*

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## Online Websites

<http://www.bsu.edu/greeklife>

<http://www.bsu.edu/ifc>

<http://www.edu.edu/studentlife>

<http://www.bsu.edu/sa/srcs/>

<http://www.bsu.edu/sa/media/pdf/code-of-student-rights.pdf>

# Confidentiality Agreement

## **As a Judicial Board Member you Will:**

1. Respect the confidentiality of the hearing process. Under no circumstance should you divulge any information to anyone about a hearing or the students/chapters involved. This includes roommates, spouses, parents, siblings, friends, colleagues, etc.
2. To hold confidential information in trust and confidence information and agrees that it shall be used only for the intended purpose of Judicial Board of Review.
3. In the event the media contacts you regarding a hearing, please refer those individuals to the Office of Student Life or the VP of Internal Affairs and inform them that you are not permitted to comment.
4. All notes taken by board members during the hearing will be collected and destroyed by the Chief Justice.
5. Confidentiality is expected even after board members leave their position and the university.
6. Sharing names, topics, or discussion that occurred during this meeting would be considered a violation of confidentiality. All members and advisors present are held to the same standard of confidentiality. Talking about how decisions were determined or revealing personal information shared during the meeting IS a violation of confidentiality.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Judicial Board of Review Expectations

Congratulations on being selected to serve as a Judicial Board of Review Member! On behalf of the Interfraternity Council and the Office of Student Life, we welcome you to a year of challenges, learning, and growth. We know you recognize the seriousness and responsibility associated with this position and wanted to provide you with a few basic guidelines that will help you to be successful in this endeavor.

## **Professionalism**

1. You are expected to be a role model on and off campus. All members must abide by all University, IFC, and national regulations and recognize that your status on the board may be contingent upon your disciplinary standing and behavior.
2. *Dress appropriately.* This means business casual. You will be recognized as a professional and should appear as such. Do not wear chapter letters.
3. ***You will be assigned a “standing hearing time” each week and will be asked to hold this time in your calendar. If you do not receive notice from the JBR’s Chief Justice of a scheduled hearing time during your standing time four (4) days before the hearing, you may assume that no hearing has been scheduled.***
4. When you are assigned a hearing, it is imperative that you attend. The office, your colleagues, complainants and the accused chapter (s) are relying on you to hear the case and make a judgment. **If you are ever going to miss a hearing, contact Richard Durlacher () at least 24 hours in advance.**
5. *Arrive at the meeting early enough to be able to acquaint yourself* with the incident report and discuss any questions you may have with the advisor, chief justice, and board members. This will allow for the meeting to start on time.
6. Members are highly recommended to participate in all required training activities to improve their skills in the hearing process. Seek out those areas you are deficient in that you would like more guidance with and be open to suggestions and aid from the advisors.

## **Hearing Behavior**

1. Please read and understand all the policies. It is vital that you not only know the policies, but also understand their rationale.
2. Regardless of your personal feelings on a policy, your decisions should be in accordance with what is written in the policies. Policy debate should take place in Interfraternity Council meetings.
3. Members of the board should disqualify themselves from a hearing if they have a personal relationship with the chapters or members involved or have knowledge of any circumstance of the case which could compromise their objectivity.
4. Ask questions rather than make accusations.
5. Maintain decorum. Keep side conversations to a minimum anytime the hearing is in progress. As uncomfortable as it might be, waiting in silence is the best policy.

# **Purpose and Duties of the Judicial Review Board**

## **The purpose of the judicial board is:**

- Self governance, accountability and education
  - Self governance: affirms that Judicial Board members are responsible enough to identify and deal with violations of Interfraternal ideals and policies
  - Accountability: identifies the need to quickly and appropriately confront behavior that violates Interfraternal ideals and policies
  - Education: assures that training, hearing procedures and sanctions are educational for the individuals and chapters involved as well as the Greek community

*All Interfraternal Men have the right to a fair and impartial hearing.*

## **The Judicial Board is responsible for dealing with violations of:**

1. Interfraternity Constitution and Bylaws
2. Interfraternity Code of Ethics
3. Recruitment Guidelines and Rules
4. Philanthropy
5. IFC Rules and Regulations
6. FIPG

## **Duties of the Judicial Board include:**

1. Handling alleged violations of the Interfraternity Constitution and Bylaws, Code of Ethics, Recruitment Guidelines and Rules, Philanthropy, IFC Rules and Regulations and FIPG as needed and/or if mediation is not successful.
2. Educating each chapter about the Interfraternity judicial procedures. Including education on IFC policies and chapter visits.
3. Participating in training to educate Judicial Board members about the Purpose of the Judicial Board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the right of the charged organization, evaluating evidence and deliberations and sanctioning.
4. Conducting fair hearings with impartial Judicial Board members who follow adopted procedures.
5. Maintaining confidentiality before, during and after judicial hearings.

## **Goals and Responsibilities**

- Developing and Upholding Standards
- Education: It's an educational process
- Judicial
- Support the Greek Community

# **JUDICIAL BOARD OF REVIEW MANUAL TABLE OF CONTENTS**

## **Prior to Hearing –**

BSU Incident Report.....	7
Ball State University Student Affairs Disciplinary Jurisdiction Memorandum of Understanding.....	8
Flow Chart .....	9

## **Hearing Procedures ..... 10**

Phase 1 – Prehearing.....	11
Questioning – How To.....	12
Phase 2 – Hearing .....	13
Phase 3 – Deliberations.....	14
Weighing Information.....	15
Phase 4- Sanctions .....	16
Hearing Form.....	17
Phase 5 – Outcome.....	19
Phase 6- Appeals.....	20

## **Resources**

### Policies

Interfraternal Values/ Ethics .....	21
FIPG, INC. RISK MANAGEMENT.....	22
Judicial Board of Review Policy.....	24
Greek Community Social Events Policy.....	28
Greek Community Social Events Policy Appendix.....	36
Interfraternity Council Recruitment Rules and Regulations.....	42
Anti- Hazing Policy .....	44
Philanthropy Rules and Regulations.....	45
Academic Policy .....	47
Expansion Policy .....	49

***Very Important Information Can Be Found In These Boxes Throughout The Manual. If you have any questions please ask!!***

# Ball State University Fraternity & Sorority Incident Report

## Office Use Only

DATE RECEIVED: \_\_\_\_\_  
TIME RECEIVED: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

This report should be completed anytime a fraternity/sorority at Ball State is not in compliance with the Social Events Policy, Student Code of Conduct, (inter) national policies and procedures or federal, state, or local laws.

### Type of Incident:

- Alcohol Violation     Hazing     Vandalism     Theft  
 Fighting     Sexual Assault     Other (please specify):

### Violation Reported by:

- Chapter     Potential Member     Student     Parent  
 Faculty/Staff Member     Community Member     Other (please specify):

### Incident Information:

Date: \_\_\_\_\_ Time (Indicate AM/PM): \_\_\_\_\_

Location (on campus/off campus, fraternity/sorority house, residence hall, other):

Description of Incident (Include as much detail as possible):

Name and Affiliation of Individuals Involved:

### Please return this completed form to:

The Office of Student Life - Student Center Room 133  
Email: [bjcutler@bsu.edu](mailto:bjcutler@bsu.edu) or Fax: 765-285-2855

Would you like someone to follow up with you?     Yes     No

If yes, you may contact the Office of Student Life at 765-285-2621 or provide the following information:

**Ball State University**  
**Student Affairs Disciplinary Jurisdiction**  
**Memorandum of Understanding**  
**Office of Student Life & Ball State Greek Councils**  
**Effective Date: January 1, 2009**

**Purpose:** This Memorandum of Understanding (MOU) is between the Office of Student Life and the Ball State Greek Councils (Panhellenic Council and Interfraternity Council). It is intended to specify the judicial body with primary responsibility for the handling of organizational disciplinary cases involving fraternity and sorority chapters affiliated with the aforementioned Greek Councils at Ball State University. Both the Office of Student Life staff members and council designees shall review this document annually.

**Note:** Student/organizational disciplinary matters that may involve possible criminal violations should be communicated to University Police by the department receiving the original report so that the appropriate action can be taken by law enforcement units.

- I. Resolution Authority: Determination of how cases are identified in accordance with this MOU will take place by joint discussions between representatives from the Office of Student Life and the applicable Council officers.
  - A. Reports involving alleged violations of The Code of Student Rights and Responsibilities by members of a fraternity or sorority that are submitted to the Office of Student Life by a source outside the office or that originate within the BSU Greek community will be shared expeditiously with the Office of Student Rights and Community Standards. The Assistant Director of Student Life will review the complaint and make recommendations pertaining to resolution authority for such reports to the Director of Student Life.

II. Case Identification/Jurisdiction

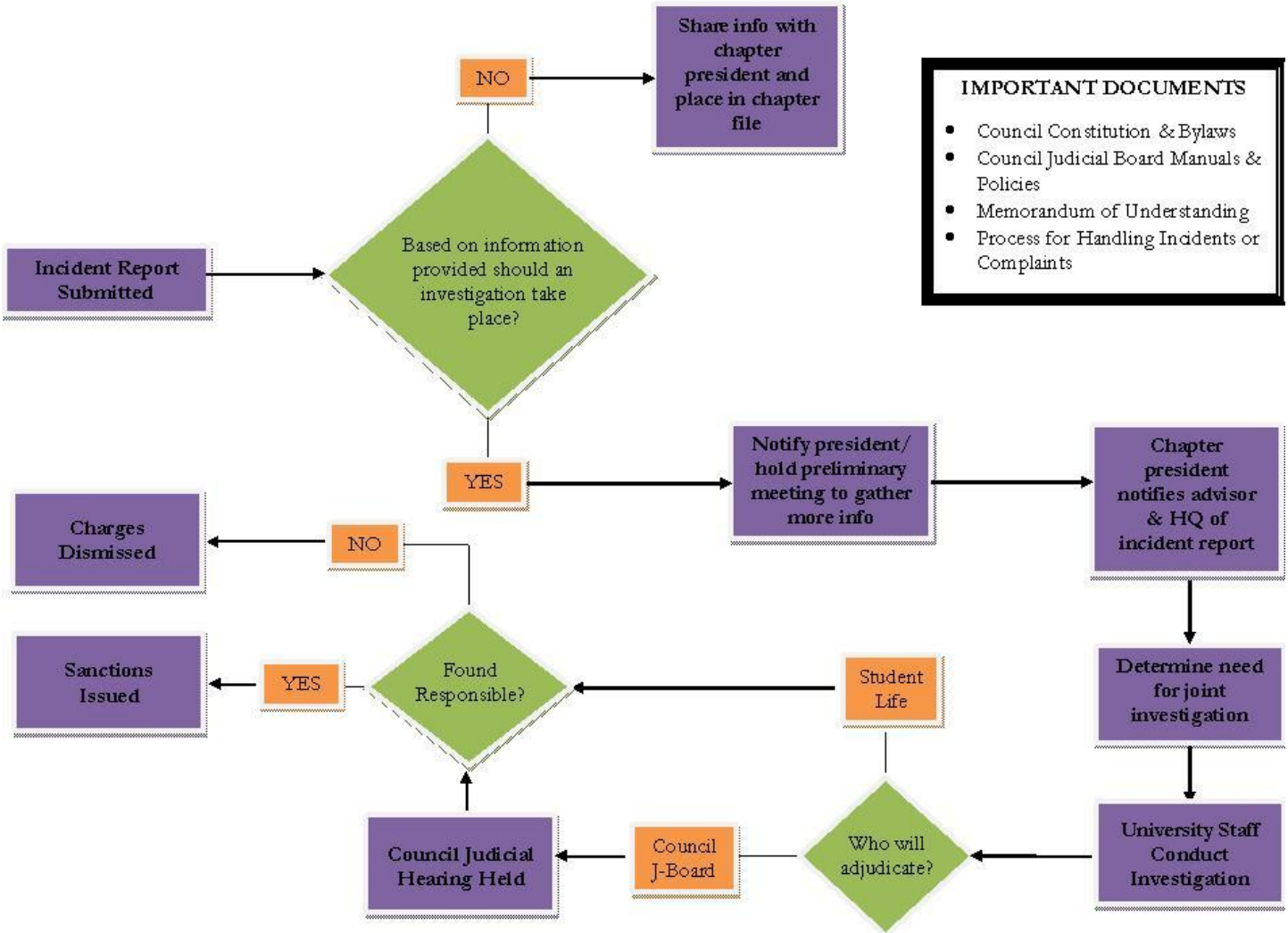
- A. All cases that deal with an alcohol violation, vandalism, recruitment rule violation, fight or other Council policy violation will fall under the primary jurisdiction of the Greek council judicial board.
- B. All cases that deal with sexual harassment, sexual assault/rape, sexual abuse, hazing, illegal drugs or the joint involvement of a recognized fraternity or sorority and a non-Greek recognized student organization will fall under the primary jurisdiction of the **Office of Student Life**.
- C. Based on available preliminary information, any case that is likely to result in the assignment of a disciplinary sanction of Suspension, Dismissal or Expulsion of a chapter from the University will fall under the primary jurisdiction of a student organization judicial board or the Office of Student Life.

III. Investigations

- A. Normally, serious cases such as those identified in Section II above, will require an investigation prior to charges being issued. Such investigations should be conducted expeditiously. In those cases, the Assistant Director of Student Life or Director of Student Life (when appropriate) may appoint one or two staff members to assist in the official investigators.
- B. Investigative reports will be submitted to the Assistant Director of Student Life for processing. Jurisdiction of the case will be determined in accordance with Section II above.



## INVESTIGATION & ADJUDICATION FLOW CHART



# If Council Judicial Board Hearing is Held.....

## Hearing Procedure

(The hearing will be audio-taped)

<i>Judicial Board of Review</i>	<i>Responsibilities</i>
<b>Chief Justice</b>	Serve as spokes person and moderator
<b>5 Board Members</b>	Listen to all statements made and review all information submitted in order to determine responsible or not responsible
<b>Advisor</b>	Assure that procedures are followed and to answer questions of clarification

### Chapter entitlements:

#### **Each chapter is entitled to two (2) spokespersons**

- Must be undergraduate active members of the chapter
- If one of the spokespersons is not the chapter president, the president may still be present as an observer

#### **Each chapter which is in violation has their right to an advisor to be present during the hearing**

- Not an undergraduate student affiliated with the chapter
- Role is simply to advise/show moral support to the chapter/individual
- Not able to ask questions of witnesses, provide statements, etc.

# Phase 1

**Prehearing:** (Make sure you understand the information that has been given to you...if not ask questions!)

- **Chief Justice, Board Members and advisor from Office of Student Life only**
  - Read incident report and the sequence of events
  - Identify any **ambiguous areas or possible discrepancies** in the report to determine what areas you will need to clarify to determine whether or not the chapter/individual is in violation
  - Resolve any process issue (acceptability of witness, written information, etc.) under the direction of the advisor from the Office of Student Life.
  - Remember that all **discussion** and **questions** should be limited to facts of the incident and the basis of the charges.

**The most effective form of questioning** in a hearing is the use of open-ended questions. Four key words to remember when formulating an open-ended question:

*What? Ask for Facts – “What were you doing when...?”*

*How? Bring out feeling and emotion – “How do you think your actions affected others?”*

*Could? Be Careful! (These can turn out close ended) “Could you describe the incident in your own words?”*

*Why? Determine state of mind - “Why did you choose to drink so much alcohol that night?”*

*Think of effective questions. Are they open ended?*

*Are you catching them in a multiple choice trap??*

# Questioning – How TO

- Ask simple questions that allow the student to talk and allow for greatest clarity.
  - Understand the sequence of events
  - Clarify conflicting information
  - Understand each party's perception
- Make an easy, casual and smooth transition from topic and timelines to reduce confusion.
- **BE BRIEF!** The longer you speak, the more likely you are to provide the answer to the student rather than leaving it open-ended. We call it the **MULTIPLE CHOICE TRAP!**
- **Do more listening than talking.** Encourage the student to open up. Listen carefully, including between the lines. Insert brief “prompters” as needed.
- Give appropriate time to hear the answer for each question before moving on. Maintain appropriate visual contact.
- **TONE** is VERY important. **Be inquisitive, NOT interrogative.** Avoid judgmental or evaluative comments like “that’s too bad”, or “I’m glad you said that.” Remember that during every case, an opinion is being formed of the Board and consequently of the disciplinary system as a whole.
- Work as a team during questioning. Without being too mechanical about it, try to cover topics in a systematic order. **Have a purpose in asking each question.** Stick to the topic at hand and avoid irrelevant topics the student might address.
- Be certain that you have **resolved any conflicting information** before entering deliberation. Do not wait until you are in deliberation and start guessing at reasons for conflicting information.
- Ask questions that reveal the student’s attitude. Try to find out how the student would react if the situation were to arise again.
- Board members should not pass notes, watch the clock, or whisper back and forth during a hearing. Take notes only as necessary.

## *Questions you could ask:*

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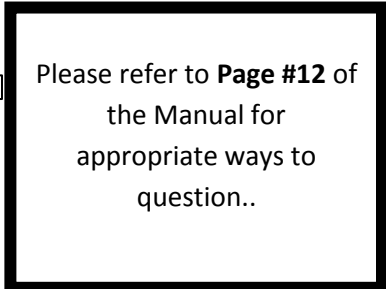
- Over the course of the evening, where had they been? (i.e. bars, private party, fraternity or sorority house).
- Did they consume alcohol at a fraternity or sorority event? If so, who provided them with the alcohol? Was it an open bar or an individual who provided the alcohol? What type of alcohol did they consume (shot, beer, etc.)
- Do they remember how much they drank at the fraternity house? At other locations?
- Was this a rush/recruitment activity?
- Can they describe the house (inside and out – this is used to strengthen the accusation that it actually took place at the house)?
- How did they know about the party at the house (i.e. were they invited by someone, walked up to the house and admitted, etc.)?
- Can they provide an estimate of how many people were at the party?

## Phase 2

### Hearing:

- **Board members, advisor, & chapter representatives**

1. Hearing is called to order by the Chief Justice
2. Introductions of hearing participants
3. The Chief Justice will present the facts of the case including: the presentation of witnesses (if any)
4. Accused is asked Responsible or Not Responsible for each violation, If *responsible* go directly to deliberation (*phase 3*) if *not responsible* – proceed to #5
5. Five minute opening statement by accuser (s)
6. Questioning of the accuser (s) by the justices
7. Five minute opening statement by the accused
8. Questioning of the accused by the justices
9. Accuser calls witness, witness makes a statement
10. Justices question witness
11. Accused questions witness
12. Accused calls witnesses, witness makes a statement
13. Justices question witness
14. Accuser question witness
15. Closing statement by the accuser
16. Closing statement by the accused
17. Deliberation follows



Please refer to **Page #12** of the Manual for appropriate ways to question..

# IFC Judicial Board Hearing

**Accused Individual/Chapter:** \_\_\_\_\_ **Hearing Date:** \_\_\_\_\_

**Chapter individuals present:** \_\_\_\_\_

**Charges:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Response of Accused:**

Responsible    Not Responsible  
Responsible    Not Responsible  
Responsible    Not Responsible

**Board Findings:**

Responsible    Not Responsible  
Responsible    Not Responsible  
Responsible    Not Responsible

**Finding of Fact:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sanctions:**

**Deadline:**

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

**Sanction Rationale:**

\_\_\_\_\_  
\_\_\_\_\_

**FOR DELIBERATION: ALL IN ATTENDANCE EXCEPT THE BOARD**

**MEMBERS AND ADVISOR ARE EXCUSED FROM THE MEETING**

**Phase 3**

**Deliberation:** Purpose is not only to reach a decision about responsible or not responsible. You should be deciding exactly what happened in the incident and explain how it is that you arrived at the decision.

- **Board members, Chief Justice, and Advisor**

18. Chief Justice requests motion from Judicial Board member of whether they find the accused responsible or not responsible.
19. Discussion of results in deliberation

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When deciding responsible or not responsible of the chapter/individual remember to think of what exactly happened in the incident and be able to explain how you arrived at your decision.

***Measure the quality of information with:***

**Preponderance of the Information**

- “More likely than not” or “50% and a feather”
  - **Preponderance means that you as a board feel that the facts are more likely to be so than not so.**

**Example:**

Delta Pi was accused of throwing a party on September 21, 2009 that was not compliant with the **social policy Section 1. C.** The chapter was also found in violation of serving to students that were under 21. You are friends with a few of the Delta Pi’s that drink all time and *think* this is something that could be possible.

**Do you base your decision based on what you think or based on the conclusions of the questioning session?**

In deliberation do you say “I know that Delta Pi drinks all the time, this has to be right?” Or “Based on the information that was concluded by the questioning, I find them responsible.”

**In deliberation after you come up with whether the chapter is responsible or not responsible you must come up with a statement that directly hits at all the points on why you decided either responsible or not responsible.**

**Based on the example above how would you support your decision of responsible?**  
*(Be very specific.)*

## **Weighing Information**

*Is the information you are hearing:*



**If you find conflicting information that you cannot reconcile you must decide what information you believe is accurate and what information you disbelieve.**

*Use your own knowledge, experience, and common sense to decide.*



## Phase 4

**Sanctioning:** Effective disciplinary sanctions educate students and encourage behaviors that have positive impact on the campus community.

- **Board members, Chief Justice, and Advisor**

20. Verdict rendered (Responsible or Not Responsible) per violation
21. Appropriate sanction determined if found in violation or if not found in violation, charges are dismissed.
22. Charges are put in writing.

### 5 Key Characteristics of Good Sanctions

1. The sanctions address the root cause of the incident at hand.
2. The expectations for the chapter/individual are clear and unambiguous.
3. There is a date by which the activity must be completed.
4. Minimum “quality” and quantity standards are established.
5. The Interfraternity Council officer can reasonably monitor the requirements.

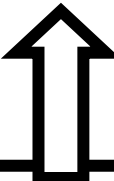
### Questions to ask yourself:

1. Why did this incident happen? Has this been a problem for the chapter in the past? Does the sanction solve the overall issue or just a symptom of the issue?
2. Is it a realistic sanction to expect the individual/chapter to carry out?
3. Does the sanction fit the incident?

- **Decisions of the board are assumed to be of the board as a whole.**
- **All members of the board are expected to support the final decisions including those with opposing opinions.**

**Examples of Sanctions:** There is not a set of mandatory sanctions dependent on any given instance of misconduct. Sanctions available as parts of the JBR Hearing Process are:

1. ***Sanctions on social events/Social Probation***
  - a. No social events for a set duration of time
  - b. Limit on social events (#)
  - c. Eliminate social events
  - d. Alcohol-free socials
2. ***Probation***
  - a. A specific period of probation with or without selected restrictions. The Hearing Board shall determine the length and terms of the probationary period.
3. ***Action Plan***
  - a. Chapter develops a plan of how they will make significant changes within the chapter to prevent future incidents.
  - b. Sanction should clearly state which areas the chapter should focus change initiatives on.
4. ***Restitution***
  - a. A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception.
  - b. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.
5. ***Attend/Host educational seminars***
  - a. Educational programming hosted and/or attended by a percentage or organization membership.
6. ***Suspension from IFC***
7. ***Suspension of specific privileges***
  - a. Intramurals
  - b. Host or participate in any social activity
  - c. Voting privileges at IFC
8. ***University Restrictions***
  - a. The withdrawal of specified privileges for a definite period of time.



**Make sure that when deciding a sanction that it is reasonable and the *Chief Justice/OSL* can keep track of the sanction.**

9. *Participation, limit, or restricted participation in certain events such as...*

- a. Homecoming
- b. Greek Week

10. *Reprimand*

- a. A letter of notification placed in the organization's file and sent to its national organization warning of more severe sanctions in the event of a repeat of the offending behavior.

*Where appropriate, the duration of the sanction and any terms and conditions imposed as a part of the sanction must be in direct proportion to the **degree of the seriousness** attached to the misconduct.*

- Beginning and/or ending dates of the sanction must be specified.
- No sanction may exceed one (1) year.
- Failure on the part of the chapter to satisfactorily complete the sanction may result in further judicial action.

## **Phase 5**

**Outcome:** *During this phase the individual/chapter will be read whether they are responsible or not responsible.*

- 23. Accuser, accused, and chief justice return to the hearing room, verdict is read.
- 24. One of the justices will read the verdict.
- 25. Verdict and appeal information (if found in violation) put in writing and mailed promptly to groups involved.

**The chapter will receive a written copy of the decision within five (5) days. An explanation of the appeals process will accompany the decision. Every chapter has the right to one (1) appeal.**

## Phase 6

**Appeals:** *A chapter or individual found responsible by the JBR may appeal the decision to the Office of Student Life.*

A chapter or individual desiring to appeal must submit a properly completed Signed Document form to the Office of Student Life or the Chief Justice within five (5) school days after receiving the written decision.

**A signed document must state one (1) or more of the following grounds and the specific rationale for appealing on those grounds:**

- The sanction was subjective, impulsive, and in abuse of discretion
- There is significant new information affecting the probable outcome of the case
- The findings were not supported by substantial information
- The decision of the JBR was in excess of its jurisdiction
- The JBR erred in its interpretation of any university or IFC policy or regulation

# Interfraternal Values

The Ball State University Interfraternity Council will commit to promoting positive values, providing experiential learning opportunities, and fostering leadership development while forging lifelong connections to Ball State University.

## Interfraternal Code of Ethics

We, the fraternity men of Ball State University who believe in the values of scholarship, honesty, integrity, accountability, honor, respect, faith, excellence, high ambition, brotherhood, friendship, service, justice, leadership, character, courage, power, and love, do hereby affirm and declare on our word as gentlemen that:

1. We will maintain a high standard for our GPA;
2. We will foster and develop the leadership of our Brothers;
3. We will fulfill all financial obligations to our chapter, the Interfraternity Council, Ball State, and our (inter)national headquarters;
4. We will provide service to both the Greek and local community.
5. We will be active members of Ball State life;
6. We will respect both fellow Greeks and non-Greeks, especially women and other fraternities;
7. We will promote the positive image of Greeks and aspects of Greek life;
8. We will have **no** tolerance for hazing.
9. We will have **no** tolerance for the use and abuse of illegal substances;
10. We will provide a safe atmosphere and environment for ourselves and others;
11. We will maintain a clean and respectable house and property;
12. We will take responsibility for our actions;
13. We will hold each other accountable;
14. We will live the charges set forth by our Ritual;
15. And we will hold our organizations to the highest standard.

**With these statements, we pledge our constant belief in the value of Greek life and, recognize the responsibility invested in us by the Greek letters that we proudly display.**

## **FIPG, INC. RISK MANAGEMENT POLICY (Revised July 2008)**

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

### **ALCOHOL AND DRUGS**

1. The possession, sale, use or consumption of **ALCOHOLIC BEVERAGES**, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. **OPEN PARTIES**, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games". The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer

pong”, “century club”, “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “big brother – little brother” events or activities, / “big sister - little sister” events or activities, “family” events or activities and initiation.

## **HAZING**

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

## **SEXUAL ABUSE AND HARASSMENT**

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether

## **FIRE, HEALTH AND SAFETY**

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

## **EDUCATION**

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

**Interfraternity Council**  
**Judicial Board of Review Policy**  
**(Revised April 2010)**

I. Purpose:

- A. There shall be a judicial community IFC body known as the Judicial Board of Review (hereafter, "JBR") whose primary purpose shall be educational and to ensure adherence to all fraternity related policies. The JBR will serve to establish quasi-judicial precedents, hear cases brought before it, and forestall, prevent, and avoid unacceptable conduct; while implementing IFC policies and university rules and regulations and to maintain appropriate standards of conduct.

II. Jurisdiction:

- A. The JBR has jurisdiction over all Interfraternity Council member organizations, including local and national fraternities and any group petitioning for membership into the Interfraternity Council.
- B. The JBR has jurisdiction over all organizations recognized by IFC. Violations by members may result in disciplinary action against individuals and/or organizations.
- C. The JBR may hold hearings concerning, but not limited to, the following:
  - 1. Alcohol violations;
  - 2. Vandalism;
  - 3. Fight or other council policy violation;
  - 4. Hazing;
  - 5. Actions which create the appearance of impropriety to the Greek Community and/or Ball State University, or which may create liability for an Interfraternity Council member organization, the Interfraternity Council, or Ball State University;
  - 6. Violations of state and local law;
  - 7. Recruitment infractions; and
  - 8. Violations of the Ball State University Greek Community Risk Management Policy.
- D. The JBR may hear any case which the Chief Justice and the Assistant Director of Student Life deem appropriate if jurisdiction applies and/or if charges are filed.
- E. In certain instances, it may be necessary for the university to take immediate disciplinary action. This may be necessary when, in the opinion of the university, the operations of the organization(s) involved may constitute a threat or disruption of the normal academic process of the university. Upon investigation of charges by the university, the case may then be referred back to the JBR.
- F. The jurisdiction of the JBR is not necessarily limited to the original complaint; it may include other offenses revealed during a hearing. If a new offense is revealed, the individual(s), or the chapter involved may waive the right to seven (7) days advance notification of a hearing and have the decision rendered at the hearing.

III. Composition:

- A. The Interfraternity Council JBR Hearing Board shall consist of members selected by VP of Internal Affairs by means of an application and interview process. Applicants must have a cumulative G.P.A. of a 2.5 or higher and be an initiated member of an IFC organization for at least one whole year.
- B. Each hearing board member shall serve tenure until graduation. Prior to graduation, a board member must notify the VP of Internal Affairs to allow for replacement.
- C. An IFC executive officer may not serve as a hearing board member for the JBR unless he is fulfilling the role of Chief Justice.
- D. The Vice-President of Internal Affairs shall serve as Chief Justice of the JBR.



- E. If the Chief Justice's fraternity is involved in a case brought before the (JBR), then a new chief justice will be appointed based on rank stated in Article V, Section I of the Constitution.
- F. When a hearing is called, in addition to the Chief Justice, the JBR will consist of three (3) to five (5) hearing board members, who will be in good standing with the IFC. Thereafter, each hearing board member appointed must go through one IFC training program each year.
- G. A hearing board member serving on the JBR may not be a member of the fraternity involved in the case being heard by the JBR.
- H. A member of the Hearing Board engaging in disorderly conduct can be removed from the hearing itself, by the Chief Justice.
- I. The Judicial Hearing Board may find the accused responsible or not responsible by a two-thirds (2/3) vote of all justices.
- J. A Judicial Board Member may be removed from the Judicial Board of Review by a two-thirds (2/3) vote of IFC exec.
- K. An Advisor from the Office of Student Life shall serve as an ex-officio non-voting member of the JBR and shall serve in an advisory capacity concerning IFC and university guidelines.
- L. A Judicial Board Justice, not in good standing with IFC, shall not serve on the board.

#### IV. Pre-Hearing Procedures:

- A. The IFC President, an Advisor from the Office of Student Life, any fraternity or sorority member, any Ball State University student or faculty member, or any member of the Muncie community or public-at-large may bring charges against a fraternity or fraternity member(s).
- B. In order to bring charges before the JBR, a Incident Report Form must be submitted to an Advisor from the Office of Student Life or the Chief Justice no more than thirty (30) school days after the alleged incident.
- C. Upon receipt of an Incident Report Form, an Advisor from the Office of Student Life shall conduct an investigation as per the Ball State University Student Affairs Disciplinary Jurisdiction Memorandum of Understanding.
- D. Upon completion of the formal investigation and receipt of the Investigation Summary Report, the IFC President, Chief Justice, Vice President of Risk Reduction, and an Advisor from the Office of Student Life shall decide whether charges shall or shall not be brought before the JBR.
- E. If a case is brought before the JBR, the Chief Justice shall, by way of letter, notify the chapter(s) president and/or executive member(s) of the accusations no more than seven (7) school days after receiving the completed Investigation Summary Report.
- F. The letter shall be delivered to the member or chapter (e.g., delivered to a chapter representative on the executive council of their respected fraternity) by hand and by e-mail.
- G. The letter shall specify a hearing date at least seven (7) school days after the date the letter is received (unless the accused fraternity should request an earlier hearing date) and shall direct the organization (throughout its appointed representatives) to appear at the hearing.
- H. The letter shall also:
  1. Describe the alleged violation; and
  2. Advise the organization of its rights to:
    - a. A private hearing;
    - b. Appear at the hearing with an advisor;
    - c. Present testimony of witnesses, documentation and other information, and to argue on its own behalf; and
    - d. Appeal.

#### V. Hearing Procedures:

- A. The Chief Justice shall serve as the spokesman and moderator for the JBR. The Chief Justice shall also be responsible, when requested, for informing any member of the JBR or the organization(s) involved in the case about the judicial process.

- B. The Chief Justice of the JBR shall serve as Recording Secretary for all JBR hearings. Records from all hearings will be kept on file in the Office of Student Life. Records will be kept on audiotape, and will be made available only to official representatives of those parties involved
- C. The president of the fraternity charged with misconduct, or another member designated as spokesman for the chapter, has the right to be present to hear and question all witnesses through the Chief Justice and to examine all information. Only the spokesperson(s) can question witnesses and/or examine information.
- D. There must be between three (3) and five (5) hearing board members present during a hearing. The Chief Justice will vote only in the event of a tie among the hearing board members.
- E. Each chapter is entitled to have two (2) spokespersons, which must be undergraduate active members of the chapter. If the spokesman is not the chapter president, the president may still attend hearings as an observer.
- F. The fraternity/individual charged with misconduct has the right to have an advisor, who is not an undergraduate student affiliated with the chapter, present during the hearings. An advisor, even if he/she is an attorney, may not present information, question witness(s), or address the JBR; his/her role is to simply advise the fraternity/individual.
- G. The accused party shall have the same rights as the fraternity/individual charged with misconduct (e.g., the right to have the fraternity/sorority president present during the hearings, the right to call witness(s), and the right to have an advisor present).
- H. Witnesses are permitted to be present during the hearing only while presenting information.
- I. The JBR has the right to call before it all witness(s) and/or documentary information it considers to be essential to rendering a decision.
- J. If a chapter's or an individual's representative fails to appear at the hearing, the JBR, by way of a majority vote, will select one (1) of the following courses of action:
  - 1. Reschedule the hearing based on the excuse of an absence; or
  - 2. Render a decision based on the available information.
- K. The Judicial Board typical format for a typical hearing includes:
  - 1. Pre-hearing discussion in executive session by the JBR.
  - 2. The hearing is called to order by the Chief Justice.
  - 3. Introductions of hearing participants.
  - 4. Clarification of the judicial process, and charges.
  - 5. Presentation of information and testimony of witness(s) against a chapter/individual (witness(s) placed under oath).
  - 6. Cross-examination of witness(s) by the board members.
  - 7. Re-cross-examination of witness(s) by the accused.
  - 8. Presentation of information and testimony of witness(s) on behalf of a chapter/individual (witness(s) placed under oath).
  - 9. Cross-examination of witness(s) by the board members.
  - 10. Re-cross-examination of witness(s) by the accused.
  - 11. Concluding statements by the spokesman(s) for the parties involved, accused chapter or individual speaking last.
  - 12. Deliberations by the JBR in executive session.
- L. The pre-hearing discussion and post-hearing deliberation will be private; only the advisor to fraternities and the JBR members may be present.
- M. A chapter/individual will be found responsible of a violation when, in the determination of the hearing board members, there is clear and convincing information substantiating a decision of responsibility.
- N. The chapter/individual(s) involved, and the chapter adviser shall be sent written notification of the results of the JBR hearings within seven (7) school days of the hearing by the JBR. The decision letter shall also contain information about sanctions and the process of appeal.

## VI. Disciplinary Sanctions:

- A. After hearing the case, the JBR shall render one (1) of two (2) decisions. First, the JBR may determine that the chapter is not responsible of its alleged violations. Second, the JBR may determine that the chapter is responsible of a finding violation. If chapter is found responsible, a disciplinary sanction will be imposed. A finding of “responsible” may be used in future cases brought before the JBR for purposes of information for determining a sanction.
- B. The JBR shall have the authority to issue sanctions to a chapter found in violation of policies and regulations (probation does not necessarily involve any loss of privileges). Sanctions should be education based and promote adherence to all policies and regulations.
  1. A written reprimand indicating that the chapter or individual's actions were inappropriate and that subsequent infractions should not occur, to be signed by the chapter president and one other executive council member.
  2. Probation, defined as a period of time not to exceed one (1) year.
  3. Suspension of certain privileges including but not limited to:
    - a. Host or participate in any social activity;
    - b. Voting privileges at IFC; etc.
  4. Participation, limit, or restricted participation in certain events such as:
    - a. Homecoming
    - b. Greek Week
    - c. Philanthropic events
  5. Attend/Host educational seminars
    - a. Educational
  6. Other penalties imposed alone or in addition to any other sanctions, which the JBR deems appropriate.

#### VI. Method for Appeals:

- A. A chapter or individual found responsible by the JBR may appeal the decision to the Office of Student Life.
- B. A chapter or individual desiring to appeal must submit a properly completed Signed Document form to an Advisor from the Office of Student Life or the Chief Justice within five (5) school days after receiving the written decision.
- C. A signed document must state one (1) or more of the following grounds and the specific rationale for appealing on those grounds:
  1. The sanction was arbitrary, capricious, and in abuse of discretion.
  2. There is significant new information affecting the probable outcome of a case.
  3. The findings were not supported by substantial information.
  4. The decision of the JBR was in excess of its jurisdiction.
  5. The JBR erred in its interpretation of any university or IFC policy or regulation.

## **PURPOSES OF THE GREEK COMMUNITY RISK MANAGEMENT POLICY**

The Greek community at Ball State University (“University”) has adopted this Risk Management Policy (“Policy”) in cooperation with the University’s Office of Student Life. Section I of the Alcohol and Drugs Policy and the other separate policies are based on the Risk Management Policy of the Fraternal Information and Programming Group (“FIPG Policy”). This Policy is intended to apply to all fraternity entities and all levels of fraternity membership, including fraternities that are not FIPG members. Our purposes for adopting this Policy are to promote socially acceptable conduct that reflects the pride we have in each other and in the organizations to which we belong and to enhance the safety of our members and guests. For the purposes of this Policy, the term “fraternity” includes sororities, and the term “member” includes a fraternity’s members, pledges and associates.

This Policy is separate from but complements the University’s Code of Student Rights and Responsibilities (“Student Code”), which sets forth standards governing the conduct of all of the University’s students and sets forth procedures under which the University may initiate disciplinary actions involving individual students and student organizations. All members of the Greek community are expected to abide by this Policy, the Student Code, and other applicable University rules and regulations and federal, state, and local civil and criminal laws, regulations and ordinances. In the event of any inconsistencies, the more restrictive provisions shall apply. This Policy is applied and enforced by the Panhellenic Council (“PHC”), the Interfraternity Council (“IFC”), and the National Pan-Hellenic Council (“NPHC”).

No policy can cover all the possible situations that may arise. When this Policy is not specific on a certain point or deferral to the FIPG Risk Management Manual (the “FIPG Manual”) is insufficient, chapters are to conduct their activities in the spirit of the social responsibility embodied by this Policy. Chapters in violation of this Policy will be subject to review by the IFC, PHC and/or NPHC and the Office of Student Life, and they may be referred to one of the Judicial Boards if appropriate.

### **ALCOHOL AND DRUGS**

#### **I. General Policies**

- A. The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable rules and regulations of the University, the provisions of this Policy and all guidelines issued pursuant to this Policy, the rules and policies of the fraternity’s (inter)national organization, and the laws, regulations and ordinances of the United States of America, the State of Indiana, Delaware County and the City of Muncie.
- B. No alcoholic beverages may be purchased through or with chapter funds, nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
- C. Open parties, meaning those with unrestricted access by non-members of the fraternity without specific invitation, where alcohol is present, are forbidden.
- D. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person under the age of twenty-one (21).

- E. The possession, sale, or use of any illegal drugs, drug paraphernalia, or controlled substances while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
  - F. No chapter may co-sponsor an event with an alcohol distributor or tavern (“tavern” is defined as an establishment generating more than half of its annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held in compliance with the provisions of this Policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held in compliance with the provisions of this Policy.
  - G. No chapter may co-sponsor, co-finance, attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
  - H. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor.
  - I. No member, pledge, associate/new member or novice shall permit, tolerate, encourage or participate in any drinking game. Examples of “drinking games” include but are not limited to the consumption of shots of any alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares,” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
  - J. No alcohol shall be present at any pledge/associate, member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “big brother – little brother” events or activities, “big sister – little sister” events or activities, “family” events or activities and initiation.
  - K. The general policies set forth in this Section I apply to any event or gathering where alcohol is present which a chapter organizes or supports, or which an observer would associate with the chapter, whether or not the event or gathering is on chapter premises and whether or not the event or gathering must be registered in accordance with Section VI of this Policy.
  - L. For the purposes of Sections II – VII of this Policy, an “event” is defined as any party or function hosted or co-hosted by a fraternity that persons other than members of the fraternity (“guests”) are invited to attend. . The rules and policies in Section II apply to an event, other than an Alumni or Family Event, held on the chapter house premises at which alcohol is served or consumed (a “Chapter House Event”). The rules and policies in Section III apply to an alumni or family event held on the chapter house premises at which alcohol is served or consumed (an “Alumni or Family Event”); and the rules and policies in Section IV apply to an event held off the chapter house premises using a third party vendor at which alcohol is served or consumed (a “Third Party Vendor Event”). The rules and policies in Section V apply to an event where no alcohol is consumed or available for consumption at the event (an “Alcohol-Free Event”).
- II. Use of Alcohol at an Event Held on Chapter House Premises
- A. A fraternity hosting a Chapter House Event must comply with either the BYOB or Third Party Vendor Guidelines set forth in the FIPG Manual. The service and consumption of alcohol at the event must also comply with the Indiana alcoholic beverages statutes found in Title 7.1 of the Indiana Code and the general policies set forth in Section I of this Policy.
  - B. Consumption of alcohol at a Chapter House Event, even by those of legal drinking age, is

prohibited if the ratio of guests to chapter members in attendance at the event exceeds 1 to 1. The total number of chapter members and guests in attendance at the event also must not exceed the fire code capacity of the chapter house. (Example: a chapter having 100 members in attendance at an event but with a chapter house fire code capacity of 180 may not have more than a total of 180 chapter members and guests inside the chapter house during the event.)

- C. Up to two organizations may co-host an event provided the total number of attendees does not exceed fire code capacity.
- D. All guests at a Chapter House Event must be at least eighteen (18) years of age. All guests at the event must present proper identification to the fraternity's door monitor, showing proof of their age.
- E. Door Management
  - 1. A printed or typed guest list must be prepared at least twenty-four (24) hours in advance of each event and maintained at the entrance of the function at all times. All guests must sign in to the function next to their name on the guest list. Individuals not on the guest list shall not be allowed to attend the event
  - 2. The chapter must assign a sufficient number of door monitors who are trained and qualified to enforce the restrictions (*e.g.*, age, guest list) on entering and leaving the event.
  - 3. Guests twenty-one (21) years of age and older must be clearly identified in a consistent manner as being of legal drinking age (*e.g.*, by wearing a colored wristband provided to the guest upon entrance, or by a mark placed on the back of both of the guest's hands with permanent marker by the door monitor.
  - 4. Guests shall be required to enter the event through only one (1) entrance; however, all entrances and exits shall be clearly marked, and in no event shall any entrance or exit be locked or otherwise obstructed in violation of applicable fire and safety codes.
  - 5. Guests whose actions, conduct, and/or demeanor suggest that they may be under the influence of alcohol or drugs shall be prohibited by the door monitor from entering the event.
- F. Sober Monitors
  - 1. A chapter is required to have at least one (1) sober monitor for every fifteen (15) people present at a Chapter House Event. This includes members and guests. At least one (1) of the sober monitors must be an executive board member or the risk manager of the fraternity, and at least one (1) of the sober monitors must have completed the university version of the Training for Intervention Procedures (TIPS) program for alcohol servers with regard to recognizing an intoxicated person, dealing with a belligerent person, and developing intervention techniques. Sober monitors shall not consume any alcohol or use any illegal drugs or controlled substances at any time during or on the day of the event.
  - 2. The responsibilities of the sober monitors include, but are not limited to, the following:
    - a. Obtaining sufficient training and familiarity with this Policy and the FIPG Policy and Manual to carry out their responsibilities as sober monitors.
    - b. Monitoring the number of guests at the event and whether they are properly in attendance.
    - c. Monitoring compliance by members and guests with Sections I and II of this Policy.
    - d. Monitoring the intoxication level of members and guests and using reasonable efforts, as determined by the monitor, to deal with inappropriate behavior or conduct, including indications of high levels of intoxication (but not at the risk of the monitor's own safety).

This may include measures such as asking someone to leave the event, or if a person is obviously intoxicated, asking someone to help the person get back to the place where the individual is residing or staying. However, if violence or other aggressive or illegal behavior has occurred or is threatened, a sober monitor should call the University Police rather than intervening directly at the risk of the monitor's or other members' or guests' personal safety.

- e. Ensuring that all door monitors and sober monitors know the location of, are familiar with, and are adhering to the University's (and, if applicable, the chapter's) risk management and crisis management plans during the event.
- f. Ensuring that all door monitors and sober monitors are aware of the following telephone numbers, and that the numbers are posted at or near the entrance to the event and are clearly visible and legible:

1. **Emergency** **911**

2. University Police: (765)285-1111

3. Muncie Police Department: (765) 747-4838

4. Muncie Fire Department: (765) 747-4877

5. Greek Emergency Hotline: (765) 730-3851

6. Emergency contact telephone numbers for the chapter's advisor(s) and (inter)national headquarters. The posting shall include a statement that 911 should be called from a land line if possible, because a call from a cell phone may not result in the caller being connected to the Muncie dispatch center – thus resulting in a delayed response.

- G. The Chapter must allow Social Evaluation Team (“SET”) members and IFC representatives to enter the chapter facility at any time before, during or after a Chapter House Event in order to carry out their assigned responsibilities under this Policy. Upon the arrival of a SET member or IFC representative at an event, the fraternity and its officers and members, including all door monitors and sober monitors, shall treat the individual(s) as guests and give them the utmost cooperation, including providing them, upon request, any relevant information concerning the event and those in attendance.

### III. Alumni and Family Events Held on Chapter House Premises

- A. The rules and policies in this Section III apply to any Alumni or Family Event (or Alumni and Family Event) held on the chapter house premises at which alcohol is served or consumed. An Alumni Event is an event where the guests in attendance are limited to alumni of the fraternity and their family members. A Family Event is an event where the guests in attendance are limited to the fraternity members' families. For these purposes, an alumnus' or member's “family” includes his or her spouse, children, grandchildren, parents, grandparents, brothers, sisters, nieces and nephews, as well as corresponding step and in-law relationships. A single event may be both an Alumni Event and a Family Event.
- B. All Alumni and/or Family Events must be held in compliance with the General Policies set forth in Section I above.
- C. The rules and policies set forth in Section II of this Policy shall apply to an Alumni or Family Event (or Alumni and Family Event), except that the ratio limitation in Section II.B for guests to chapter members present at the event shall not apply (but the fire code capacity limitation shall apply).
- D. Unless otherwise approved in writing by the Office of Student Life, each fraternity is limited to hosting a maximum of four (4) Alumni and/or Family Events each academic year (this means

a total of four (4) such events, not four (4) Alumni Events and four (4) Family Events).

#### IV. Third Party Vendor Events

- A. The rules and policies in this Section IV apply to any Third Party Vendor Event at which alcohol is served or consumed. A Third Party Vendor Event is any event hosted or co-hosted by a fraternity using a third party vendor that is held off the fraternity's premises. A fraternity hosting or co-hosting a Third Party Vendor Event must comply with the Third Party Vendor Guidelines set forth in the FIPG Manual and must hire a third party vendor holding the proper permit(s) under the Indiana alcoholic beverages statutes to serve the alcohol at the event.
- B. Both the fraternity and the third party vendor are responsible for ensuring that the event is held in compliance with this Policy. Approved third party vendors will generally be given an updated copy of the Policy annually. If the third party vendor does not have a copy of the current Policy, the fraternity shall provide a copy to the vendor.
- C. The rules and policies set forth in Sections II.E and II.F of this Policy, regarding sober monitors and rights of access to the event by SET members and/or IFC representatives, shall apply to a Third Party Vendor Event. If two (2) or more fraternities are co-hosting such an event, the sober monitors must include at least one (1) executive board member or the risk manager from each fraternity.
- D. Persons whose actions, conduct, and/or demeanor suggest that they may be under the influence of alcohol or drugs shall be prohibited from entering the event.
- E. Fraternities that host or co-host Third Party Vendor Events are encouraged to secure safe transportation to and from events for members and guests.

#### V. Alcohol-Free Events

- A. The rules and policies in this Section V apply to any Alcohol-Free Event. An Alcohol-Free Event is an event where no alcohol is consumed or available for consumption at the event.
- B. No person shall consume alcohol prior to or during an Alcohol-Free Event.
- C. Persons whose actions, conduct, and/or demeanor suggest that they may be under the influence of alcohol or drugs shall be prohibited from entering the event.

#### VI. Registration of Events

- A. Fraternities must register any Chapter House Event, Alumni Event, Family Event, Third Party Vendor Event or Alcohol-Free Event covered by this Policy with the Office of Student Life at least five (5) calendar days in advance of the event, using the form(s) attached to this Policy as Appendix A.
- B. No chapter shall host or co-host an event that hasn't been properly registered, including all required forms and information, in accordance with this Policy.

#### VII. SET Administration, Training and Evaluation

##### A. Administration

1. This Policy and program will be administered and evaluated through a peer evaluation process conducted by the Social Evaluation Team (SET).
2. Membership on SET will be determined by an application and interview process. All fraternities are encouraged to participate in SET in order to promote self-governance. Application and interview procedures are attached to this Policy as Appendix B. Terms of SET members shall be from January to January.

##### B. Responsibilities of SET



1. SET's role is to observe social functions at fraternity houses and record their observations on the SET Checklist which is attached to this Policy as Appendix C.
2. SET is not responsible for enforcing compliance with this Policy but rather to observe social functions.
3. SET will notify chapters of their observations at the conclusion of the evaluation; however, SET will not levy sanctions.
4. Chapters may appeal the observation form completed by SET members.

#### C. Training

1. Each SET member will be trained, within the first two weeks of each semester, such training to be by the IFC Vice President of Risk Reduction, the Greek advisors and/or graduate assistants.
2. SET members must attend the training session each semester. Members who do not attend the training are not eligible to serve on SET.
3. SET training will include the following:
  - a. An explanation of the Greek Community Risk Management Policy
  - b. An explanation of the role of SET members as evaluators
  - c. How to identify and report Policy violations
  - d. How to complete the SET checklist
  - e. An explanation of the emergency response protocol
  - f. Techniques for handling conflict and confrontation
  - g. SET awareness assessment
  - h. Assignment of SET members based on availability

#### D. Evaluation

1. SET may visit each fraternity and/or event that has been registered under this Policy. Visits may occur before, during and/or after the event, on any day of the week, and on one (1) or more occasions.
2. The IFC Vice President of Risk Reduction and/or the IFC President may request an evaluation of a fraternity and/or event that failed to register an event in violation of this Policy.
3. Evaluations will be accomplished by means of the SET Checklist which is attached to this Policy as Appendix C. The completed Checklist will be signed by each SET member who participated in the evaluation and by the chapter executive board members receiving the Checklist and will be submitted to the Office of Student Life by noon of the next business day following completion of the evaluation. A copy will be given to the chapter president.

### **HAZING**

No chapter, colony, student or alumnus shall conduct or condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the

chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the University or applicable Indiana law.”

Examples of hazing activities, taken from the FIPG Manual, are included as Appendix D to this Policy.

The Student Code, at Section 5.1.2 and Appendix D, also prohibits hazing (as defined in the Student Code) by University students, student organizations, groups or teams and provides for disciplinary action in the event of a violation. In addition, an Indiana criminal statute, Indiana Code §35-42-2-2, provides that hazing (defined as “forcing or requiring another person: (1) with or without the consent of the other person; and (2) as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury”) constitutes criminal recklessness, a misdemeanor, or a felony if it involves a firearm or other deadly weapon or “aggressive driving” that results in serious bodily injury or the death of another person.

### **SEXUAL ABUSE AND HARASSMENT**

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This includes any actions, activities or events, whether on chapter premises or an off-site location, which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar entertainers, whether professional or amateur, at a fraternity event as defined in this Policy is prohibited.

The Student Code, at Sections 5.1.1 and 5.1.5 and Appendices J and K, also prohibits sexual harassment and sexual misconduct (as defined in the Student Code) by University students and provides for disciplinary action in the event of a violation.

### **FIRE, HEALTH AND SAFETY**

All chapters must:

- (1) Make sure their chapter house complies with local and state fire and health codes and standards;
- (2) Post by common phones and in other locations emergency numbers for fire, police and ambulance (the numbers are listed in Section II.F.2.e. on page 5 of the Alcohol and Drugs Policy) and have posted evacuation routes on the back of the door of each sleeping room.
- (3) Comply with engineering recommendations as reported by the fraternity’s insurance company or local or state authorities.
- (4) Prohibit the possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house; and
- (5) Prohibit the use of candles in the chapter house or individual rooms except under controlled circumstances such as initiation.

### **EDUCATION**

All chapters must annually instruct their members regarding this Policy and obtain their signed acknowledgments that they have received and reviewed a copy of the Policy. Chapter members shall demonstrate their knowledge of the Policy by achieving a satisfactory score on a standardized test

administered under the supervision of the Office of Student Life and attending educational programs.

A copy of this Policy shall be available on the fraternity's website. The fraternity shall also maintain updated copies of this Policy, the FIPG Policy, the FIPG Manual and its national organization risk management policies on its premises for review by members, alumni and key volunteers

## APPENDIX A – EVENT REGISTRATION FORM

Fraternities (including sororities) who are planning to host or co-host an event – defined as a party or function hosted or co-hosted by a fraternity that persons other than members of the fraternity (“guests”) are invited to attend – shall use this form to comply with the requirement under the Ball State University Greek Community Risk Management Policy (the “Policy”) that the event be registered with the Office of Student Life. If more than one fraternity is hosting the event, a separate copy of the first page should be made, signed and submitted on behalf of each of the co-hosts. The form is due in the Office of Student Life at least five (5) calendar days before the event.

The form must be filled out completely, reviewed and signed by the chapter’s president, risk manager and social chair, and submitted to the Office of Student Life before the filing deadline. The chapter and its officers and members must make sure that all events are held in compliance with the Policy’s provisions.

### TYPES OF EVENTS:

- Chapter House Event: an event, other than an Alumni or Family Event, held on the chapter house premises at which alcohol is served or consumed.
- Alumni Event: an event held on the chapter house premises at which alcohol is served or consumed and where the guests in attendance are limited to alumni of the fraternity and their family members.
- Family Event: an event held on the chapter house premises at which alcohol is served or consumed and where the guests are limited to the fraternity member’s families.
- Third Party Vendor Event: an event held off the fraternity’s premises using a third party vendor at which alcohol is served or consumed.
- Alcohol-Free Event: an event where no alcohol is consumed or available for consumption at the event.

### INSTRUCTIONS FOR COMPLETING AND SUBMITTING FORM:

- Download and complete form and save as a Word document.
- Have form reviewed for completeness and accuracy by chapter officers and obtain signatures of chapter’s president, risk manager and social chair at bottom of first page.
- Review the Policy and national organization policies to determine requirements for event. In the event of a conflict between the policies, the stricter policy shall be enforced.
- Print and save copy of form for chapter records.
- Submit original form to the Office of Student Life before the filing deadline.

### SIGNATURES OF RESPONSIBLE PARTIES:

By signing below, the chapter president, risk manager and social chair confirm that: (1) they have reviewed this form, including all attached pages, and the information contained therein concerning the event is complete and accurate; and (2) they have reviewed the Ball State University Greek Community Risk Management Policy and the applicable national organization policies, and the event is and will be in compliance with those policies.

\_\_\_\_\_  
Chapter Social Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Risk Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Date

**GENERAL INFORMATION:**

Fraternity/Sorority:

Type of Event (see first page):

Theme/Title of Event:

Location of Event: Address: Date

of Event:

Time Event Starts and Ends:

**EVENT MANAGEMENT:**

Capacity of Event Location under Fire Code:

Number of People Expected to Attend Event: Members: Guests: Total Attending:

Number of Sober Monitors Required:

Number of Sober Monitors Assigned:

(Attach separate page listing names, positions and cell phone numbers of all sober monitors, door monitors and other responsible chapter members assigned to event.)

**POLICIES:**

Have all members reviewed and will they comply with University regulations, the Policy, the FIPG Policy, the FIPG Manual, and the applicable national organization risk management policies?

Yes \_\_\_ No

Will alcohol be present during the event? Yes \_\_\_ No

If the event is at chapter house, have arrangements been made to comply with the door management requirements (Section II.D of the Policy)? Yes \_\_\_ No

If alcohol will be served, do the arrangements for dispensing alcoholic beverages at the event comply with Indiana laws and regulations and the requirements of the Policy (e.g., BYOB or Third Party Vendor Guidelines in FIPG Manual, as applicable)? Yes \_\_\_ No

If the event is a Third Party Vendor Event or a third party vendor will be hired for a Chapter House Event, is the signed and dated Third Party Vendor Agreement attached, including the required Certificate of Insurance?

Will transportation to or from the event be provided or available? \_\_\_ Yes \_\_\_ No

If so, describe in detail: \_\_\_\_\_ Yes \_\_\_\_\_ N

## Third Party Vendor Agreement Form

### THE CHAPTER PRESIDENT:

Your Chapter will be in compliance with the Ball State University Greek Community Risk Management Policy and FIPG if you hire a “third party vendor” to serve alcohol at your functions WHEN you can document the following checklist items.

### THE VENDOR MUST:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and/or a temporary license to sell on the premises where the function is to be held.
2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider. The above “certificate of insurance” must also show evidence that the vendor has, as part of his coverage, “off premise liquor liability coverage and non-owned and hired coverage.” The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.
3. Agrees in writing to cash sales only collected by the vendor during the function.
4. Assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - a. Checking identification card upon entry;
  - b. Not serving minors;
  - c. Not serving individuals who appear to be intoxicated;
  - d. Maintaining absolute control of all alcoholic containers present;
  - e. Collecting all remaining alcohol at the end of a function (no excess alcohol—opened or unopened—is to be given, sold or furnished to the chapter);
  - f. Removing all alcohol from the premises.

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with the Ball State University Greek Community Risk Management Policy and FIPG.

\_\_\_\_\_  
Chapter President’s Signature and Date

\_\_\_\_\_  
Vendor’s Signature/Company and Date

**APPENDIX C – SET CHECKLIST**

**Date of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Host Chapter:** \_\_\_\_\_ **Co-Sponsoring Chapters:** \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

<b>EVALUATION</b>		<b>Yes</b>	<b>No</b>
<b>Door/Check-In Area</b>			
This is a registered function			
Printed or typed guest list w/signatures is present and utilized			
Checking IDs (drivers license, passport or state ID only)			
Only admitting individuals on the guest list			
Only one entrance/exit point			
Guests 21 and over are marked with an X or a wristband			
Crisis Management Plan is posted at entrance			
Greek Community Risk Management Policy & forms posted at entrance			
<b>Function Area</b>			
The function is not exceeding safe capacity			
The number of people who have signed in on the guest list matches the # of people present at the function			
No signs of mass consumption or bulk quantity			
Proper number of sober workers for duration of function			
This function is a safe social environment			
No alcohol present (alcohol free function only)			
<b>Bar Area</b>			
Serving to only hosts/guests with wristbands or X			
Bar system is BYOB or 3rd party vendor			
Chapter members being respectful and cooperating			

**Chapter Verification (Each chapter)**  
**Print/Sign**

**Social Evaluation Team Verification**  
**Print/Sign**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX D – SET EVALUATION PROCEDURES

### General Information

- SET's role is to observe social functions at fraternity houses and record their observations.  
SET is not responsible for enforcing compliance with the Policy
- SET members visit registered events at fraternity houses or unregistered events at fraternity houses as directed by the IFC VP of Risk Reduction or IFC President
- Visits may occur before, during and/or after the event, on any day of the week, and on one or more occasions
- If the event is not under control, a SET member should call the VP of Risk Reduction or IFC President immediately following the evaluation

### Conducting an Evaluation

1. Approach the house as a guest, be discrete with checklists and stand in line if there is one
2. Start the evaluation while in line. Look for the following items:
  - a. No guests and/or members should be outside of the facility
  - b. Door monitors are checking IDs to confirm age of guest
  - c. X's being placed on the backs of hands or wristbands being used
  - d. Only guests on guest list are being admitted to event
  - e. Guests who are under the influence of alcohol or drugs are not being admitted
3. At the door or check-in table, identify yourself as a SET member. Look for the following items at the entrance:
  - a. A typed guest list with signatures of guests who have signed in
  - b. A 1:1 members present to guests ratio and guest list is set up in this manner
  - c. Alcohol is being checked in at the door and a ticket system is being utilized
  - d. A list of emergency contact numbers and/or a crisis management plan
  - e. A copy of the Policy (or can locate it easily)
4. Request to be escorted through the house. Look for the following items:
  - a. The number of people signed in the guest list matches the number of people visible at the event
  - b. A common source
    - i. Look for everyone drinking the same type of drink
    - ii. Everyone has the same type of cup
    - iii. Large amount of the same type of alcohol (kegs, flats, cases, punch bowls) at the distribution center
  - c. Proper number of sober monitors (1:15)
    - i. Confirm with those listed on the event registration paperwork
    - ii. A TIPS trained sober monitor
    - iii. A sober monitor who is a member of the Executive Board or is the Risk Manager of the fraternity [(ii) and (iii) may be the same person]
  - d. Only one entrance is being used for the social event
  - e. Exits are not obstructed
  - f. Drinking games are not taking place
  - g. Potential recruits are not present
  - h. A general sense that the social event is being managed safely by the host fraternity
5. After conducting a walk-through of the house, do the following:
  - a. Complete the SET Checklist
  - b. Allow the sober monitors to review the form and discuss issues with if necessary
  - c. Ask sober monitors to print and sign the form. SET will do the same



**APPENDIX E – PROCEDURES FOR  
ADDRESSING UNREGISTERED SOCIAL  
EVENTS**

**Unregistered Social Event at a Chapter House**

1. The IFC President or VP of Risk Reduction will call the chapter President, followed by the Vice President and Risk Manager if necessary to inform them of the unregistered event and address concerns
2. The chapter representative will be given the opportunity to address the situation at the unregistered event and will call the IFC President or VP of Risk Reduction to follow up and provide explanation of what was taking place at the chapter house
3. The IFC President or VP of Risk Reduction will decide whether the unregistered event needs to be evaluated. If it does, the SET members will evaluate the event

**Unregistered Social Event at a Member's House (off campus residence)**

1. The IFC President or VP of Risk Reduction will call the chapter President, followed by the Vice President and Risk Manager if necessary to inform them of the unregistered event and address concerns
2. The chapter representative will be given the opportunity to address the situation at the unregistered event and will call the IFC President or VP of Risk Reduction to follow up and provide explanation of what was taking place at the member's house
3. The IFC President or VP of Risk Reduction will decide whether the unregistered event needs to be evaluated. If it does, the two sober IFC executive board members will evaluate the event

**APPENDIX G**  
**Recruitment Rules and Regulations**  
(Revised August 2011)

Section I. Diversity

A. Any person despite race, ethnicity, color, creed, national origin, disability or sexual orientation shall be able to join a fraternity and in no circumstance be denied affiliation on those bases.

Section II. Chapters

A. All Chapters and colonies of the Interfraternity Council (IFC) at Ball State University must uphold the Rules and Regulations presented.

B. IFC Chapters and their members shall speak only of other IFC, Panhellenic Council (PHC), or National Pan-Hellenic Council (NPHC) chapters in a positive manner and not speak in negative connotations about another chapter or its members.

Section III. Definitions

A. Recruitment Event – any activity, formal or informal, held in a chapter house, but not limited to the house, in which potential new members are present and encouraged and/or influenced to affiliate with the chapter’s respective fraternity.

1. This includes, but is not limited to one-on-one recruitment, summer recruitment, chapter philanthropies and/or other chapter functions

B. Bid – a written or verbal invitation to join a fraternity

Section IV. Alcohol and Illegal Substances

A. All fraternities may hold recruitment events both in their houses or other establishments as long as there are no alcoholic beverages and/or illegal substances present or distributed.

1. No alcohol and/or illegal substances shall be present at any new member program, activity, or ritual of the chapter.
2. Members may attend as long as they are not under the influence of alcohol and/or illegal substances.
3. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any potential new member
4. No recruitment activities associated with any chapter may be held at or in conjunction with any establishment who’s primary function is the distribution and/or sale of alcohol.

Section V. Bidding

A. Bids may be handed out at any time as long as:

1. The online grade release form has been submitted
  - a. Chapter Presidents & Recruitment Chairmen will be able to view grade information for potential new members in a Google document.
    - a. The Google Document will be shared with the chapter's accreditation account
2. Academic eligibility has been confirmed. In order to be academically eligible, the recruit must meet the following requirements:
  - a. Having earned less than 12 credit hours, a 2.3 Academic Index.
  - b. Having earned at least 12 credit hours, a 2.3 college accumulative G.P.A.
  - c. Appeals may be made to the OSL office.
3. It is not the summer period (last day of spring classes, before the university's final examination week, through the first day of fall classes)

B. New Member Reporting forms must be submitted to Office of Student Life according to the deadlines outlined in the Accreditation document.

1. Failure to present all New Member Reporting forms will result in a \$25 fine per day late (fines will not be assessed on a per form basis.)

## Section VI. General Rules and Policies

- A. Any fraternity may hold any recruitment events as long as:
  1. Women, other than chapter house mothers and sweethearts, are not present; and
  2. Cash prizes do not exceed \$15; and
  3. Negative Greek related movies, literature, and/or other materials and publications are not presented or distributed.
- B. Fraternities may publicize events as long as the publications (including t-shirts and summer publications) are submitted and approved by the IFC Recruitment Chair
  1. Schedule should include all pertinent event information and the fraternity recruitment chair's contact information.
- C. Recruitment plans
  1. A paper copy of the Strategic Recruitment Plan is due by the third Friday in February to the Office of Student Life by 5:00 PM

2. A paper copy of the Bi-Monthly Recruitment Plan is due to the Office of Student Life in accordance with the deadline set by the IFC Vice President of Recruitment

a. Two weeks notice of the deadline will be given by the IFC Vice President of Recruitment

3. Late recruitment plans will result in a \$25 fine per day late

D. IFC Executive Council members may, at any time, enter or observe any recruitment event. Non-compliance or obstruction of this policy is a violation.

E. IFC Executive Council members may, at the request of the IFC President or IFC VP of Recruitment, enter or observe any recruitment event. Noncompliance or obstructions of this policy is a violation.

#### Section VII. Event Registration

A. All recruitment events as defined in Section III.A must be registered utilizing forms provided by the Interfraternity Council

1. Exceptions include one-on-one recruitment, summer recruitment, or events that fall outside of the academic calendar

a. Events taking place within 7 days prior to the start of an academic term must be registered

B. All recruitment events must be registered with the Office of Student Life by 5:00 PM at least one business day prior to the event

C. A falsified or incomplete event registration form will be treated as an unregistered event.

#### Section VIII. Consequences of Breaking Recruitment Rule

A. Any infraction of the Recruitment Rules can result in fines, loss of promotional privileges, loss of voting rights, or an Interfraternity Council Judicial Board review.

B. Infraction of Section VII.A will result in a fine of \$100 fine for the first violation, a \$200 fine for the second violation, and a \$300 fine and/or a Judicial Board of Review for the third violation

1. Final discretion is up to the Vice President of Recruitment

C. Infraction of Section VII.B will result in a fine of \$50 per event

D. The IFC Executive Council reserves the right to remove any individual or chapter acting inappropriately from any IFC sponsored recruitment event. Final discretion is up to the VP of Recruitment.

#### Section IX. House Tours (if applicable)

A. IFC VP of Recruitment will monitor chapter facilities and has the right to

bypass your house based on appearance, content or lack of presentation.

B. All rules that apply to recruitment events apply to house tours.

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## **ANTI-HAZING POLICY**

Taken from the Ball State University Student Code, p. 29

### **XIX. Anti-Hazing Policy**

A. Hazing by student organizations and groups of Ball State University is prohibited. Hazing is defined as follows: Any mental or physical requirement, request, or obligation placed upon any person (e.g., a pledge, associate member, affiliate, prospective member, guest, or initiate) which could be harmful to the health and/or welfare of the person, or which is personally degrading to the individual involved, or which has an adverse effect on the academic progress of the person, or which violates any federal, state, or local laws or university policy. Individual acceptance of or acquiescence to any activity covered by the foregoing definition in no way validates or excuses the activity. Student groups may be required to certify in writing that they are in compliance with this policy.

B. Individual members of organizations or groups who violate this policy are subject to disciplinary action as provided in Section V, above. Any organization which violates this policy is subject to sanctions which may be imposed by the coordinating body of which the organization is a constituent member, the vice president for Student Affairs and Enrollment Management or a designee, and/or the Student Activities Committee.

Indiana law requires any person with knowledge of hazing activities to report that information to a proper authority. At Ball State University, that report should be forwarded to the Office of Student Life (Student Center, Room 133, 285-2621) or the Department of Public Safety (285-1111).

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## **APPENDIX F**

### **Community Service and Philanthropy Rules and Regulations**

(April 2010)

Section I. Community Service Definition

A. Direct service back to the community or an agency that directly benefits the community

Section II. Examples of Community Service

- A. Volunteering at agencies such as Muncie Mission, ARF (Animal Rescue Fund, Boys and Girls Club, A Better Way
- B. Tutoring at an elementary students (i.e. MOMS Motivate Our Minds)

- C. Picking up trash around the community
  - D. Coaching for a school (unpaid)
- Section III. Restrictions on Community Service
- A. Helping with Ball State ran events such as Late Night or Residence Hall Move In
  - B. Donating blood
  - C. Walking/running in a 5k fundraiser
  - D. Anything that doesn't involve an agency (i.e volunteering your time at a hair salon, babysitting, helping your parents, redecorate your house, helping someone decorate their classroom before school)
- Section IV. Clarification
- A. If there are any issues with what are community service hours and what isn't, please refer to the Philanthropy and Community Service Guidelines on the Greek life website
  - B. Talk to the V.P of Community Outreach
  - C. Talk to the Office of Student life
- Section V. Philanthropy Definition
- A. The act of donating money, goods, services, time and/or efforts to support a charity, cause or foundation.
- Section VI. Examples of Philanthropies
- A. Donating clothes, food, hygiene products, furniture and/or goods to an organization such Muncie Mission or Goodwill
  - B. Donating money directly to a charity or non-profit agency
  - C. Donating canned foods to a food pantry, such as donations for Can-struction and Stuff the Bus
- Section VII. Restrictions of Philanthropies
- A. Donating blood
  - B. If you are paying money to participate in another chapter's philanthropic activity, you cannot count the money you donated/paid as philanthropy for your chapter. The chapter hosting the event will be able to count the total proceeds raised as philanthropy for their chapter. Otherwise the money will be reported twice.
- Section VIII. Limitations
- A. No philanthropic event may include
    1. Association, use, or involve the sale of alcohol
    2. Association, use, or involve the sale of tobacco
    3. Association, use, or involve the use of any illegal drug
    4. Involve inappropriate sexual conduct
  - B. Funds raised in an event must be give to non-profit organization
- Section IX. Consequences
- A. Any infraction of the Philanthropy Rules and Regulations shall result in the chapter or chapters sent to Judicial Board.
  - B. If community service hours do not follow the Rules and Regulation shall result that chapter will not be accredited for those hours.
  - C. The Office of Student Life as final say on what is community service and what isn't

## **Appendix A**

### **Academic Policy**

(Revised March 2008)

#### **Section I. Purpose**

- A. The purpose of this program is to set new members on the right path towards academic success. Through this program we hope to improve the academic well-being of new members, by instilling healthy study habits and providing them with the knowledge of academic programs offered by the University.

#### **Section II. New Members:**

- A. Each new member is required to participate in three (3) programs provided by the Learning Center in the North Quad
- B. There are five (5) options from which three (3) programs need to be completed before the last week of the semester the new member initiates. These options are as follows.
  1. Attend any of the workshops that are offered at the Learning Center in the North Quad.
    - a. This option can count towards all three (3) programs needed as long as they are different workshops.
  2. Attend tutoring sessions through the Learning Center for a class.
    - a. This option can count towards all three (3) programs needed.
  3. Attend a Supplemental Instruction (SI) session already offered by the Learning Center.
    - a. This option can count towards all three (3) programs needed as long as the Supplemental Instruction (SI) are for three (3) different classes.
  4. Meet with your academic advisor.
    - a. This option may only be used one (1) time.
  5. Chapters may set up a meeting at the career center.
    - a. This option may only be used one (1) time.
- C. Recording attendance at programs:
  1. When attending Learning Center workshops you must sign in and sign out on the Interfraternity Council (IFC) sign in sheet.
  2. For tutoring sessions, meeting with academic advisors, and career advisors, members must fill out one (1) of the "Additional Workshop" forms that are found in the Office of Student Life (OSL), or on the Greek Life website.
    - a. These must be turned into the IFC Vice President of Programming before the finals week of that semester.
    - b. The Interfraternity Council (IFC) New Member Scholarship Program additional workshop form can also be found on the Greek Life website
- D. Incentives and Consequences:
  1. Incentives:

- a. If a chapter has 90 percent attendance or higher, then that chapter is exempt from the consequences below.
  - b. If a chapter has 90 percent attendance, then a letter of achievement will be sent to the Vice President of Student Affairs, chapter advisors, and the fraternity headquarters
- 2. Consequences:
  - a. For each new member that does not complete the requirement there will be a \$10 fine.
  - b. The chapters that do not submit a scholarship plan by the deadline will have their IFC voting privileges revoked until they have submitted a satisfactory scholarship plan.
- E. IFC Scholarship:
  - 1. All fines from the New Member Scholarship Program will go towards a scholarship for non-Greek male freshmen. In the hopes to encourage non-Greek males with high academics to join IFC chapters.
  - 2. The IFC Scholarship application and selection for the scholarship winner will be decided by a committee made up of five (5) IFC chapter members.
    - a. The members of the IFC Scholarship committee will be chosen by the IFC Executive Council.
    - b. IFC Vice President of Programming will appoint the chair of the IFC scholarship committee.
- F. Exceptions:
  - 1. New members that are of upperclassman status (sophomore and higher) with a 3.0 cumulative GPA of higher do not have to participate in this program.
  - 2. All exemptions must be granted by the IFC Executive Council.
- G. The IFC Vice President of Programming and the Director of the Learning Center reserves the right to receive attendance information relating to this program and to report these back to the respective chapter's scholarship chairman.

**APPENDIX C**  
**Expansion Policy**  
 (Revised March 2009)

- Section I. Formulation of Expansion Committee
  - A. The expansion committee and the IFC shall work to the best of their ability to meet the standards set by the North American Interfraternity Conference while maintaining the integrity of the organization.
  - B. The Interfraternity Executive Council will appoint a standing committee with a chairman chosen by the IFC Vice President of Recruitment and elected by the IFC executive board. The committee shall be comprised of
    - 1. Each member fraternity will be allowed to have one (1) representative on the committee. Representatives must be current members in good standing or an alumni chapter advisor in good standing.



2. At least two (2) representatives from the Office of Student Life at Ball State University shall be on the committee.

3. The chair will report to the IFC Vice President of Recruitment.

Section II. Responsibilities of the Expansion Committee

A. The responsibilities of the Expansion Committee shall include:

1. Research and solicit (inter)national fraternities to invite to Ball State University as outlined by Section III of this Article.

2. Work together to recommend a(n) (inter)national fraternity for expansion at Ball State University. Recommendations will be made to the Office of Student Life for administrative approval.

3. To act as liaison between proposed fraternities' (inter)national representatives and IFC.

4. To make reports to IFC roundtable concerning the development of proposed fraternities.

5. Inform potential fraternities of requirements and steps they must take to achieve full recognition, as laid out in this policy.

Section III. Solicitation and Selection Process

A. Solicitation Process

1. The Expansion Committee shall select a group of (inter)national fraternities to solicit expansion petitions.

a. No less than two (2) (inter)nationally affiliated fraternities shall be selected for solicitation.

b. (Inter)Nationally affiliated fraternities who have expressed interest in Ball State University shall be given priority during the selection process.

2. Letters to the selected groups shall be sent or appropriate correspondence shall be made immediately after the groups have been selected.

a. The letter shall outline the process and timeline for expansion at Ball State University. A request for all necessary expansion materials, including constitution and bylaws, a letter stating why the fraternity would like to expand at Ball State, proof of alumni committed to involvement in the colony, and an expansion plan shall be made to each selected fraternity.

3. Once all interested (inter)national fraternities have supplied the Expansion Committee with the requested materials, the committee shall choose an organization(s) for an on campus presentation.

4. Once all selected groups have made a presentation or been given the opportunity to present, the Expansion Committee shall determine whether or not to select one (1) or more of the (inter)national fraternities to expand and form a colony at Ball State University as an associate member of the IFC.

a. The Expansion Committee, selected fraternity(s), and the Ball State administration will work together to determine an appropriate timeline for the formation of the new colony.

Section IV. Requests for expansion made to the IFC

- A. When a request for expansion is made to the IFC, the Expansion Committee shall review the request with the Office of Student Life to determine the appropriate action.
  - 1. A request for all expansion must include all necessary expansion materials, including constitution and bylaws, proof of alumni committed to involvement in the colony and a proposed plan for expansion.
- B. Upon reviewing all the materials presented to the Expansion Committee, the committee will determine whether or not to invite the organization to make an on campus presentation.
  - 1. The committee will send a letter or appropriate correspondence to the organization within one (1) week of their decision.
- C. Once the selected group has made a presentation or been given the opportunity to present, the Expansion Committee shall determine whether or not to select the (inter)national fraternity to expand and form a colony at Ball State University as an associate member of the IFC.
  - 1. The Expansion Committee, selected fraternity(s), and the Ball State administration will work together to determine an appropriate timeline for the formation of the new colony and associate membership in the IFC.
- D. If a group of students is interested in forming a colony of a new (inter)national fraternity, they must petition (inter)national officers to follow expansion rules outlined in Article IV. Only after (inter)national fraternity is accepted as an associate member are the students then allowed to associate with the (inter)national fraternity.

Section V. Requirements Before Expansion

- A. These requirements must be met by a(n) (inter)national fraternity before any action by the IFC will take place:
  - 1. The appropriate paperwork, including the intent to organize form, must be completed and approved.
  - 2. The group must have a chapter advisor and furnish his or her contact information to the Office of Student Life
  - 3. Groups that are not recognized by the Office of Student Life are not permitted to recruit and associate students from Ball State University.
    - a. Non-recognized groups that conduct underground recruitment and pledging of any Ball State University student(s) will not be permitted to petition IFC for recognition for a minimum of four (4) years.