



Panhellenic Council

Executive Board Greek Leadership Manual



Publication Provided by: Office of Student Life
Ball State University 765-285-2621 www.bsu.edu/greeklife

Important University Contact Information

Office of Student Life	765-285-2621 www.bsu.edu/studentlife
Greek Life Emergency Hotline	765-730-3851
Campus Counseling Center Emergency Number	765-285-1736 (business hours) 765-747-7330 (after hours)
Counseling Center (non-emergencies)	www.bsu.edu/students/cpsc
Greek Life Website	www.bsu.edu/greeklife
Learn More about Greek Strategic Plan	www.bsu.edu/greeklife/stratplan
Daily News	765-285-8255 www.bsudailynews.com
Increase University Email Capacity	morespace@bsu.edu
BSU Alumni Association	www.bsu.edu/alumni
Learning Center	www.bsu.edu/universitycollege/learningcenter
Career Center	www.bsu.edu/students/careers
Greek Life Email	greeks@bsu.edu
Greek Housing Email	greekhousing@bsu.edu
NPC Area Advisor	Dana Katz dkatz@indy.rr.com
Reserve a Room	Charlie Scofield 765-285-1850 cscofiel@bsu.edu
University Banquet & Catering	765-285-3500
National Panhellenic Conference (NPC)	www.npcwomen.org
North American Interfraternity Conference (NIC)	www.nicindy.org
National Pan-Hellenic Council, Inc.	www.nphchq.org

Table of Contents

Your Greek Community		Crisis Management Continued	
History of Greek Life at Ball State	p. 4	Death and Suicide Protocol	p. 40
Greek Community Overview	p. 5	Reporting an Incident	p. 41
Community Values	p. 5	Alcohol Free Housing Resolution	p. 42
Greek Strategic Plan		Calendar	
Overview of the Plan	p. 6	January Responsibilities	p. 44
Office of Student Life Role	p. 6	January Calendar	p. 45
Vision Statement	p. 7	February Responsibilities	p. 46
Mission Statement	p. 7	February Calendar	p. 47
Chapter President's Role	p. 7	March Responsibilities	p. 48
Greek Speak	p. 8 - 9	March Calendar	p. 49
Office of Student Life		April Responsibilities	p. 50
Services and Expectations	p. 10-11	April Calendar	p. 51
Greek Staff	p. 12-13	May Responsibilities	p. 52
08-09 Goals	p. 14-16	May Calendar	p. 53
How to Utilize the Office	p. 16	June Calendar	p. 54
Resources	p. 17	July Calendar	p. 55
Important Documents	p. 17	August Responsibilities	p. 56
How to Utilize your HQ	p. 17	August Calendar	p. 57
How to Reserve a Room	p. 18	September Responsibilities	p. 58
Priority Dates Scheduling Process	p. 19	September Calendar	p. 59
FIPG Policies	p. 20-21	October Responsibilities	p. 60
Accreditation and Awards Program	p. 22-26	October Calendar	p. 61
NPC & PHC Overview		November Responsibilities	p. 62
Purpose of the NPC	p. 27	November Calendar	p. 63
Purpose of the PHC	p. 28	December Responsibilities	p. 64
PHC Code of Ethics	p. 29	December Calendar	p. 65
NPC Standards	p. 30-31	Greek Leadership Summit	
PHC Exec Board Job Descriptions	p. 32-37	Goals & Outcomes	p. 66
Crisis Management		Rules	p. 66
General Overview	p. 38	Agenda	p. 67
Fire Protocol	p. 39	Friday Sessions	p. 68-70
Serious Injury Protocol	p. 39	Saturday Sessions	p. 71-81
		Agenda for Change	p. 82-84

History of Fraternities and Sororities at Ball State

Indiana Normal School and College of Applied Science was founded in 1905. Greek-lettered organizations were founded during this time, but historical records do not offer many details. However, records did state that in 1907, the president, Francis M. Ingler, decreed all fraternities to be disbanded. The cause behind this decree was the hijinks of Phi Sigma Theta having a cow roaming through their fraternity house.

After the community's efforts to sustain a small teacher-training school failed, the Ball brothers purchased the land and buildings of the defunct institution and donated them to the State of Indiana. This gift became the Indiana State Normal School Eastern Division, which opened on April 4, 1918.

Within a year of the school being founded the first Greek organization was established: the Navajo social club which would later become Lambda Chi Alpha in 1951. With the inaccuracy of records prior to the Navajo social clubs founding, Ball State University celebrates 1919 as the founding year for the Greek community at Ball State. The Navajo social club specifically did not use 'fraternity' in their name since they remembered the old injunction by President Ingler in 1907.

Also in 1919, the Girls Club was started, which followed the tradition of the organization at Indiana State Normal School in Terre Haute. All girls were eligible to be a member and local sororities started in sections of the club beginning with Alpha sorority in 1920, which later became Alpha Chi Omega.

Ball State did not have a large contingent of national organizations until the mid 1950s when many of the local organizations affiliated with national fraternities and sororities.

In 1946, Sigma Gamma Rho Sorority, Inc. was established as the first African-American sorority at Ball State University and in 1953, the first African-American fraternity, Kappa Alpha Psi Fraternity, Inc, was founded. The remaining members of the Divine Nine begin to establish chapters over the next 50 years with Iota Phi Theta colonizing in 2001.

Gamma Phi Omega International Sorority, Inc. became the first Latina sorority at Ball State University when the local chapter was established on September 10, 1994.

In 1957, Woodworth Complex opened and provided eight sorority suites. Records listed the names of five current sororities that moved into the suites: Alpha Chi Omega, Alpha Omicron Pi, Chi Omega, Delta Zeta and Pi Beta Phi. The tradition of sorority suites was changed in January 2008 when four sororities relocated to university owned houses on Riverside Ave. for the first time.

Throughout the community's history 47 national and international Greek organization chapters have called Ball State University home. Currently there are 13 fraternities and 12 sororities active on campus:

- | | | | |
|-------------------------|-------------------------|-----------------------|-------------------------|
| • Alpha Chi Omega | • Delta Tau Delta | • Phi Delta Theta | • Sigma Gamma Rho, Inc, |
| • Alpha Gamma Delta | • Delta Zeta | • Phi Gamma Delta | • Sigma Kappa |
| • Alpha Omicron Pi | • Gamma Phi Omega, Inc. | • Phi Sigma Kappa | • Sigma Nu |
| • Alpha Phi | • Kappa Alpha Psi, Inc. | • Phi Mu | • Sigma Phi Epsilon |
| • Alpha Phi Alpha, Inc. | • Kappa Delta | • Pi Beta Phi | • Theta Chi |
| • Chi Omega | • Lambda Chi Alpha | • Sigma Alpha Epsilon | |
| • Delta Sigma Phi | | • Sigma Chi | |

Community Overview

The Ball State University Greek community is comprised of over 1200 members belonging to 25 national and international fraternities and sororities. With almost 100 years of traditions and history, fraternities and sororities have contributed to the personal development and provided a home away from home for Ball State students since 1919. Currently there are 11 Interfraternity Council (IFC) chapters, 10 Panhellenic (PHC) chapters, 3 chapters which belong to the National Pan-Hellenic Council (NPHC) and 1 Latina sorority. Although the Latina sorority is a member of the National Association of Latino Fraternal Organizations, Inc, at Ball State they are a member of the NPHC. Eight IFC chapters and 4 PHC sororities have houses while 7 PHC sororities have a suite located in Woodworth complex. At this time no NPHC chapters have a house or suite. The community comprises just over 8% over the university undergraduate population.

Community Values Statements

Personal Growth

We realize our strengths and limitations by maximizing our potential as lifelong learners; adversity provides for opportunities for growth and reflection.

Relationships

We foster bonds of mutual respect and understanding. We recognize we are all members of a greater community and strive to assist those in need.

Individuality

The Greek experience is personalized by respecting the uniqueness of each person and each chapter. Success is achieved through the accumulation of the diverse talents and experiences we all contribute to the community.

Dedication

We continually pledge to uphold the responsibilities that come with membership in our fraternity and sorority community.

Ethical Behavior

We strive to align our actions with our values; we are cognizant of the effects of our actions and inactions as responsible citizens of the fraternity and sorority community.

My Chapter's Values

How do the chapter values align with the community values?

What does my chapter do that adds value to the community?

What does my chapter do that takes away from the value of the community?

Greek Strategic Plan Overview

At present there are over 800 colleges and universities that host Greek communities on their campuses. However, there are only a handful of institutions that have invested the necessary resources to create strategic plans for their communities. The Ball State University Greek Strategic Plan calls for the development of a larger and more vibrant Greek community. Our plan, or roadmap, will guide fraternity and sorority men and women at Ball State through 2012.

Too often goals are outlined and plans are made only to be placed in a filing cabinet somewhere. I can assure you this is not the case with the Greek community strategic plan! The plan was unveiled on March 25, 2007 and work on the 44 action items outlined for implementation during year one began immediately. Success stories and updates can be found in the Greek Strategic Plan Year One Progress Report. The efforts of many students, advisors and alumni who served on implementation teams were responsible for making the action items a reality.

By 2012, today's accomplishments will drastically change the Ball State Greek community. The Greek experience offered to Ball State students will be unmatched. Fraternity men and sorority women will be the strongest leaders at the university and will apply that knowledge to the workforce and their communities upon graduation. Greek alumni will be engaged and connected to Ball State because of their undergraduate experiences. Greek pride and university support will be evident. The progress we are making today will impact Greek men and women for decades to come.

The Office of Student Life is interested in your thoughts on the plan and the progress we are making as a community. Please let us know if you have questions or feedback.

Greek Strategic Plan - Office of Student Life Role

The Greek Strategic Plan is a road map to success for this entire Greek community. The plan was created by university administrators, students, advisors, and Greek alumni, and every member of the community and staff member in the Office of Student Life plays a critical role in achieving the goals outlined.

The office has four key responsibilities when it comes to the Greek Strategic Plan:

- Providing regular progress updates to Greek alumni and university administrators
- Educating Greek undergraduate members about the plan, its vision, its purpose, and their role in making it happen
- Providing resources, support, and guidance to Greek community leaders so that they can help fulfill the goals outlined in the plan
- Ensuring that the goals are carried out in a way that helps the Greek community grow and thrive

Want more information or updates? Contact Cara Luyster in the Office of Student Life.

Greek Strategic Plan Vision Statement

The Ball State University Greek community will provide all members an unmatched experiential learning and social experience designed to provide life long personal development opportunities and connection to the institution.

Greek Strategic Plan Mission Statement

The Ball State Greek community develops men and women academically, personally, and professionally by:

- Fostering an environment that expects, encourages, and rewards academic success;
 - Engaging alumnae and alumni to provide members with mentor relationships, professional networks, and volunteer resources;
 - Creating intentional membership, personal, and organizational development opportunities in a safe and social environment; and
 - Developing lifelong relationships with each other, the fraternal organizations, and Ball State University.
-

Greek Strategic Plan - PHC Exec Board Role

The Greek Strategic Plan outlines the potential the Greek community has for success over the next several years. But the plan is meaningless if chapters and Greek councils are not on board and supporting the plan and doing everything possible to achieve the goals outlined.

Panhellenic Executive Board officers' have four key responsibilities when it comes to the Greek Strategic Plan:

- Be knowledgeable about the vision, mission and goals outlined in the strategic plan and the goals for the current year (see page 14-16 for 2008-2009 goals) and communicate this knowledge to chapters
- Share regular updates at Council meetings, roundtables and other forums
- Become involved in the implementation of the goals in the plan which means recruiting members to serve on committees, asking questions and aligning council and individual goals with the goals in the plan when appropriate
- Challenging the way it has always been done - in order to become a better community we must stop doing things that are holding us back and start doing things that are going to help us move forward

What are things you want to know about the Greek Strategic Plan? How can you get answers?

Ball State Greek Speak	
Accreditation	A program which outlines the basic expectations of fraternities and sororities recognized by Ball State University. The program assists chapters in monitoring and improving their own activity and performance.
Alumna/Alumnus/Graduate Member	An initiated fraternity or sorority member who has graduated from college.
Badge	A piece of jewelry that designates affiliation to a fraternity or sorority.
Bid	A formal invitation to join a particular IFC fraternity or PHC sorority.
Call	A verbal greeting NPHC members within a fraternity/sorority give each other.
Colony	The term used to describe a new Tri Sigma group before they have become installed and receive their charter. A colony is a chapter as a new member is to an initiated sister – all rights and privileges but not yet privy to the ritual. (Colonization is the recruitment process of starting a new colony.)
Disaffiliate	The period immediately preceding recruitment and not to exceed thirty days, in which recruitment counselors and College Panhellenic officers disaffiliate from their respective sororities so as to remain neutral and impartial to the recruitment process.
Expansion	Term used when a campus invites another fraternity or sorority to open a chapter on its campus. Once the groups is formed, it is called a colony until installation.
Graduate Assistant (GA)	Student pursuing his/her master's degree and works part time in the Office of Student Life. GAs are considered staff.
Greek Alumni Newsletter	Electronic newsletter that is distributed two times per year to all Greek Ball State Alumni
Greek Weekly Newsletter	Electronic newsletter that is distributed each Monday by the Office of Student Life. It includes important dates and upcoming information.
Interfraternity Council (IFC)	The governing body of fraternities at Ball State.
Installation	The event that makes a colony a chapter.
Line	Individuals going through an intake process. However in 1990 all 9 NPHC groups prohibited "pledging" which had been characterized as excessive hazing.
Membership Intake	A period of time in which individuals learn and absorb information related to a NPHC fraternity or sorority of interest. Intake is conducted within each of the nine organizations and therefore no two NPHC organizations will conduct intake together.
Membership Recruitment	The process of meeting potential members and recruiting them to join a fraternity or sorority. Typically only used for IFC and Panhellenic organizations.
Informational	Open interest meeting for non-Greeks seeking information about Greek organizations.

Ball State Greek Speak

National Pan-Hellenic Council (NPHC)	The governing body for the historically African-American and Latino fraternities and sororities at Ball State.
Neophyte	Name given to most recently initiated members in an NPHC chapter.
New Member	A member of an IFC fraternity or PHC sorority who has not been initiated.
New Member Program	A period of learning about IFC fraternity and PHC sorority life prior to initiation. This period varies for all groups.
Panhellenic Council (PHC)	The governing body for the Panhellenic sororities at Ball State.
Philanthropy	An activity or event that raises awareness and collects money and/or donated goods for a charitable organization or cause.
Probate	This time when new members of a NPHC organization are presented
Potential New Member	An undergraduate woman or man who is participating in recruitment.
Panhellenic Total	The maximum number of women a chapter is allowed to have on their roster. The only exception is in the case of formal recruitment where taking quota will place a group over total. A chapter is always allowed to pledge quota.
Pi Chi	Members of a PHC sorority who have disaffiliated during formal recruitment to serve as an objective source of information and support to the potential new members.
Quota	The number of women each sorority may pledge during formal recruitment and is set after the final invitational round. Each sorority is entitled to fill quota at any time during the year; even if by doing so, the chapter's size exceeds total.
Sands	A term used to reference NPHC members who were initiated at the same time (ex. Spring 04).
Yard	Refers to the campus. Term typically used by NPHC fraternity and sorority members.

Services for and Expectations of Ball State Fraternities and Sororities, 2008-2009

Services provided by the Office of Student Life:

1. Provide three full time professional staff members to assist fraternities and sororities.
2. Provide five graduate student staff members to assist fraternities and sororities specifically in the areas of assessment, marketing, academic achievement, leadership development and philanthropy/ community service.
3. Provide two trained graduate student staff members to serve as a live-in advisor for two housed fraternities and one trained graduate student staff member to serve as a live-in advisor for one housed sorority.
4. Provide advising, support and a large campus office for three governing councils.
5. Provide a comprehensive fraternity and sorority life website, free websites for each fraternity and sorority and free websites to three governing councils.
6. Provide multiple listservs for chapters, Greek councils, chapter presidents and selected officers and advisors.
7. Provide a comprehensive Greek calendar for all major Greek and chapter events on the Greek website. This information is also included on the university calendar.
8. Provide individual student mailing labels to distribute recruitment information and interest lists obtained through summer orientation.
9. Provide access to university buses.
10. Provide access to Campus Activities Fund Board money for all-campus events.
11. Provide chapter advisors, faculty advisors and chapter presidents grade point averages for their members each semester.
12. Provide chapter advisors and presidents with grade point averages of potential members.
13. Provide support services to colonies including one designated staff member to provide assistance and advisory support.
14. Provide a Greek report each semester with information on chapter grade point averages, retention statistics, community service hours completed, money raised for charities, leadership development and other statistical information.
15. Communicate regularly with advisors on most correspondence with chapters.
16. Provide a weekly newsletter with important dates and pertinent information to community leaders and advisors.
17. Provide a bi-annual Greek alumni newsletter.
18. Provide a monthly lunch for council presidents to build community and discuss common challenges.
19. Develop and distributed promotional materials to market the Greek experience to new students and parents (in consultation with Greek councils).
20. Provide an annual Greek awards and recognition program to recognize chapters and individuals accomplishments.
21. Develop and train a Greek Connections team, comprised of students from each Greek council, who promote Greek life to the campus and community.
22. Provide assistance with developing a comprehensive Greek marketing plan which targets, incoming students, parents and faculty/staff.
23. Provide leadership resources which include books, activities, videos and items teambuilding activities.
24. Oversee the allocation of funds from the Greek Community Program Fund.
25. Provide an advisory board manual and welcome packet for new advisor.
26. Host an annual meeting for all advisors and two meetings per year for sorority recruitment advisors.

27. Provide a leadership development program which includes:
 - Greek 101 for new members
 - Greek council officer transition and training sessions
 - Greek Leadership Summit for presidents and council officers
 - Two Greek leadership courses for credit (EdHi 401a & EdHi 401c)
-

Expectations of Ball State Fraternities and Sororities:

1. Communicate to and expect from members that academic achievement and success be of the highest priority.
2. Interfraternity Council fraternities must achieve a 2.6 semester GPA to remain in good standing.
3. Interfraternity Council officers must possess and maintain a 2.6 cumulative grade point average to be eligible per their own policy.
4. Panhellenic Council officers must possess and maintain a 2.8 cumulative grade point average to be eligible per their own policy.
5. National Pan-Hellenic Council officers must possess and maintain a 2.5 cumulative grade point average to be eligible per their own policy.
6. All new members must sign a grade release/anti hazing form to release their academic information to their chapter president and advisors and to be added to the chapter roster.
7. Hold members accountable in a fair and consistent manner.
8. Support and complement the mission of Ball State University.
9. Implement responsible membership selection and educational programming for members.
10. Communicate and work with alumni volunteers, Inter/National organizations, and University Greek Advisors to address areas of chapter operations requiring improvement.
11. Chapter members are expected to follow the teachings and values of their Ritual.
12. Chapters are required to adhere to the Greek Community Social Events Policy, the alcohol policy of their national organization, along with all local, state and national laws.
13. Chapters are required to follow Ball State University's hazing policy and the hazing policy of their national organization, along with all local, state and national laws.
14. Chapters are expected to pay dues on time to their respective governing council.
15. Chapters are asked to report their philanthropy donations and completed service hours each semester.
16. Chapters are expected to attend and actively participate in their Greek Council's (bi) weekly meeting.
17. Chapters must submit updated officer/advisor contact information to the Office of Student Life within one week of a change being made.
18. Chapters must update their rosters with the Office of Student Life within the first two weeks and by the last day of classes each semester.
19. Chapter presidents and council officers are expected to attend a Greek Leadership Summit in January.
20. All new member educators and scholarship chairs will attend a training session provided by the Office of Student Life staff each semester to discuss the scholarship component of the new member program and to ensure that those officers understand the objectives and expectations of the new member scholarship program.
21. All chapters are expected to submit a scholarship plan at the beginning of each semester.
22. All chapters are expected to submit a Greek Excellence report each December.
23. All new members of each chapter are expected to attend Greek 101 (held each semester.)
24. Chapters are expected to have an active faculty/staff advisor and an active chapter advisor. Name and contact information should be submitted to the Office of Student Life.
25. Chapters are highly encouraged not to hold any activities the last week of classes.

The Office of Student Life

The Office of Student Life is the main hub for all student organizations and most activities at BSU. It is divided into two main offices: room 118 (near the post office) and room 133 (near the Greek Life office). We oversee these main areas: Greek life, multicultural organizations & Spectrum, Student Voluntary Services, Excellence in Leadership, the leadership minor and summer bridge programs. Phone: 285-2621. Web: www.bsu.edu/studentlife

Meet the Greek Staff

Lynda Wiley, Assistant VP of Student Affairs/Director of Student Life,
lwiley@bsu.edu

Advises NPHC & SGA. Assists with implementation of strategic plan and sorority housing project and improving relations with Greek alumni. Oversees Student Activities Committee and Campus Activities Fund Board. Does a whole lot more but there isn't enough space!



Cara Luyster, Assistant Director of Student Life, cwluyster@bsu.edu

Serves as the main Panhellenic and Interfraternity Council advisor. Oversees the implementation of the sorority housing project and strategic plan. Handles all risk management education and investigations and judicial hearings. Works very closely with chapter presidents and directly advises IFC and Panhellenic presidents, VPs of Risk Reduction and VPs of Administration. Also teaches two Greek Leadership Courses.

Ken Burger, Program Coordinator for Greek Life, kjburger2@bsu.edu

Oversees implementation of recruitment, expansion, marketing, academic and leadership development strategic plan objectives. Advises Rho Lambda, Greek Week Steering Committee, Greek Peer Mentors, Order of Omega and the IFC and Panhellenic VPs of Recruitment and VPs of Public Relations.



Andrew McGuire, Live-in Graduate, atmccuire@bsu.edu

Lives in and advises the Theta Chi fraternity. Helps Greek 101 committee plan and evaluate the Greek 101 program each semester. Assists with the new Greek leadership program and the new member educator training program.

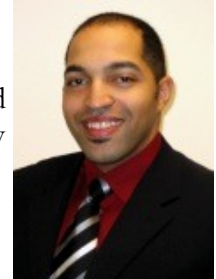
Amanda Turfan, Live-in Graduate, asturfan@bsu.edu

Lives in and advises the Kappa Delta sorority. Oversees all Greek house management and assists with the sorority house project. Helps develop advisor training and development sessions and resources.



Larry Long, Fraternity Graduate Live-in Advisor, ldlong@bsu.edu

Lives in and advises the Phi Gamma Delta fraternity. Produces the Greek alumni and parent newsletters each semester. Assists with the Greek assessment program and new Greek leadership program.

**Lauren Krumwiede, IFC Graduate Advisor, ljkrumwiede@bsu.edu**

Co-advises IFC and the Greek Week Steering Committee. Works with IFC and Panhellenic VPs of Internal Affairs on selection, training and development of judicial boards. Attend all council judicial hearings. Serves on the Family Weekend Planning Committee and coordinates Greek related activities. Also directly advises VP of Programming for IFC.

Ashley Budde, Panhellenic Graduate Advisor, aebudde@bsu.edu

Co-advises Panhellenic and the Greek Alternative Spring Break committee. Works directly with the Pi Chi Director on selection and training of Pi Chi's and assists with sorority formal recruitment. Records all service hours and dollars donated by members of the Greek Community. Advises council Philanthropy & Community Service chairs. Also directly advises Panhellenic VP of Membership Development and Scholarship Director.

**Maria Bumbalough, Student Life Administrative Assistant, mbumbalough@bsu.edu**

Collects officer contact information and chapter rosters, distributes Greek grade reports, works closely with VPs of Administration on all council financial issues, distributes keys to Greek office and sorority houses, helps councils with collection of forms, applications and checks...and a whole lot more!!! Helps keep Ken and Cara organized and on top of things!

Stacey Myers, Office Coordinator, smyers@bsu.edu

Coordinates bus reservations for fraternities and sororities. Makes sure room 133 is running and supplies are ordered. Coordinates all Campus Activities Funding Board information. Updates all financial records for room 133. The list goes on and on...Keeps Lynda organized and on top of things!



2008-2009 Office of Student Life Goals

Established based on recommendations from a consultant assessment report, the BSU Greek Strategic Plan and Office of Student Life evaluations.

- **Increase the all IFC, all Panhellenic and all NPHC averages above the university equivalents. Maintain the all Greek average above the all university average.**
 - Continue to offer roundtable discussions and/or training sessions for new member educators and scholarships each semester.
 - Continue collecting scholarship plans from chapters each semester and offering feedback.
 - Provide template and communicate that this will cover Greek Excellence requirement
 - Clarify purpose
 - Assist chapters with providing individual academic support to all members
 - Continue to identify ways to be transparent with chapter academic information.
 - Continue to offer midterm deficiency information to chapters and advisors. Due to ineffectiveness staff will no longer hold meetings with individuals.
 - Explore possibility of obtaining non-attending lists and providing them to chapters.
 - Eliminate the FAC academic policy and establish academic policy for all chapters.
 - Work with councils to enhance recognition for chapters and individuals.
 - Establish stronger relationships with faculty and staff.
 - Provide resources to faculty advisors to increase their knowledge of how to assist chapters.
- **Strengthen partnerships with alumni and advisors and provide training and development opportunities for advisors.**
 - Develop an advisor manual and/or welcome packet for new advisors.
 - Provide online training and development sessions for advisors each semester.
 - Host an annual meeting for all advisors to provide updates on the community and allow for discussion amongst advisors.
 - Host events to allow for alumni and member interaction. Proposed events include:
 - Fall senior networking and etiquette dinner
 - Spring senior networking luncheon prior to Grand Chapter
 - Examine possibility of accepting tax-deductible donations for university owned houses and suites.
 - Include advisors in Greek Excellence feedback and similar meetings.
- **Increase use of assessment to drive everything we do.**
 - Create an overall written assessment plan.
 - Conduct more focus groups to all for student feedback.
 - Utilize data gathered from the Greek Experience Survey to guide office decisions.
 - Expand and enhance previous year's market research.
 - Continue utilizing recruitment evaluations and focus groups.
 - Update all relevant chapter statistical information and make available online.
 - Provide self-assessment tools to chapters so that they can measure their strengths and weaknesses, with the goal of developing individual chapter strategic plans.
- **Ensure Greeks have access to quality and satisfying housing options.**
 - Finalize the design and cost model for the sorority houses.
 - Finalize direction of Greek Village project.

2008-2009 Office of Student Life Goals Continued

- Provide regular updates about the Greek Village project online and in relevant newsletters.
- Streamline housing processes and procedures with all university owned Greek houses.
- Develop housing standards for all recognized Greek houses.

- **Develop new and enhance existing Greek leadership and membership development programs.**
 - Identify needs of chapter officers and provide resources to meet needs.
 - Develop an intake coordinator/new member educator training session.
 - Update and implement council transition & training program for all 3 councils.
 - Pilot chapter transition retreat.
 - Assess leadership needs of all Greeks and create a Greek leadership program.
 - Continue hosting the Greek Leadership Summit.
 - Continue providing the EdHi 401a Greek leadership class.
 - Develop EdHi 401c Greek leadership class to target chapter presidents and council execs.
 - Provide programming exclusively for seniors.
 - Work with councils to provide effective and relevant programming for chapters.

- **Increase membership to 1250 undergraduate members.**
 - Provide intake/recruitment education programs to assist chapter with recruiting quality members.
 - Reach out to organizations needing extra attention.
 - Explore opportunities to co-sponsor events with student center programs, RHA, NRHA, etc.
 - Evaluate 2008 changes to PHC formal recruitment and update as necessary.
 - Revise IFC fraternity recruitment with specific focus on use of alcohol, content, and structure/calendar issues.
 - Evaluate and enhance referral program.
 - Work with IFC expansion committee to prepare for the arrival of Lambda Chi Alpha and Alpha Tau Omega.
 - Evaluate Lambda Chi Alpha's expansion.
 - Finalize office expansion policy.

- **Strengthen the community year-round marketing plan and consistently communicate with all constituents.**
 - Re-launch the Greek life website.
 - Determine the marketing roles of the council executive officers and the office.
 - Continue providing press releases and educating local news outlets on the Greek community.
 - Revise the Greek life brand/logo.
 - Establish plan to build community and increase Greek pride.
 - Utilize the Greek Connections team to communicate consistent Greek message.
 - Explore ways to increase Greek exposure and presence in campus and local community.
 - Update the office style guide.
 - Work with Greek leaders to develop a good taste policy.
 - Continue to distribute the *Greek Alumni Newsletter* via email twice a year.
 - Explore options to utilize technology to provide regular updates and news about the Greek community to relevant constituents.

2008-2009 Office of Student Life Goals Continued

- **Risk Reduction, Judicial and Accountability.**
 - Develop a comprehensive Greek risk and crisis management education program.
 - Revise council judicial procedures and improve training.
 - Establish a tracking system to record the number of incidents or complaints reported to the Department of Public Safety regarding individual chapters
 - Work with councils to develop list of recommended third party vendors.
 - Implement and evaluate the new risk management policy.
 - Implement the new accreditation program.
 - Develop a risk management test for presidents, social chairs and risk managers.
 - Establish structure/relationship between Greek Peer Mentors and Greek councils.

- **Provide and develop high quality staff members who demonstrate excellent customer service.**
 - Establish professional development plans for each Greek staff member.
 - Utilize outside presenters during Greek grad training.
 - Provide more of a balance between tasks and development for Greek grads.
 - Incorporate more staff development in staff meetings.

- **Work with councils to increase sense of Greek community and demonstrate Greek values regularly.**
 - Establish community core values.
 - Work with councils to host a series of joint Greek forums throughout the year.
 - Work with councils to provide specific ongoing opportunities for Greeks to participate in local service projects.
 - Continue to offer a Greek alternative spring break.
 - Schedule IMPACT or a similar values-based community program for following academic year and secure funding.
 - Work with councils to identify opportunities to solicit feedback from more Greek members on policies, programs and the direction of the community.

Utilizing the Office of Student Life

The Office of Student Life is comprised of more than just Greek life - staff in the office also oversee the areas of leadership development, Student Voluntary Services, the Leadership Studies Minor and multicultural organization advising. There are eight staff that are completely dedicated towards working with fraternities and sororities. This is pretty unique for a campus. The staff advocate on behalf of the Greek community, provide resources and training, plan educational programs and retreats, advise members, steer the Greek Strategic Plan, communicate with national headquarters staff and volunteers and local advisors and assist with upholding the values and policies of the community.

In order to gain the most from the office, you should stop by and introduce yourself to all staff members in the office. In addition, spend time with each Greek staff member individually learning more about what he/she does and how the office can help your chapter. Consider bringing in other exec board members as well.

Resources

- Office of Student Life (OSL) Leadership library
 - Leadership books, videos
 - Materials for teambuilding activities
 - Books on Greek life
- Officer/Chairperson manuals and training sessions (offered by OSL)
- www.hazingprevention.org
- www.bsu.edu/greeklife
 - National and campus resource information
- Learning Center
 - Academic programs & resources
 - Tutors
- Career Center
 - Job search
 - Resume writing
 - Locate an internship
- Counseling Center Outreach Teams
 - Educational programs on alcohol abuse, sexual assault, effective communication, personality assessments

Documents You Need To Read & Know

- PHC Constitution, Bylaws
- PHC Code of Ethics
- Social Events Policy
- New Risk Management Policy
- FIPG Policies & Manual
- PHC Judicial Board Policy
- Office of Student Life Goals
- Encumbrance Policy
- Greek Strategic Plan
- Accreditation & Awards Doc.
- Jelke Report Summary
- NPC Standards

All of these documents
are located on the Greek
Life website:
www.bsu.edu/greeklife

Utilizing NPC and Your Area Advisor

One of the benefits of being affiliated with a inter/national fraternity or sorority is that you have an infinite amount of resources at your fingertips! The staff and volunteers that work for National Panhellenic Conference are available to provide you with guidance, support, resources, answers and to ensure that your council is doing everything it should to uphold the values and principles of sorority life. Here are a few suggestions on ways to build relationships with NPC and to become knowledgeable about the resources provided:

1. Email the NPC Area Advisor (see page 2 for contact info) to introduce yourself. Make sure she knows who you are and that you are committed to your position.
2. Review the NPC website for any manuals, policies, resources and contact information - make sure the appropriate materials get to each officer and chairperson.
3. Consider bringing an NPC program to campus - see website for more information.
4. Ask the NPC Area Advisor to assist you with putting on a retreat or setting goals. She has lots of resources that can make these events effective.
5. Maintain regular contact with the NPC Area Advisor and keep her up-to-date on the successes and challenges the community is facing.

Reserving Space on Campus

Use the following steps anytime you want to reserve a meeting room, gym, classroom, field or other space on campus.

1. Contact Student Center Reservations. You want talk to Charlie Scofield, the Facilities Assignment Coordinator:

- Charlie's Number: 765-285-1850
- Charlie's Email: cscofiel@bsu.edu
- Charlie's Office: Student Center Room 114
- Reserve the room online: <http://www.bsu.edu/webapps/screservation/>

2. Be prepared with the following information:

- Name of Organization
- Contact Person (phone and e-mail)
- Type of Event
- Building and Room requested
- Setup of Room (if applicable)
- Date, Time, & Estimated Attendance
- Special Needs (microphone, projector, etc.)

The man to know is Charlie Scofield - he is your one stop shop for all your space needs at Ball State!

3. Follow-up with reservation

- Don't assume you have a room just because you requested it. You should receive a confirmation via email or from Charlie directly letting you know that you have the space.

Priority Dates Scheduling Process

Scheduling of all campus events (commonly referred to as the “Priority Dates Calendar”) is a function of the Office of Student Life. The goal is to coordinate events to avoid conflicts between organizations for locations, resources, and attendees.

The Priority Dates Scheduling process applies only to events open to all students. It does not automatically reserve the space requested by each organization.

Greeks most often put philanthropic events, recruitment events and any other events they are open to the entire campus on the calendar.

How to successfully plan events using the priority dates scheduling process:

February Hold a meeting with appropriate members and advisors and plan dates for the upcoming 09-10 academic year. You should pick a desired date and location and a back up in the event of a conflict. Be sure to look at the holidays and university breaks. No one is going to your event on Fall Break!

Early March Submit your requested dates and locations to the Office of Student Life by the deadline.

Late March The Office of Student Life will compile dates submitted from all organizations and offices. If conflicts arise with Greek organizations (as they often do), the IFC, Panhellenic and NPHC presidents are responsible for working with the chapters to resolve the conflict.

You will be notified with which date you were given for your event.

Early April Contact Charlie Scofield to reserve the room.

FIPG, Inc. Risk Management Policy



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 school 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/big sister night" and initiation.

FIPG is the basis for most national policies & the new campus policy. The complete manual is on the Greek life website.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. 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 behaviors on the part of its members, whether physical, mental, or emotional. This is to include any actions which are demeaning to women or men, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

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 devices of any kind within the confines and premises of the chapter house is expressly forbidden.
 5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.
-

EDUCATION

As stated in the BSU Fraternity & Sorority Accreditation program chapter presidents, risk managers & social chairs must pass the risk management test with 90% or better score. In addition, chapters must attend or host a risk management education program each semester. Ultimately the president, risk manager and social chair are responsible for ensuring all members are educated about this policy and their respective inter/national policies.



Accreditation Program

Overview:

Accreditation criteria serve as the foundation for all healthy Greek organizations and if implemented well, can enhance the Greek undergraduate experience. The requirements are based upon the five Greek community core values: personal growth, relationships, individuality, dedication and ethical behavior.

Revisions to this document are made through committee recommendations to the Office of Student Life.

It will be implemented in January 2009.

Five Star Chapter Incentives:

- Recognized at Grand Chapter, website, recruitment publications, Greek Alumni Newsletter
- Letter to HQ
- Plaque
- Eligible for Chapter of the Year Award
- \$250 towards chapter programming or grants (see approved list of items)
- Chapter will be listed as a Five Star chapter in Greek recruitment materials

Four Star Chapter Incentives:

- Recognized at Grand Chapter, website, recruitment publications, Greek Alumni Newsletter
- Letter to HQ
- Certificate
- Eligible for Chapter of the Year Award
- \$100 towards chapter programming or grants (see approved list of items)
- Chapter will be listed as a Four Star chapter in Greek recruitment materials

Three Star Chapter Incentives:

- Certificate
- Accredited status
- Chapter will be listed as a Three Star chapter in Greek recruitment materials

Non-Accredited Status:

- Not eligible to receive benefits of accredited chapters
- Provided with accreditation support program that is intended to help them become accredited. The Office of Student Life will partner with local advisors and the inter/national organization to provide this program
- Chapter will no longer be published in Pride Guide publication or on Pride Guide website and the chapter website will not be linked to the Greek life website
- Chapter will be listed as a non-accredited chapter in Greek recruitment materials
- Chapters not submitting an accreditation document by the established deadline in the fall semester will

Purpose of Accreditation

Outlines basic expectations of fraternities and sororities recognized by Ball State University. In addition, this program will assist chapters in monitoring and improving their own activity and performance.

Accreditation Categories

Five Star Chapter:
 Chapter of Excellence
 Four Star Chapter:
 Above Average Chapters
 Three Star Chapter:
 Accredited Chapters
 Below Three Star Chapter:
 Non-Accredited Chapter



Awards Program

The purpose is to reward organizations and individuals who have surpassed the basic expectations.

Individual Awards:

Outstanding Panhellenic Association New Member
 Outstanding Interfraternity Council New Member
 Outstanding National Pan-Hellenic Council Neophyte
 Outstanding Panhellenic Association President
 Outstanding Interfraternity Council President
 Outstanding National Pan-Hellenic Council President
 Outstanding Panhellenic Association Member
 Outstanding Interfraternity Council Member
 Outstanding National Pan-Hellenic Council Member
 Duane Deal Outstanding Fraternity/Sorority Advisor
 Greek Man/Woman of the Year

Individual Awards:

Must be nominated or apply

Chapter Awards:

Focus on the main areas of academics, service, philanthropy, leadership and unity; chapters do not need to be accredited to be eligible for the awards unless otherwise noted

Chapter Awards:

Achievement in Campus Involvement

- Given to chapters who have 50% of members in another recognized student organization during year

Achievement in Academics

- Given to chapters who are above the all BSU average GPA during year

Achievement in Philanthropy

- Given to chapters who donate an average of \$20 per member to a national or local charity during year

Achievement in Community Service

- Given to chapters who complete an average of ten community service hours per member during year

Outstanding Philanthropic Event Participation

- Given to one chapter who participates the most in other organizations' philanthropic events.
 Participation includes attending events and donating money

Outstanding Scholarship Plan & Program

- Given to one chapter who develops an outstanding scholarship plan and program. The chapter will be selected based on the scholarship plan submitted to the Office of Student Life
- Chapter GPA must be above the all male/female average both semesters to be eligible

Greek Unity Award

- Given to one chapter
- Chapters must nominate 3 chapters for this award to be eligible for other awards
- The Office of Student Life will determine based on award nominations and participation in other organizations' activities (as stated in accreditation documents)

Commitment to Improvement

- Given to group who demonstrated the most improvement in the accreditation program in the last year

Chapter of the Year Award (only accredited chapters are eligible)

- Given to the outstanding organization from each council
- The Office of Student Life will determine based on information included in accreditation document

Accreditation Program

Category	Accredited Chapter (3 Star Chapter)	Above Average Chapter (4 Star Chapter)	Chapter of Excellence (5 Star Chapter)
Personal Growth	Chapter semester GPA of a 2.5	Chapter semester GPA of a 2.5	Chapter semester GPA is above a 2.5 and the all male/all female average
	Chapter submits scholarship plan once per semester	Chapter submits scholarship plan once per semester	Chapter submits scholarship plan once per semester
	New Member Educator participates in training program each semester	New Member Educator participates in training program each semester	New Member Educator participates in training program each semester
		New members participate in a study skills program once per semester	New members participate in a study skills program once per semester
		Chapter attends or hosts a recruitment education program for members focusing on skill building	Chapter attends or hosts a recruitment education program for members focusing on skill building
			New members attend Greek 101 with 80% attendance each semester
Relationships	Chapter hosts an alcohol-free brotherhood/sisterhood event each semester	Chapter hosts an alcohol-free brotherhood/sisterhood event each semester	Chapter hosts an alcohol-free brotherhood/sisterhood event each semester
	Chapter IFC/PHC delegate(s) has 90% attendance at respective council meeting	Chapter IFC/PHC delegate(s) has 90% attendance at respective council meeting	Chapter IFC/PHC delegate(s) has 90% attendance at respective council meeting
	Chapter attends another Greek organization's education or philanthropy event each semester	Chapter attends another Greek organization's education or philanthropy event each semester	Chapter attends another Greek organization's education or philanthropy event each semester
	Chapter completes an average of 3 service hours/member each semester	Chapter completes an average of 5 service hours/member each semester	Chapter completes an average of 7 service hours/member each semester
	Chapter donates \$5/member average to their respective national or local charity each year	Chapter donates \$10/per member average to their respective national or local charity each year	Chapter donates \$15/member average to their respective national or local charity each year
		Chapter has average of 25% overall attendance at Greek Week events	Chapter has average of 50% overall attendance at Greek Week events
		Chapter president attends 50% of president roundtables each semester	Chapter president attends 75% of president roundtables each semester
		An executive board member meets with campus Greek advisors each semester to discuss chapter progress	An executive board member meets with campus Greek advisors each semester to discuss chapter progress
		Chapter sends letter to all new member parents/families each semester within first two weeks of new member education	Chapter sends letter to all new member parents/families each semester within first two weeks of new member education
			Chapter new member education program provided to new members & parents
			Chapter hosts or attends an alumni, alumnae or graduate event each year
			Chapter communicates regularly with alumni, alumnae or graduates
			Chapter hosts a faculty appreciation program each year
			Chapter co-sponsors an alcohol-free event with a non-Greek student organization or campus office each semester

Category	Accredited (3 Star Chapter)	Above Average Chapter (4 Star Chapter)	Chapter of Excellence (5 Star Chapter)
Dedication	Chapter submits anti-hazing/grade release forms prior to extending bids	Chapter submits anti-hazing/grade release forms prior to extending bids	Chapter submits anti-hazing/grade release forms prior to extending bids
	New member reporting forms (IFC) and COB cards (PHC) forms submitted within 72 hours of extending bids	New member reporting forms (IFC) and COB cards (PHC) forms submitted within 72 hours of extending bids	New member reporting forms (IFC) and COB cards (PHC) forms submitted within 72 hours of extending bids
	Chapter is current on university financial obligations or approved payment plan developed	Chapter is current on university financial obligations or approved payment plan developed	Chapter is current on university financial obligations or approved payment plan developed
	Chapter is current on council financial obligations or approved payment plan developed	Chapter is current on council financial obligations or approved payment plan developed	Chapter is current on council financial obligations or approved payment plan developed
	Chapter conducts at least one fire drill each semester	Chapter conducts at least one fire drill each semester	Chapter conducts at least one fire drill each semester
	Chapter submits annual fire inspection report to Office of Student Life	Chapter submits annual fire inspection report to Office of Student Life	Chapter submits annual fire inspection report to Office of Student Life
	Chapter submits new member education program to Office of Student Life each semester	Chapter submits new member education program to Office of Student Life each semester	Chapter submits new member education program to Office of Student Life each semester
		Chapter hosts a fire safety program (excluding fire drills) each year	Chapter hosts a fire safety program (excluding fire drills) each year
		Chapter holds a goal setting meeting and submits copy of goals to Office of Student Life within first month of each semester	Chapter holds a goal setting meeting and submits copy of goals to Office of Student Life within first month of the semester
		At least one advisor on file with Office of Student Life	At least one advisor on file with Office of Student Life
		At least one housing corporation member on file with Office of Student Life	At least one housing corporation member on file with Office of Student Life
		Chapter submits a recruitment plan each year	Chapter submits a recruitment plan each year
			75% of new members are retained during year
		80% of members are retained during year (excluding graduates and special status members)	
Ethical Behavior	Chapter attends or hosts a risk management education program each semester	Chapter attends or hosts a risk management education program each semester	Chapter attends or hosts a risk management education program each semester
		President, risk manager & social chair pass risk management test with 90% or better score	President, risk manager & social chair pass risk management test with 90% or better score
			Chapter has not had a violation of the BSU Risk Management Policy and inter/national policies during the last year
			Chapter has not had a recruitment violation during the last year
			Chapter participates in program focused on chapter or personal values each semester and it is pre-approved by Office of Student Life

Category	Accredited (3 Star Chapter)	Above Average Chapter (4 Star Chapter)	Chapter of Excellence (5 Star Chapter)
Individuality (Electives)	No Electives	<p>Choose six electives:</p> <p>10% of members are in a campus honorary society (as defined in Pride Guide)</p> <p>New member class GPA is a 2.5 or higher</p> <p>One member participates in alternative spring break (SVS, Greek, religious)</p> <p>Chapter co-sponsors or assists with an existing campus event (move-in, Late Night, Family Weekend, etc.)</p> <p>Play one season of an intramural sport (as defined by Recreational Services)</p> <p>Update chapter website each semester</p> <p>One member attends a national or campus leadership conference once per year</p> <p>Facilitate a chapter leadership retreat/workshop each semester</p> <p>Submit a press release to Daily News each semester</p> <p>Submit a code of conduct with the first month of the semester</p>	<p>Must complete six from four star electives and two from this list:</p> <p>Co-host one educational program with another fraternity/sorority each semester</p> <p>Chapter has one member serving on respective council executive board</p> <p>Chapter has one member serving as a SGA executive officer or cabinet member, RA or orientation leader</p> <p>50% of chapter members are involved in a recognized student organization at BSU</p>

The National Panhellenic Conference (NPC)

NPC Vision Statement

Adopted at the Biennial Session, 10/05.

The National Panhellenic Conference will be the premier advocacy and support organization for its members, member groups, college and alumnae panhellenics and a proponent of women's fraternity membership.

NPC Mission Statement

Adopted at the Biennial Session, 10/05.

The National Panhellenic Conference exists to promote the values of and to serve as an advocate for its member groups in collaboration with those members, campuses and communities.

The National Panhellenic Conference provides support and guidance for its 26 member inter/national sororities/women's fraternities and serves as the national voice on contemporary issues of sorority life. Founded in 1902, NPC is one of the oldest and largest women's membership organizations representing more than 4 million women at 655 college/university campuses and 4,500 local alumnae chapters in the U.S. and Canada. Each year, NPC-affiliated collegians and alumnae donate more than \$5 million to worthy causes, provide \$2.8 million in scholarships to women and volunteer 500,000 hours in their communities.

NPC - This We Believe

Fraternity

Fraternity is a social experience based on the fundamental right of a free people to form voluntary associations. It is one of the enrichments of college life.

Mutual Choice

The young woman who wants fraternity experience will find it possible to belong on most campuses today. Fraternity membership is a social experience arrived at by mutual choice and selection. Fraternity membership is by invitation.

Fraternities Exist Because They:

- * Provide a good democratic social experience.
- * Give value beyond college years.
- * Create, through their ideals, an ever-widening circle of service beyond the membership.
- * Develop the individual's potential through leadership opportunities and group effort.
- * Fill the need of belonging.

Fraternities Continue Because:

Young women feel a continuing need to belong. Parents appreciate fraternity values and standards and cooperate to make membership possible. College administrations, recognizing the values of fraternities, continue to welcome them on their campuses and to invite them to establish new chapters.

On pages 30-31 the NPC Standards are listed. These are minimum expectations of collegiate chapters of the National Panhellenic Conference groups. NPC expects Panhellenic to support the Standards and assist chapters with reaching the expectations. All Presidents should educate themselves and their chapters on the standards. To learn more about the National Panhellenic Conference visit www.npcwomen.org.

Panhellenic Council (PHC)

Overview:

Many Panhellenic sorority women do not understand the purpose of PHC. PHC is comprised of every woman belonging to one of the 10 Panhellenic sororities on this campus - this is better known as the Panhellenic Association. The Association is led by elected officers known as the executive board. All decisions are voted on by the Panhellenic Council which is composed of one delegate from every member sorority. Any sorority woman can propose changes to the Panhellenic Council.

Purpose:

The object of this Panhellenic Association shall be to develop and maintain fraternity life and Interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship as basic to intellectual achievement.
3. Cooperate with member fraternities and university administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference Unanimous Agreements and policies when appropriate.
5. Act in accordance with such rules established by the sovereignty, rights and privileges of member fraternities.

On next page you will find the Panhellenic Code of Ethics which was adopted by the Panhellenic Council in 1998. It defines ethical behavior and outlines the expectations of all Panhellenic women at Ball State University. In addition you will find job descriptions for all of the PHC executive board officers on pages 32-38 . The PHC Constitution, Bylaws and Policies can be found online at www.bsu.edu/greeklife.

Panhellenic Code of Ethics (Adopted 1998)

We, as members of the Panhellenic community of Ball State University, agree to honor and uphold the National Panhellenic Conference UNANIMOUS AGREEMENTS through our thoughts, words, and actions. Our goal is to be models of pride, honesty, and courtesy for all chapters and individuals of the Greek community. Respect for and consideration of individual rights and feelings are the responsibility of every member. Through encouraging and assisting all Greek members in the pursuit of moral and social advancement and the promotion of love and unity within the Greek community, we will foster an environment of harmony and understanding that furthers the ideals of every fraternity. While keeping with our aim to promote the highest ideals of womanhood, we will hold each other accountable for behavior that is inconsistent with our expected standards of conduct and educate our members fully on these same standards. We will strive to behave in a manner consistent with each chapter's ritual and founding principles in all interactions with others. By demonstrating these ethical* standards, we truly will be "furthering our fraternity life, in harmony with its best possibilities."

- We as women of Panhellenic Council believe ethical behavior to be the following: We trust each other to be responsible and to conduct ourselves within the realm of high moral standards. We will treat each other with respect and dignity and with the highest amount of fairness and honesty!!

Panhellenic Mission

As undergraduate members of women's Fraternities at Ball State University, we strive to uphold the ideals of scholarship, service, and leadership with a genuine commitment to our college and surrounding communities. Through mutual respect and support of all the Greek women and their rituals, we will establish and demonstrate a diverse and cooperative sisterhood. The women of Panhellenic Council will devote time and resources toward the development of every chapter while fostering positive interactions among all women and ethical behavior in accordance with the unanimous agreements.

NPC Standards

Minimum Expectations

Believing that Greek organizations contribute in multiple ways to campus life and higher education, the leadership of the 26 inter/national women's fraternities that comprise the National Panhellenic Conference is proud of the positive contributions our groups make to their host institutions. We are committed to the continuation of our organizations at their host institutions. In an effort to reaffirm our high standards, the leadership of these 26 inter/national women's fraternities provides the following standards as minimum expectations of collegiate chapters of the National Panhellenic Conference groups.

Our chapters will enhance and promote each member's development and learning by:

POSITIVELY AFFECTING INTELLECTUAL DEVELOPMENT

Each member group of the National Panhellenic Conference places high value on education, academic performance and intellectual development.

The following minimum standards for chapters are:

- Meeting or exceeding the campus All Women's Average.
- Providing academic programming to new members and members, co-sponsoring programming with another Greek and/or campus organization or attending campus-sponsored programming that may include but not be limited to teaching study skills, providing tutoring, and recognizing scholastic achievement.
- Developing positive relationships with university faculty by seeking their assistance with the chapter's academic programming and scholarship goals.

INSTILLING THE VALUES OF THEIR ORGANIZATIONS AND THEIR HOST INSTITUTION

Each member group of the National Panhellenic Conference:

- Integrates their values, missions and standards throughout their collegiate chapter organizational and programming structure.
- Educates their chapter members on policies pertaining to the issues of alcohol and substance abuse, underage drinking, and all inter/national policies pertaining to it.
- Encourages non-alcoholic social activities.
- Requires a policy of alcohol-free facilities for all of their housed chapters.
- Provides a standards board structure by which chapters hold their members accountable for their behavior.

The following minimum standards for chapters are:

- Providing information on underage drinking and alcohol and substance abuse at least once a term.
- Enforcing its inter/national organization's clear policies on alcohol and social event planning guidelines/policies.
- Abiding by all federal, state/province and local laws related to alcohol and substance use.
- Providing at least one (1) values education program annually.
- Partnering with the university to provide a healthy and safe collegiate experience for chapters that is grounded in the core values and mission of both the host institution and the inter/national organization.

DEVELOPING LEADERSHIP SKILLS AND ABILITIES

Each member group of the National Panhellenic Conference places high value on the development, support and mentoring of leaders.

The following minimum standards for chapters are:

- Providing at least one (1) leadership development program annually, co-sponsoring a program with another Greek and/or campus organization or attending a campus-sponsored program.
- Requiring at least one (1) chapter officer to attend the inter/national organization's annual Convention/Leadership Conference.
- Encouraging chapter members to utilize their leadership skills for the benefit of other campus organizations, activities and/or projects.
- Having at least one (1) local alumna serving as an advisor. In communities where local alumnae are not available to serve as advisors, a chapter shall rely on a faculty advisor. An adviser and chapter leader shall periodically engage in dialogue with university officials.

DEVELOPING POSITIVE RELATIONSHIPS (BROTHERHOOD/SISTERHOOD)

Each member group of the National Panhellenic Conference places high value on respect for others, human dignity, cultural diversity and self-worth.

The following minimum standards for chapters are:

- Adhering to its inter/national policies regarding hazing.
- Executing a new member program consistent with the inter/national organization's values that positively introduces new members to the Greek community.
- Providing at least one (1) program annually on the value of human dignity, co-sponsoring a program with another Greek and/or campus organization or attending a campus-sponsored program.
- Participating in at least one (1) campus sponsored program annually that promotes the campus' multicultural climate.
- Providing a minimum of one (1) health and wellness program annually, co-sponsoring a program with another
- Greek and/or campus organization or attending a campus-sponsored program.

DEVELOPING CITIZENSHIP THROUGH SERVICE AND OUTREACH.

Each member group of the National Panhellenic Conference places high value on community and philanthropic service.

The following minimum standards for chapters are:

- Engaging in a minimum of one (1) community service project of hands-on assistance each term.
- Complying with the fire/safety inspection regulations (housed chapters) of its inter/national organization and host institution.
- Acknowledging and promoting positive relationships with the greater university community by engaging in regular communication and dialogue that informs and solves problems when needed.

Developed by the National Panhellenic Conference Inter/National Presidents. Adopted by the National Panhellenic Conference 12/8/03.

PHC Executive Board Officer Duties

President:

1. Have overall responsibility for the operation of the Panhellenic Council.
2. Call and preside at all regular and special meetings of the Ball State University Panhellenic Association.
3. Call and preside at all meetings of the Panhellenic Council Executive Board.
4. Report as required to the National Panhellenic Conference (NPC) Area Advisor.
5. Maintain a complete and up-to-date President's file which will include a copy of the Constitution, Bylaws, Standing Rules the budget NPC Manual of Information and related materials; correspondence and materials received from her NPC Area Advisor and other pertinent materials.
6. See that the other officers carry out their duties.
7. Maintain clear lines of communication with the Interfraternity Council President and National Pan-Hellenic President.
8. Organize and conduct the Sorority President's Roundtable once a month for maintaining open lines of communication through all chapters and discussing matters pertinent to issues in the Greek community and chapter operations.
9. Represent Panhellenic Council at Cardinal Roundtable and other University committees.
10. Serve as a member of the Greek Life Campaign Committee (GLCC).
11. Review, approve, and sign all contracts involving the Ball State University Panhellenic Association.
12. Review and approve all finances with the Vice President of Administration and Panhellenic Advisor.
13. Meet with the Panhellenic Vice President of Administration and the Interfraternity Council Vice President of Administration and President to review joint expenses and determine an equitable division of expenses.
14. Meet weekly with the Panhellenic Advisor.
15. Be informed of the revision of the Constitution and Bylaws each year by the Vice President of Internal Affairs and Panhellenic Advisor.
16. Obtain from each out-going officer a report of her term in office and recommendations for future improvements.
17. Regularly attend Office of Student Life staff meetings.
18. Serve as a liaison to the Greek Week Steering Committee.
19. Act as liaison between the Panhellenic Council and the Interfraternity Council and attend IFC delegation meetings when possible/necessary.
20. Participate in all relevant trainings and retreats (Greek leadership Summit, PHC Exec training, summer PHC retreat, officer transition workshops, etc.)
21. To submit the annual report to the National Panhellenic Conference before April 1.
22. To apply for regional and NPC awards by April.
23. Complete at least five office hours a week.
24. Complete an MGCA Award Application to be submitted at the end of the fall semester and assist the Vice President of Internal Affairs in overseeing the completion of MGCA awards.
25. Disaffiliate for formal recruitment.

Vice President of Internal Affairs:

1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Serve as Chief Justice of the Panhellenic Judicial Board of Review.
3. Act as a liaison between the Panhellenic Council and the Interfraternity Council in judicial matters.
4. Revise the Constitution, Bylaws and Code of Ethics as needed with the assistance of the Panhellenic Advisor and President
5. Interpret the Panhellenic Constitution.
6. Assume the role of parliamentarian and be versed in parliamentary procedure.
7. Educate the sorority community on all rules and procedures.
8. Maintain an up-to-date notebook with an accurate account of all activities pertaining to her office.

9. Complete a MGCA Award Application to be submitted at the end of the fall semester.
10. Recruit one justice and one alternate justice from each sorority chapter.
11. Train and educate on a continuous basis the Justices from each chapter.
12. Assist the President and other officers with their duties.
13. Assist the Vice President of Administration with Cram Snacks.
14. Meet weekly with the Panhellenic Advisor who oversees judicial procedures.
15. Oversee the MGCA Award Application Process.
16. Serve as the liaison to the Student Government Association, voting on behalf of the Panhellenic Council.
17. Be knowledgeable of and educate delegates and officers on parliamentary procedure and educate delegates and officers.
18. Complete at least two office hours a week.
19. Participate in all relevant trainings and retreats (Greek leadership Summit, PHC Exec training, summer PHC retreat, officer transition workshops, etc.)
20. Disaffiliate for formal recruitment.

Vice President of Administration:

1. Be responsible for the general supervision of the finances of the Ball State University Panhellenic Association.
2. Be responsible for the preparation of the annual budget and provide a copy for each Ball State University Panhellenic Association member fraternity.
3. Receive all payment due to the Panhellenic Association, collect all dues, and give receipts.
4. Be responsible for the prompt payment of all bills of the Ball State University Panhellenic Association.
5. Maintain up-to-date financial records, file a financial report at each regular meeting of the Panhellenic Council, a file which will include the minutes of the Ball State University Panhellenic Association and its Panhellenic Council from the date of its organization; copies of all contracts made by the Panhellenic Council; current correspondence, and an up-to-date notebook with an accurate account of all activities pertaining to her office.
6. Meet with the Panhellenic President and the Interfraternity Council Vice President of Administration and President to review joint expenses and determine an equitable division of expenses.
7. Provide a midterm report of the fiscal budget to the Panhellenic delegation.
8. Meet monthly with the Panhellenic Advisor.
9. Serve as chair of the Fundraising Committee, if the council deems it necessary to have such a committee.
10. Keep an up-to-date roll of the members of the Panhellenic Council and call it at all Council meetings. This includes those meetings only attended by the Executive Board, such as Joint Executive Board meetings held with Interfraternity Council.
11. Publish all regular Panhellenic minutes in detail and distribute weekly to all the member fraternities via the Panhellenic listserv.
12. Keep hard copy of full minutes of all meetings of the Ball State University Panhellenic Association, the Panhellenic Council, and the Executive Board in the Panhellenic office.
13. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
14. Maintain a calendar of the Panhellenic Council, and notify delegates and officers of all regular and special meetings.
15. Distribute agendas and minutes at Panhellenic Council meetings.
16. Keep an up-to-date record of spirit points. Spirit points are to be calculated by counting each audience member of Panhellenic Council as one point for her respective sorority. (As well as those additional points as stated in ARTICLE II, section A.)
17. Notify the President when officers have missed more than two Panhellenic meetings.
18. Notify the chapter President, in writing, when her delegate has missed one Panhellenic meeting and issue a \$25.00 fine when applicable.
19. Complete at least two office hours a week.

20. Participate in all relevant trainings and retreats (Greek leadership Summit, PHC Exec training, summer PHC retreat, officer transition workshops, etc.)
21. Disaffiliate for formal recruitment.

Vice President of Recruitment:

1. Develop and implement the schedule for the coming year's recruitment program.
2. Plan and organize recruitment events that better promote all chapters; i.e. Sorority Move-In and Quad Bash.
3. Conduct workshops for chapter recruitment chairs regarding topics of their choice and which also review and clarify all recruitment policies and procedures.
4. Work with the Office of Student Life to provide recruitment education and training programs to Panhellenic fraternities.
5. Provide recruitment education and resources to fraternities who are in need of assistance.
6. Maintain summer contact with chapter recruitment chairs.
7. Work closely with the Programming Coordinator and Vice President of Community Relations in developing the formal recruitment program; meeting no less than once per month.
8. Assist the VP of Community Relations with creating a year-long marketing plan for the Greek community.
9. Evaluate formal recruitment at its completion with chapter presidents, chapter recruitment chairs, withdrawals and new members.
10. Compile an analysis of the reasons for potential member withdrawals.
11. Keep up-to-date statistics and reports.
12. Encourage and aid chapters that have not reached recruitment goals in doing year-round recruitment activities or continuous open recruitment.
13. Host and plan recruitment informational sessions each semester for potential new members and parents.
14. Work with National Pan-Hellenic (NPHC) and the Interfraternity Council (IFC) in promoting all recruitment activities.
15. Hold Recruitment roundtables for reviewing,

developing and updating recruitment policies and procedures.

16. Serve on the Greek Life Campaign Committee (GLCC).
17. Serve on the Panhellenic Recruitment Committee.
18. Participate in all relevant trainings and retreats (Greek leadership Summit, PHC Exec training, summer PHC retreat, officer transition workshops, etc.)
19. Meet biweekly with the Programming Coordinator.
20. Complete a MGCA Award Application to be submitted at the end of the fall semester.
21. Update the recruitment chair manual throughout and following formal recruitment.
22. Complete at least two office hours a week.
23. Disaffiliate for formal recruitment.

Vice President of Risk Reduction and Education:

1. Advise and work with, along with the Interfraternity Council Vice President of Risk Reduction and the Greek Peer Mentors if applicable.
2. Serve as liaison to Greek Peer Mentors with IFC counterpart.
3. Work with social and risk management chairpersons of each individual fraternity to aid in the development of risk management.
4. Conduct roundtables for the development, education, and enforcement of the Social Events Policy Handbook of Rules and Regulations in conjunction with the representatives from the Interfraternity Council.
5. Conduct risk reduction training and education for presidents, risk managers and social chairs once per semester.
6. Plan and execute events for National Hazing Prevention Week with IFC counterpart.
7. Educate council and chapter members on risk reduction issues, policies and procedures.
8. Promote Late Night co-sponsorship program to Panhellenic fraternities.
9. Meet weekly with the Panhellenic Advisor.
10. Complete a MGCA Award Application to be submitted at the end of the fall semester.

11. Provide resources, promote attendance at programs and/or educate Panhellenic women on relevant risk and safety issues including but not limited to: fire safety and prevention, responsible alcohol use, crisis management, legal liability, alcohol poisoning, hazing, personal safety, University Policies and FIPG.
12. Work with the Vice President of Membership Development to educate members on issues of health and wellness.
13. Collaborate with the Vice President of Membership Development and play a role in Greek 101 educating new members on social policies, risk reduction issues, and procedures.
14. Plan and execute events for National Hazing Prevention Week with IFC counterpart.
15. If needed, serve on a Risk Reduction committee.
16. Complete at least two office hours a week.
17. Participate in all relevant trainings and retreats (Greek leadership Summit, PHC Exec training, summer PHC retreat, officer transition workshops, etc.)
18. Disaffiliate for formal recruitment.
6. Work in collaboration with the Greek Week Steering Committee in efforts of programming during the Week of Events.
7. Sponsor and host at least four events each year that are open to non-fraternity and sorority members. Work with the Vice President of Community Relations to promote these events.
8. Meet regularly with chapter New Member Educators.
9. Meet regularly with chapter programmers.
10. Be aware of contacts and resources on campus.
11. Complete a MGCA Award Application to be submitted at the end of the fall semester.
12. Serve as a liaison to Order of Omega Leadership Honorary.
13. Meet weekly with a Greek Life staff representative.
14. Assist the Office of Student Life in developing a Greek life program for new members such as Greek 101.
15. Serve on the Greek 101 committee.
16. Work with the Vice President of Risk Reduction and Education to educate members on issues of health and wellness.
17. Complete at least two office hours a week.
18. Participate in all relevant trainings and retreats (Greek leadership Summit, PHC Exec training, summer PHC retreat, officer transition workshops, etc.)
19. Disaffiliate for formal recruitment.

Vice President of Membership

Development:

1. Coordinate educational programs sponsored by the Panhellenic Council.
2. Coordinate and distribute materials helpful in the preparation of good membership development programs for member fraternities.
3. Address critical issues facing the Greek community through educational efforts.
4. Educate and ensure that parents are aware that new members are educated on relevant topics.
5. Provide resources, promote attendance at programs and/or education Panhellenic women on relevant member development topics including but not limited to: leadership development, campus resources, group dynamics/working with different kinds of members/people, motivation and confrontation, effective confrontation, goal setting/strategic planning, ethical leadership/decision making, retreat planning, event planning, facilitating change and values

Vice President of Community Relations:

1. Assist in creating and publishing the summer recruitment brochure and the prospective members' booklet as well as designing a display table for the new student orientation programs in consultation with the Vice President of Recruitment, Pi Chi Director and the Program Coordinator.
2. Regularly check chapter website to ensure appropriateness, up-to-date information and links properly working.
3. Work with the Office of Student Life to educate fraternity members on effective public relations and image techniques.

4. Work with other Executive Council officers to invite important campus and community members to appropriate fraternity events.
5. Assist with the development and annual review of the Greek life external and internal marketing campaigns.
6. Educate and distribute information to external constituents on Greek community accomplishments.
7. Promote at least four events each year that are sponsored and hosted by Panhellenic Council and are open to non-fraternity and sorority members.
8. Coordinate publicity of the formal recruitment program.
9. Create and distribute all articles/press releases for newspapers/newsletters and public service announcements for radio and TV concerning Panhellenic activities.
10. Meet with Daily News staff each semester.
11. Create the New Student Record introduction pages and cover that is distributed to all freshmen and serves as an introduction to Ball State.
12. Work through all media channels to promote a positive image of the Fraternity and Sorority community.
13. Work in collaboration with the Greek Week Steering Committee Public Relations chair in the development of marketing and public relations materials for the Week of Events.
14. Be responsible for banners, posters, advertisements, and announcements concerning the Panhellenic Council
15. Conduct roundtables with Public Relations Chairs.
16. Complete a MGCA Award Application to be submitted at the end of the fall semester.
17. Meet biweekly with Programming Coordinator.
18. Maintain an up to date and accurate Ball State University Panhellenic Council Website. The following should be included on the website: chapter information and accomplishments, Panhellenic meeting minutes and pertinent Panhellenic documents.
19. Serve on the Greek Life Campaign Committee (GLCC).
20. Work with each sorority to establish current and appropriate websites and email accounts.
21. Complete at least two office hours a week.
22. Participate in all relevant trainings and retreats (Greek leadership Summit, PHC Exec training, summer PHC retreat, officer transition workshops, etc.)
23. Disaffiliate for formal recruitment.

Pi Chi Director:

1. Work closely with the Program Coordinator, Panhellenic Graduate Assistant, Vice President of Recruitment, and Vice President of Community Relations in developing the formal recruitment program.
2. Promote a positive attitude toward being a Panhellenic Counselor (Pi Chi).
3. Coordinate Panhellenic Counselor selection and training workshops early in the Spring Term.
4. Update the Panhellenic Counselor's Manual.
5. Order Panhellenic Counselor apparel.
6. Maintain summer contact with Panhellenic Counselors and the Vice President of Recruitment.
7. Oversee Panhellenic Counselor duties during formal recruitment.
8. Conduct an evaluation of the Panhellenic Counselor program with Panhellenic Counselors after completion of formal recruitment.
9. Assist the Vice President of Recruitment in completing a MGCA Award Application to be submitted at the end of the fall semester.
10. Meet biweekly with the Panhellenic Graduate Assistant.
11. Complete at least two office hours a week.
12. Participate in all relevant trainings and retreats (Greek leadership Summit, PHC Exec training, summer PHC retreat, officer transition workshops, etc.)
13. Disaffiliate for formal recruitment.
14. Coordinate a retreat and training sessions for Pi Chis in the fall before formal recruitment.

Scholarship Director:

1. Create a climate in which there is a constant presence and appreciation of academic

excellence.

2. Plan and coordinate a scholarship recognition program each semester for individuals who excel academically.
3. Meet with chapter scholarship chairs regularly to discuss programs and resources.
4. Recognize outstanding scholastic achievements and improvements by chapters at Panhellenic Council meetings.
5. Develop programs to recognize outstanding scholarship programs and chapter achievement of academic goals.
6. Implement at least two education programs or workshops pertaining to academic achievement each calendar year.
7. Discourage chapters from hosting social activities on weeknights during finals week in order to encourage academic success.
8. To ensure that the all-sorority average is well above the all-women's average.
9. Coordinate the Panhellenic Scholarship recognition events for individual members and chapters' scholastic achievements (i.e. Greek Week, Scholarship Reception, etc.).
10. Distribute applications and coordinate selection of recipients of the annually awarded scholarship for new/associate members and initiated members of the Panhellenic Association.
11. Serve as a liaison for Rho Lambda Honorary.
12. Work in collaboration with the Greek Week Steering Committee in efforts of academic programming during the Week of Events.
13. Meet once prior to Greek 101 with the Vice President of Membership Development to discuss issues, concerns and ideas.
14. Complete a MGCA Award Application to be submitted at the end of the fall semester.
15. Submit academic statistic reports and other programming reports to the National Panhellenic Conference each academic term.
16. Apply for regional and NPC awards pertaining to academic excellence.
17. Meet biweekly with the Office of Student Life staff member.
18. Complete at least two office hours a week.
19. Participate in all relevant trainings and retreats

(Greek leadership Summit, PHC Exec training, summer PHC retreat, officer transition workshops, etc.)

20. Disaffiliate for formal recruitment.
21. Build strong faculty relationships and implement faculty appreciation programs.
22. Recognize October as NPC's Month of the Scholar.

Philanthropy/Community Service

Director:

1. Work with the philanthropic and/or community service chairs to discuss resources and projects.
 2. Oversee all Panhellenic-sponsored philanthropic and/or community service projects; sponsoring one per semester.
 3. Work with the Interfraternity Council Vice President of Community Outreach on all Greek philanthropic and/or community service events.
 4. Complete a MGCA Award Application to be submitted at the end of the fall semester.
 5. Meet biweekly with the Panhellenic Graduate Assistant.
 6. Organize a weekly community service outreach program that involves a non-Greek organization.
 7. Work with IFC Vice President of Community Outreach to coordinate and distribute an annual philanthropy and service project calendar.
 8. Promote university and community service and philanthropy projects, civic engagement initiatives and distribute and "going green".
-
1. Hold at least two roundtables per semester with each chapter's philanthropy and community service coordinators.
 2. Complete at least two office hours a week.
 3. Participate in all relevant trainings and retreats (Greek leadership Summit, PHC Exec training, summer PHC retreat, officer transition workshops, etc.)
 4. Disaffiliate for formal recruitment.
 5. Collaborate with the Interfraternity Council Vice President of Community Outreach to organize a Greek community service project at least once per year.
 6. Assist in promotion and fundraising for Greek Alternative Spring Break and serve on the committee.

Crisis Management

In the event of a fire, serious injury, death or other crisis the chapter president must handle the situation and maintain calm and clear thinking among other members. These procedures are provided as guidelines. Chapters should consult their national organization's crisis management plan and adapt this plan as needed. It has been adapted from national organization's plans.

Definition of a Crisis:

- An accident resulting in severe or fatal injuries;
- A member attempting or committing suicide;
- A fire or explosion in the chapter facility;
- Substantial damage to the chapter facility caused by a storm, flood, tornado, or earthquake;
- Deliberate damage to the chapter facility from malicious mischief, sabotage, or a riot;
- Chapter member, members, or the entire chapter being accused of violating local, state, Federal, or university/college laws, rules or regulations.

Each Semester:

- Update numbers, emails and contact information for all members, campus resources and advisors in your cell phone and on paper
- Review the plan with members and new members
- Provide a copy of your crisis management plan to all members and new members. It should include contact information
- Host practices and drills (i.e. fire drills and case studies for a crisis situation)
- Provide your plan to parents, advisors and Office of Student Life
- Make sure your contact information is up to date with your national organization
- Update list of members who may have medical knowledge (i.e. first aid certified, CPR, nursing, EMT, etc.) in the event of an emergency during a chapter event

Greek Emergency Hotline:

- Phone provided by Greek councils
- Greek staff members in the Office of Student Life rotate who is "on call"
- Someone is available 24/7 at this number
- STOP! Program this number in your cell phone right now: 765-730-3851

Use in emergencies only. During a less serious situation (i.e. a Social Events Policy violation) the Greek councils should be contacted

PHC Exec Numbers I Want To Know:

Crisis Response Protocols

Fire in Chapter Facility

1. Call 911 or Campus Police at 765-285-1111.
2. Alert all residents.
3. Evacuate everyone immediately. Do not stop to save possessions.
4. Have a common meeting place outside to assemble the chapter.
5. Count heads and determine who is missing.
6. If anyone is missing, report it immediately to the fire department.
7. Do not re-enter the building for any reason.
8. Stay calm and help keep everyone else calm.
9. If the chapter president is not present, contact him/her immediately. The highest ranking officer is in charge until the president arrives.
10. Call your chapter advisor (if applicable) and the Greek Emergency Hotline.
11. Contact your national headquarters (this should happen as soon as possible).
12. Begin gathering facts.

Serious Injury

1. Call Campus Police at 765-285-1111.
2. Do not move member unless he/she is in physical danger.
3. Immediately close room/wing/area if in chapter facility.
4. If the chapter president is not present, contact him/her immediately. The highest ranking officer is in charge until the president arrives.
5. Call your chapter advisor (if applicable).
6. Call the Greek Emergency Hotline.
7. Call your national headquarters.
8. Begin gathering facts.
9. If injury took place in the facility, close house. Try to limit members leaving and only permit members and officials to enter the house.
10. Call emergency meeting of all members. They should be told there is an emergency and they need to assemble at the house or other centralized meeting place. Do not provide details. Ask them to come immediately and to not make outgoing calls to those outside of the chapter.
11. Do not notify parents or relatives. Authorized officials will do this.

Crisis Management Continued...

Death

1. Call Campus Police at 765-285-1111.
2. Do not move member.
3. Immediately close room/wing/area if in chapter facility.
4. If the chapter president is not present, contact him/her immediately. The highest ranking officer is in charge until the president arrives.
5. Call your chapter advisor (if applicable).
6. Call the Greek Emergency Hotline.
7. Call your national headquarters.
8. Begin gathering facts.
9. If death occurred in the facility, close house. Try to limit members leaving and only permit members and officials to enter the house.
10. Call emergency meeting of all members. They should be told there is an emergency and they need to assemble at the house or other centralized meeting place. Do not provide details. Ask them to come immediately and to not make outgoing calls to those outside of the chapter.
11. Do not notify parents or relatives. Authorized officials will do this.
12. Do not tell anyone it was a death until chapter is assembled and parents have been notified.
13. The member's belongings should not be moved or touched.

Completed Suicide

1. Call Campus Police at 765-285-1111.
2. Do not move member unless he/she is in physical danger.
3. Immediately close room/wing/area if in chapter facility.
4. Call your chapter advisor (if applicable).
5. Call the Greek Emergency Hotline.
6. Call your national headquarters.
7. If suicide took place in the facility, close house. Try to limit members leaving and only permit members and officials to enter the house.
8. Call emergency meeting of all members. They should be told there is an emergency and they need to assemble at the house or other centralized meeting place. Do not provide details. Ask them to come immediately and to not make outgoing calls to those outside of the chapter.
9. Do not notify parents or relatives. Authorized officials will do this.
10. Do not tell anyone it was a suicide until chapter is assembled and parents have been notified.
11. The member's belongings should not be moved or touched.

In the event of an attempted suicide with serious injury follow the guidelines provided under serious injury.

In the event of an attempted suicide without serious injury, do not assemble the chapter or inform the membership. It should be held quietly. Still contact the chapter advisor, national organization and Office of Student Life.

Reporting an Incident or Crisis

Chapter members have a responsibility to promptly report all incidents that could result in an insurance claim. Prompt reporting often can prevent minor incidents from developing into major problems.

What Facts Should I Gather?

- What happened?
- Who was involved? Include any witnesses.
- When did the events take place (specific time and date)?
- What events (if any) led up to this happening? Create a timeline of events.
- Where did this occur?
- Why did this occur?
- How did this occur?
- List any property damage.
- Nature of injuries.

What Types of Incidents Should be Reported?

- Any incident that caused or contributed to an injury or death.
- Any demand for compensation, whether verbal or written.
- Any lawsuits or subpoenas served on you or your chapter by an officer of the court.
- Any contacts by an attorney or investigator asking about an occurrence that happened at the chapter facility or that involved chapter members.
- Your national organization may require that you complete specific forms. Do this as soon as possible while the facts are still fresh in members' minds.

What do I do after I report?

- Do not admit responsibility or liability in any accident or occurrence.
- NEVER discuss an incident with an attorney or investigator without clearance from Headquarters.
- Appoint one spokesman (usually the chapter president) to handle any questions from outsiders about the occurrence.
- Instruct the chapter members not to discuss the incident with anyone outside of the Fraternity/Sorority.
- Continue constant communication with your national organization and the university.
- Depending on the circumstances you may need to follow up with university counseling services.

Ball State Panhellenic Association Resolution Supporting Alcohol-Free Housing

The following resolution was adopted in 2000. It supports alcohol-free housing and prohibits co-sponsorship of social functions with alcohol at fraternity houses.

Whereas, All 26 NPC groups have agreed that it is inadvisable to co-sponsor a party involving alcohol when the majority of guests attending are under the legal drinking age, and

Whereas, All 26 NPC groups have agreed that no college chapter funds may be used to purchase alcohol, and

Whereas, The co-sponsors of social events are potentially liable regardless of how the expenses are shared, and

Whereas, The Greek community has taken a leadership role in providing alcohol education and responsible use of alcohol to its members, and

Whereas, The NPC/NIC Task Force on Substance-Free Fraternity Housing believes that alcohol-free fraternity housing will result in a higher quality fraternity experience and improved health and safety among collegiate members, and

Whereas, Efforts to create a living environment where behaviors consistent with fraternity principles can flourish deserve the support of Panhellenic women, who have historically observed a substance-free facility standard, and

Whereas, Panhellenic women at Ball State University wish to be proactive in dealing with the misuse of alcohol among members of the Greek Community, and

Whereas, Panhellenic women at Ball State University hold themselves to high ethical standards and do not tolerate any form of hazing; therefore be it

Resolved, That the National Panhellenic Conference member groups at Ball State University, starting in the Fall of 2000, will not co-sponsor a function at a fraternity house if that function is not alcohol-free; and be it further

Resolved, That the National Panhellenic Conference member groups at Ball State University will co-sponsor at least one registered alcohol-free social function with a fraternity each semester; and be it further

Resolved, That each National Panhellenic Conference member group at Ball State University agrees to walk-out of any situation in which the above policy is not followed or any situation that puts its members in danger and not to return for at least 12 hours; and be it further

Resolved, That each National Panhellenic Conference member group at Ball State University will have at least the President, Social Chair, Risk Management Chair and one other member-at-large TIPS trained; and be it further

Resolved, That the National Panhellenic Conference member groups at Ball State University will co-sponsor only three activities in conjunction with a campus activity or philanthropy event; and be it further

Resolved, That the National Panhellenic Conference member groups at Ball State University will annually hold a workshop on values and human dignity within their chapter to discuss respect and treatment of new members; and be it further

Resolved, That the National Panhellenic Conference member groups at Ball State University fully support the fraternities that have chosen alcohol-free housing and will encourage other fraternities to follow suit.

Ball State University



2009 Greek Calendar

January Responsibilities

- Contact the council president to determine when and where the first meeting council meeting will be
- Remove any members who graduated in December and update the status of your new members on the roster
- Select 2 chapter representatives for the council judicial board and make sure they attend training
- Select chapter representative for SET and make sure they attend training
- Prepare for Meet the Greeks night and select members to work the table
- The following trainings are offered this month – make sure the proper people are going!
 - PR Training
 - New Member Educator Training
 - Scholarship Training
- Notify Office of Student Life of any grade changes
- Encourage best members to apply to be a Pi Chi
- Review national and campus risk management policies and crisis management plan with entire chapter
- Finalize travel plans and registration forms for any winter or spring regional conferences
- Select members for Panhellenic and IFC committees
- Reserve rooms for all events and meetings for spring 2009 semester

Greek Listservs

The Office of Student Life maintains 21 Greek listservs for a variety of officer, chairman and advisory positions. This allows anyone on the listserv to send an email to other listserv members - it keeps communication lines open and simple. You will be added to one of the following listservs automatically:

- ifc-l (IFC fraternity presidents and IFC exec board members)
- phc-l (PHC sorority presidents and PHC exec board members)
- bsunphc (all NPHC members)

To send an email to a listserv that you belong to, simply type the address in to the 'to' line of your email. For example:

TO: ifc-l@listserv.bsu.edu
SUBJECT: upcoming meeting

If you are not receiving messages on the listserv, contact Maria Bumbalough in the office.

Grade Appeals Process

Issues with grades inevitable arise. The grade appeals process is an opportunity for chapters to report any grade issues to the Office of Student Life so that the chapter's GPA can be recalculated accordingly. For example, if a member was given a D by a professor but really should have had a B, then he/she should report the grade change to the office after the professor has changed the grade officially within the computer system. The chapter's GPA will be adjusted to reflect the grade change. Grades appeals will be accepted after grades are distributed to chapter presidents on January 9th through January 16th. Once the appeals process is over, the semester report will be released publicly.

Roster Updates

All roster changes must be updated by January 30th. This update removes any December graduates, adds any newer members and also changes new members to initiated members. Presidents are ultimately responsible for making sure additions, deletions and corrections are made by the deadline.

Accreditation Essentials

- Review accreditation document with entire chapter
- Use accreditation document to help set chapter goals
- Plan chapter calendar with important accreditation items, community and chapter events
- Confirm the following contact info with Maria in the Office of Student Life:
 - President
 - Treasurer
 - Scholarship chair
 - New Member Educator/Intake Coordinator
 - Recruitment chair
 - Risk Manager
 - Social chair
 - PR chair
 - Suite/House Manager
 - Philanthropy chair
 - Service chair
 - Council delegate
 - Faculty Advisor
 - Chapter Advisor
 - Housing Corp. Members
- Attend Ladder of Risk: Campus Edition and share risk management info with the chapter members
- Attend New Member Education training
- Select members to attend Phired Up in February
- Submit all anti-hazing/grade release forms to the office prior to extending bids
- Attend council meetings
- Encourage members to apply for the Greek Alternative Spring Break

January 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 Sorority Houses Open 10am	10
11 IFC/PHC Training 10-5pm	12 First Day of Classes	13	14	15 SET Training 6:30pm	16	17 Ladder of Risk 2pm Cardinal Hall A
18	19 MLK - University Closed	20 IFC J Board Training 7pm Forum	21 IFC J Board Train 7pm Forum Scholarship Chair Train. 7pm Multi-purpose	22 Meet the Greeks 7pm Cardinal Hall NME Training 7pm, SC 306	23	24
25	26	27	28 PR Training 7pm Multi-purpose	29 NME Training 7pm, SC 306	30	31



February Responsibilities

- Review information about the Priority Dates Scheduling process and work with the exec board to establish dates for all Greek-wide or campus-wide events for 2009-2010
- NPHC Week of Events for 09-10 selected
- Educate new members about IFC academic policy
- Attend the Greek Graduate Assistant Interest Reception

Greek Alternative Spring Break

Each spring, the members of Greek community participate in a Greek Alternative Spring Break (GASB). Greeks use their spring break to do community service in another part of the country. It is a great experience that allows Greeks to demonstrate their values by lending a hand to a community in need.

GREEK 101

Greek 101 is a half day experience each semester in which new members of the Ball State Greek community have the opportunity to learn about the what it means to be Greek at Ball State. Greek 101 allows new members to develop a strong sense of community through discussion and interaction. Topics vary every year but tend to focus on the following:

- Values
- Greek history
- Governing council orientation
- Scholarship
- Alcohol Abuse
- Hazing
- Greek Strategic Plan

Greek 101 is scheduled on March 1st this spring.

Order of Omega

Order of Omega is an international honorary formed to recognize those fraternity men and women who have attained a high standard of leadership in interfraternal activities, to bring together outstanding fraternity men and women to create an organization which will help to mold the sentiment of the institution on questions of fraternity affairs, to bring together members of the faculty, alumni, and undergraduate members of fraternities and sororities, and to help create an atmosphere where ideas and issues can be discussed openly across Greek lines and to help work out solutions.



Rho Lambda

Members of this Greek honorary for women must be nominated and selected by members of their sororities in the fall of their junior year.



Accreditation Essentials

- Submit the chapter's scholarship plan to the Office of Student Life
- Report all new members who joined your organization. IFC should use the New Member Reporting form and Panhellenic should use the COB Reporting form
- Notify all new members about Greek 101
- Submit the chapter new member education plan to the office
- Submit the chapter goals to the office
- Presidents, risk managers and social chairs take the risk management test
- Attend Phired Up
- Announce the dates, times and locations for all the Greek Week events – get the chapter fired up!
- Apply for Order of Omega and Rho Lambda honorary organizations (members who excel academically)
- Hold a study skills session for new members
- Send a letter to families of new members
- Provide new members and parents with a copy of the new member program
- Attend council meetings

February 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 PHC J Board Training	4 PHC J Board Training	5	6 Scholarship Plans & New Member programs due	7
IFC Recruitment Week						
8	9	10	11 Alpha Phi Mr. Phi- Nomenal 8:30pm Emens	12 MGCA	13 Chapter Goals due MGCA	14 MGCA
15 MGCA RM test due	16	17	18	19	20	21
22 IFC/PHC Phired Up 1-6pm	23	24	25	26	27	28 AOII Dodgeball Tournament



March Responsibilities

- Submit Priority Dates Events to the Office of Student Life
- NPHC elections will take place this month. Election information is always available in the Office of Student Life and council meetings and on the website.
- Hold spring break safety educational program for members
- Select outstanding leaders to attend the Undergraduate Interfraternity Institute in the summer – check with your national foundation for available scholarships
- Sponsor a senior to attend the spring graduating senior luncheon in April
- Evaluate goals set at the beginning of the semester

The Undergraduate Inter-Fraternity Institute (UIFI)

UIFI is unlike any leadership conference you have ever been to. Top notch fraternity men and sorority women from around the country come together for a 5 day experience that changes their lives and betters their Greek communities. Most sessions are held at Indiana University or Butler University over the summer.

Why Attend UIFI?

UIFI challenge you intellectually, emotionally, and physically. You will develop your leadership skills, teach you about resolving complex issues, grow your confidence, enhance your critical thinking ability, and build your courage. You will also increase your network of relationships that can help you reach your potential and attain your goals.

Themes for the experience include:

Courage: Acting upon one's conviction and beliefs.

Culture: The norms and patterns of behavior expressed and transmitted by the people in a community or organization.

Elevation: Raising an organization or community by at least one level. Elevation can repair or transform an organization.

Era: A period of time that can be marked by distinctive characteristics and/or significant events.

Groupthink: The practice of approaching problems or issues as matters that are best dealt with by consensus of a group rather than by individuals acting independently.

Leadership: Leadership is a process that occurs when shared values foster collaborative relationships that lead to collective action intended to elevate an organization, cause, or community.

Revolution: A profound and transformative change in an organization or community.

Ritual/ritual: The symbolic and esoteric ceremonies that teach the founding values and principles of an organization

Panhellenic and IFC provide scholarships to attend this experience. For more information visit www.nicindy.org/programs/UIFI

Accreditation Essentials

- Attend Greek Week events
- Submit recruitment plans to the office
- Pay IFC and Panhellenic dues. Contact the VP of Administration for the council with specific questions
- New members attend Greek 101
- Attend council meetings

March 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Greek 101	2 National Badge Day	3	4	5	6	7 Greek Alternative Spring Break
8 Greek Alternative Spring Break	9 Greek Alternative Spring Break	10 Greek Alternative Spring Break	11 Greek Alternative Spring Break	12 Greek Alternative Spring Break	13	14
Spring Break						
15	16 Kappa Alpha Psi Week of Events	17 Kappa Alpha Psi Week of Events	18 Kappa Alpha Psi Week of Events	19 Kappa Alpha Psi Week of Events	20 Kappa Alpha Psi Week of Events	21 Kappa Alpha Psi Week of Events
22 Kappa Alpha Psi Week of Events	23 Sigma Gamma Rho Week of Events	24 Sigma Gamma Rho Week of Events	25 Sigma Gamma Rho Week of Events	26 Sigma Gamma Rho Week of Events	27 Recruitment Plans due Sigma Gamma Rho Week of Events	28 Sigma Gamma Rho Week of Events
29 Sigma Gamma Rho Week of Events	30	31	Greek Week			



April Responsibilities

- Reserve facilities/space on campus for events on the priority dates calendar and other important events (09-10 academic year)
- That recruitment chair really needs to make sure recruitment plans are finalized and communicated to the chapter before summer break begins.
It is critical for chapter success.
- Finalize travel plans and registration forms for any summer regional or national conferences
- Attend Grand Chapter awards ceremony – invite your advisors and dress to impress!
- Pay for recruitment t-shirts and collect \$ and sizes from members
- Submit forms for new members who completed IFC academic policy requirements
- Finalize recruitment plans for fall
- Sign up for fall activity fair
- Include council dues in your chapter budget for the upcoming year. Panhellenic dues are \$8 per member each semester. IFC dues are \$7.75 per initiated member and \$20 per new member each semester
- Apply for Greek Week Steering Committee

Accreditation Essentials

- ❑ Meet with Office of Student Life staff member to wrap up semester
- ❑ Update chapter website before all members leave for sum break
- ❑ Review accreditation document and identify any areas not complete. Either complete them this month or make plans to fulfill them in the fall
- ❑ Attend council meetings

April 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 McKinley Mile Bike Race - Campus Wide Event
Greek Week						
5 Senior/Alumni Luncheon Grand Chapter 7pm Emens	6 Gamma Phi Omega Week of Events Pi Phi Arrow Games	7 Gamma Phi Omega Week of Events Pi Phi Arrow Games	8 Gamma Phi Omega Week of Events Pi Phi Arrow Games	9 Gamma Phi Omega Week of Events Pi Phi Arrow Games	10 Gamma Phi Omega Week of Events	11 Gamma Phi Omega Week of Events
12 Gamma Phi Omega Week of Events Easter	13 Alpha Phi Alpha Week of Events	14 Alpha Phi Alpha Week of Events	15 Alpha Phi Alpha Week of Events	16 Alpha Phi Alpha Week of Events	17 Alpha Phi Alpha Week of Events	18 Alpha Phi Alpha Week of Events Sigma Nu Spaghetti Dinner
19 Alpha Phi Alpha Week of Events Alpha Chi/Sig Ep Powder Puff	20	21	22	23	24	25
NPHC Week of Events						
26	27	28	29	30		
NPHC Week						



May Responsibilities

- Report any changes to elected and appointed positions to Office of Student Life via website
- Make sure the Office of Student Life has your summer contact information!
- Pick up chapter grade reports and make any necessary appeals.
- Close house and check members out for the summer
- Consider planning a retreat for the summer - this will allow you to re-evaluate chapter goals and progress and make plans for the upcoming semester

Grade Appeals Process

Issues with grades inevitable arise. The grade appeals process is an opportunity for chapters to report any grade issues to the Office of Student Life so that the chapter's GPA can be recalculated accordingly. For example, if a member was given a D by a professor but really should have had a B, then he/she should report the grade change to the office after the professor has changed the grade officially within the computer system. The chapter's GPA will be adjusted to reflect the grade change. Grades appeals will be accepted after grades are distributed to chapter presidents on May 18th through May 29th. Once the appeals process is over, the semester report will be released publicly.

Roster Updates

All roster changes must be updated by May 1st. This will ensure that the chapter's grades reflect the work of the people actually in the chapter during the spring semester. Presidents are ultimately responsible for making sure additions, deletions and corrections are made by the deadline.

Accreditation Essentials

- Submit all roster updates to the Office of Student Life. These will count for chapter grades so make sure you check the list twice!
- Submit forms for all service hours completed and money donated to charities
- Attend council meetings

May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Last Day of Classes All paperwork due	2
3	4	5	6	7	8 Semester Ends	9 Sorority houses close 6pm
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



July 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



August Responsibilities

- Report all elected and appointed positions to Office of Student Life via website
- Contact the council president to determine when and where the first meeting council meeting will be
- Wrap up all recruitment plans
- Lend a hand with Ball State move in

September is a busy month - plan now to make your life easier!

- Panhellenic & IFC Formal Recruitment
- Greek 101
- Distribute a newsletter to alumni, alumnae and graduate members about chapter accomplishments and homecoming events
- Scholarship plans are due - start working on your plan now
- Rosters updated
- New member reporting forms submitted

Updating Office, Chairman and Advisor Contact Info

Sometimes people leave their positions over the summer. Update contact information with your headquarters and the Office of Student Life to ensure nothing gets lost in the transition. Just visit the Greek life website and type it all in. Selecting one member to update all information is an easy way to make sure it gets done correctly and in timely manner. Officers will automatically added to the appropriate Greek listserv.

August 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Sorority Houses Open 10am	18	19 Move-in	20 Move-in	21	22 Activity Fair
23	24 First Day of Classes	25	26	27	28	29
30	31					



September Responsibilities

- Hold a house meeting for all residents
- Review national and campus risk management policies and crisis management plan with entire chapter
- Ensure SET members attend training
- Update chapter rosters

Scholarship Plans

Scholarship plans are submitted to the Office of Student Life each semester. The plan should be developed based on expectations from your national headquarters and the information provided during the scholarship chair training. Submitting the plan by the established deadline is a requirement for accreditation.

Roster Updates

All roster changes must be updated by September 4th. This update removes any May or July graduates, adds any newer members and also changes new members to initiated members. Presidents are ultimately responsible for making sure additions, deletions and corrections are made by the deadline.

GREEK 101

Greek 101 is a half day experience each semester in which new members of the Ball State Greek community have the opportunity to learn about the what it means to be Greek at Ball State. Greek 101 allows new members to develop a strong sense of community through discussion and interaction. Topics vary every year but tend to focus on the following:

- Values
- Greek history
- Governing council orientation
- Scholarship
- Alcohol Abuse
- Hazing
- Greek Strategic Plan

Greek 101 is scheduled on March 1st this spring.

Accreditation Essentials

- Evaluate chapter goals and readjust if necessary - submit a copy to the office
- Submit the chapter's scholarship plan to the Office of Student Life
- Report all new members who joined your organization. IFC should use the New Member Reporting form and Panhellenic should use the COB Reporting form
- Notify all new members about Greek 101.
- Submit all anti-hazing and grade release forms to the Office of Student Life prior to extending bids – this verifies the potential member's academic information
- Attend or host a risk management training
- Attend council meetings

September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Labor Day - University Closed	8	9	10	11 Fire Inspection Paperwork due	12
13	14	15	16	17	18 Scholarship Plans, New Member Education Plan & Chapter Goals Due	19
20	21	22	23	24	25	26
27	28	29	30			



October Responsibilities

- Select members to live in house for 2010-2011 academic year
- Finalize chapter election timeline and recruit people to run
- Select emerging leaders to attend the Indiana Greek Leadership Conference – IFC and Panhellenic offers scholarships
- Sponsor member to attend Greek senior etiquette and networking dinner

How Much are Council Dues?

IFC chapters pay dues each semester and they are \$7.75 per initiated member and \$20 per new member. Panhellenic dues are \$9 per member per semester. Council dues are based on the chapter roster maintained in the Office of Student Life. Keeping your roster consistently up-to-date is an easy way to eliminate issues with your dues invoice. Contact the VP of Administration with questions about dues.

Why Run for Panhellenic & IFC Elections?

The leaves are turning colors, the temperatures are getting cooler and the end of the semester is finally in sight. These signs could mean only one thing...election time for many fraternities and sororities!

Many people are considering which chapter office or chair position to run for during the upcoming weeks. Taking on a leadership position within the chapter is a great opportunity to build skills and grow as a person; however, an executive board position on the IFC or Panhellenic council can provide this and so much more!

Council positions provide opportunities for the executive board members to strengthen existing leadership skills and create real change within the community. These individuals network with campus administrators and Greek leaders at other schools. In addition, they bring together people from different organizations to improve the community thus improving chapters within the community.

Having members on the Greek council is also a way to ensure your chapter's voice is heard and to have a say in the direction of the community. Tapping individuals with Greek leadership experience and knowledge to run for these positions is just as important as tapping the person who will succeed the chapter's executive board.

Accreditation Essentials

- Hold a study skills session for new members
- Pay IFC and Panhellenic dues. Contact the VP of Administration for the council with specific questions
- Yes chapter elections are coming up but don't forget about IFC and Panhellenic elections. These men and women should represent the best of the best Greek members. Seek our members from your chapter and others to run for elections!
- Gather volunteers for Greek sponsored Children's Fair during Family Weekend
- Attend council meetings

October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
						Fall Break
18	19	20	21	22	23	24
Fall Break						
25	26	27	28	29	30	31



November Responsibilities

- Panhellenic and IFC elections will take place this month. Application packets are always made available in the Office of Student Life and council meetings and on the website. Go for it and run!
- Review any goals set at the beginning of the year/semester. How far have you gotten?
- Revise transition program and plan dates for officer training and transition – it is most effective before winter break
- Send leases home with members so parents can review over Thanksgiving break

Updating Office, Chairman and Advisor Contact Info

As elections take place be sure you are updating your headquarters and the Office of Student Life with important contact information. Updating the information is easy! Just visit the Greek life website and type it all in. Selecting one member to update all information is an easy way to make sure it gets done correctly and in timely manner. Officers will automatically added to the appropriate Greek listserv.

How do IFC & Panhellenic Elections Work?

IFC election take place during the first two IFC meetings in November. Four positions are elected at each meeting. Candidates must have submitted a application, have a 2.60 cumulative GPA, be available Wednesday and Thursday evenings for meetings, cannot be a chapter president, been an initiated member of his fraternity for at least one semester and must have and be committed to upholding the policies and principles of the Interfraternity Council. Candidate give platform speeches to the rest of the IFC delegation. IFC delegates vote and select the IFC executive board members.

Panhellenic elections take place throughout the month of November. Candidates must have submitted a application, have a 2.80 cumulative GPA, be available Tuesday and Thursday evenings for meetings, cannot be a chapter president, been an initiated member of her sorority for at least one semester, interview with the current Panhellenic Executive Board members and must have and be committed to upholding the policies and principles of the Panhellenic Council. After interviews, the Panhellenic officers prepare a proposed slate to the Panhellenic delegates. Candidates slated must give a platform speech during the Panhellenic meeting. Panhellenic delegates vote and select the Panhellenic executive board.

Accreditation Essentials

- Review accreditation document with all outgoing and newly elected officers
- Identify any missing components of the accreditation document and complete them
- Attend council meetings

November 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
				Thanksgiving Break		
29	30					
Break						



December Responsibilities

- Make plans to attend the IFC and Panhellenic officer installation ceremony
- Complete written transition report and hold transition meeting with outgoing and incoming officers
- Collect all leases before end of the semester
- All outgoing and incoming officers should hold a transition meeting with Cara
- Close house for winter break
- Submit forms for new members who completed IFC academic policy requirements
- Make plans to attend or tell the incoming president to attend the Greek Leadership Summit. It is usually held within the first two weekends of the month and he/she needs to be there

Getting the Recognition You Deserve

Wait! You are not done yet - before you and the other officers leave make sure you submit all documentation and apply for all awards to ensure your chapter is recognized for a hard year's worth of work. Apply for individual awards, submit all accreditation documentation and turn in the philanthropy and community service forms. Your chapter will thank you when they are recognized throughout the upcoming semester.

Officer Transitions

Officer transitions is the final responsibility of an outgoing officer. At a minimum a date should be set prior to the end of the semester to evaluate the progress towards chapters goals and exchange and review binders. At best the transition is scheduled over several meetings involves all outgoing and incoming officers and advisors and is well thought out. Your headquarters will most likely have a program you can utilize to assist with transitions. If you do not have one, the Office of Student Life has a program that can be adapted to fit the needs of any chapter.

Roster Updates

All roster changes must be updated by December 11th. This update removes any members who left the chapter and adds any newer members. This will ensure that the chapter's grades reflect the work of the people actually in the chapter during the fall semester. Presidents are ultimately responsible for making sure additions, deletions and corrections are made by the deadline.

Accreditation Essentials

- Submit all roster updates to the Office of Student Life. These will count for chapter grades so make sure you check the list twice!
- Submit forms for all service hours completed and money donated to charities
- Submit final accreditation documents & award applications to the office
- Update contact information with the office
- Attend council meetings
- Update chapter website before all members leave for sum break

December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11 All Paperwork, Awards and Accreditation Doc Due	12
13	14	15	16	17	18 Semester Ends	19 Sorority houses close 6pm
20	21	22	23	24	25	26
	Winter Break					
27	28	29	30	31		
	Winter Break					



3rd Annual Greek Leadership Summit January 9-10, 2009

Goals and Intended Outcomes

- Participants will learn how to appreciate the differences in others and develop relationships with people from other chapters.
- Participants will begin to network with individuals from the Office of Student Life and develop a university support system.
- Participants will be knowledgeable about upcoming changes and events within the fraternity and sorority community.
- Participants will be provided with resources to carry out position related duties.
- Participants will develop skills to communicate, collaborate and deal with conflict more effectively with people different than themselves.
- Participants will be provided with a forum to have conversations about the strengths, weaknesses and needs of the Greek community.
- Participants will leave encouraged, energized, and confident to face the challenges ahead.

Ground Rules: Specific and Simple!

How a team accomplished its goals is just as important to success as what it accomplished! Ground rules are the team's bottom line expectations for each other. Rules help establish trust. Our team rules will be specific and simple!

- **We Work Together!** This rule acknowledges that there is power in teamwork and that teamwork is necessary for accomplishing the goals of the team.
- **We Talk Straight!** The group will confront how they can constructively deal with conflict in order to establish respect and trust.
- **Silence is Agreement.** This rule clarifies the meaning of silence.
- **51% Agreement Means 100% Commitment.** When a majority of the officers/chapter agrees on an issue, the entire team fully commits to it.
- **Problems will be answered with solutions.** A problem only exists if there is a difference between what is actually happening and what you desire to be happening. Everything else is just complaining.
- All of us have something to learn. All of us have something to teach.
- Individuals can expect to gain from this experience in direct proportion to what they are willing to put into it.
- We do not have to agree...we do need to understand.
- Everyone is expected to give his or her best...ALWAYS.
- **We Begin and End Meetings on Time!**
- **We Do Not Gossip!**
- **We Work with Discipline!**
- **K.I.S.S.:** Keep It Simple Silly

3rd Annual Greek Leadership Summit January 9-10, 2009

Agenda

Friday January 9, 2009

Bus Departs BSU	4:00pm
Arrive at Retreat Center	4:40pm
Get Settled & Register	4:40-5:00pm
Welcome	5:00-5:30pm
Teambuilding Activities	5:30-6:45pm
Dinner	6:45-7:30pm
Our Values	7:30-8:00pm
Chapter Meeting #1: Trust is the Foundation of Leadership	8:00-8:45pm
Future Perfect: It takes a Leader to Chart the Course	8:45-9:45pm
Break	9:45-10:00pm
Your Greek Community	10:00-11:00pm
Social Time	11:00pm
Quite Hours	12:30am

Saturday January 10, 2009

Breakfast	8:30-9:00am
Welcome Back and Morning Energizer	9:00-9:15am
OSL: How We've Got Your Back	9:15-10:00am
Chapter Meeting #2: True Colors	10:00-10:45am
Break	10:45-11:00am
Communicating Effectively: When the Real Leader Speaks, People Listen	11:00-12:00pm
Lunch	12:00-12:45pm
Chapter Meeting #3: The Power of Simple, Honest Conversations	12:45-1:15pm
Inviting Conflict	1:15-2:30pm
Break	2:30-2:45pm
Identifying Our Agenda for Change	2:45-4:00pm
Commitment to Keep Talking	4:00-4:15pm
Bus Arrives	4:15pm
Depart Lake Placid Retreat Center	4:30pm
Arrive at BSU Student Center	5:10pm

Do Values Matter?

What are your personal values?

What are your chapter's values/creed/motto?

How do you represent these well? What are times in which you don't represent these well?

What are the values of the Greek community?

Should we have community values? Why or why not?

Who Sits on Your Board of Directors??



The greatest service one can perform is to be a friend to someone. Friendship is not only doing something for someone, but it is caring for someone, which is what every person needs.

- C. Neil Strait

Future Perfect: It takes a Leader to Chart the Course

Community Defined:

A dynamic whole that emerges when a group of people:

- Participate in common practices;
- Depend upon one another;
- Make decisions together;
- Identify themselves as part of something larger than the sum of their individual relationships; and
- Commit themselves for the long term to their own, one another's and the group's well-being.

Write down the words or phrases that you think best characterize/describe the time period in the appropriate boxes. Dream about what your ideal community would look like.

Five Years Ago	Two Years Ago
Today	Five Years from Now

Office of Student Life Questions

Before the Game:

What is your perception of the office/university/Greek staff? Is it mostly negative or mostly positive or neutral?

What experiences have shaped this perception?

Is Ball State supportive of fraternities and sororities?

Why do you think the university chooses to provide staff and funding for fraternities and sororities that many other student organizations do not receive?

What does the Office of Student Life provide for fraternities and sororities?

After the Game:

Did you learn anything from this game? Were there any surprises?

What is one thing you learned during this activity?

How did this impact your perception of the Office of Student Life or Ball State University?

What is one way you will utilize the OSL office this semester?

True Colors

What is the purpose of True Colors?

Brief Explanation of each color

Gold

Blue

Green

Orange

My Personal Color Spectrum....

This means that...

Other people's colors that I will work with:

Toyota: No Satisfaction by Charles Fishman

Deep inside Toyota's car factory in Georgetown, Kentucky, is the paint shop, where naked steel car bodies arrive to receive layers of coatings and colors before returning to the assembly line to have their interiors and engines installed. Every day, 2,000 Camrys, Avalons, and Solaras glide in to be painted one of a dozen colors by carefully programmed robots.

Georgetown's paint shop is vast and crowded, but in two places there are wide areas of open concrete floor, each the size of a basketball court. The story of how that floor space came to be cleared—tons of equipment dismantled and removed—is really the story of how Toyota has reshaped the U.S. car market.

It's the story of Toyota's genius: an insatiable competitiveness that would seem un-American were it not for all the Americans making it happen. Toyota's competitiveness is quiet, internal, selfcritical. It is rooted in an institutional obsession with improvement that Toyota manages to instill in each one of its workers, a pervasive lack of complacency with whatever was accomplished yesterday. The result is a startling contrast to the car business. At a time when the traditional Big Three are struggling, Toyota is thriving. Just this year, Ford and GM have terminated 46,000 North American employees. Together, they have announced the closing of 26 North American factories over the next five years. Toyota has never closed a North American factory; it will open a new one in Texas this fall and another in Ontario in 2008. Detroit isn't being bested by imports: 60% of the cars Toyota sells in North America are made here.

Toyota doesn't have corporate convulsions, and it never has. It restructures a little bit every work shift. That's what the open space in the Georgetown paint shop is all about.

Chad Buckner helped clear the space. Buckner, 35, has a soft Southern accent and an air of helpfulness. He is an engineering manager in the painting department, where he arrived straight out of the University of Kentucky 13 years ago. His whole career has been spent at Toyota.

As recently as 2004, a car body spent 10 hours in painting. Robots did much of the work, then as now, but they were supplied with paint through long hoses from storage tanks. "If we were painting a car red, before we could paint the next car white, we had to stop, flush the red paint out of the lines and the applicator tip, and reload the next color," Buckner says. Georgetown literally threw away 30% of the pricey car paint it bought, cleaning it out of equipment and supply hoses when switching colors.

Now, each painting robot, eight per car, selects a paint cylinder the size of a large water bottle. A whirling disk at the end of the robot arm flings out a mist of topcoat paint. When a car is painted--it takes just seconds--the paint cartridge is set back down, and a freshly filled cartridge is selected by each robot.

For Buckner, the paint-shop improvements aren't "projects" or "initiatives." They are the work, his work, every day, every week. That's one of the subtle but distinctive characteristics of a Toyota factory. The supervisors and managers aren't "bosses" in any traditional American sense. Their job is to find ways to do the work better: more efficiently, more effectively.

"We're all incredibly proud of what we've accomplished," says Buckner, a little puzzled that his attitude might be considered unusual. "But you don't stop. You don't stop. There's no reason to be satisfied."

Toyota Continued

The Process Process

What is so striking about Toyota's Georgetown factory is, in fact, that it only looks like a car factory. It's really a big brain--a kind of laboratory focused on a single mission: not how to make cars, but how to make cars better. The cars it does make--one every 27 seconds--are in a sense just a by-product of the larger mission. Better cars, sure; but really, better ways to make cars. It's not just the product, it's the process.

The process is, in fact, paramount--so important that "Toyota also has a process for teaching you how to improve the process," says Steven J. Spear, a senior lecturer at MIT who has studied Toyota for more than a decade. The work is really threefold: making cars, making cars better, and teaching everyone how to make cars better. At its Olympian best, Toyota adds one more level: It is always looking to improve the process by which it improves all the other processes.

There's a certain Zen sensibility to that--but also a relentlessly capitalistic, tenaciously competitive quality. If your factory is just making cars, once a day the whistle blows and it's quitting time, no more cars to make that day. If your factory is making a new way to make cars, the whistle never blows, you're never done.

Media accounts often report that a typical Toyota assembly line in the United States makes thousands of operational changes in the course of a single year. That number is not just large, it's arresting, it's mindboggling. How much have you changed your work routine in the past decade? Toyota's line employees change the way they work dozens of times a year.

Without fanfare, in fact, Toyota is confounding conventional wisdom about U.S. manufacturing. Toyota isn't outsourcing; it's creating jobs in the United States. It isn't having trouble manufacturing complicated products here- it's opening factories as quickly as its systems and quality standards allow.

So put aside everything you think you know about the current state of the car business in the United States. Sure, Toyota enjoys some structural advantages in the form of lower health care and pension costs. But the real reason it is thriving is because of people like Chad Buckner saying, "There's no reason to be satisfied." It is what he comes to the factory every day thinking about. It isn't exhausting, it's exhilarating.

Problems First

James Wiseman remembers the moment he realized that Toyota wasn't just another workplace but a different way of thinking about work. Before joining the company, he had been a factory manager, first for a swimsuit maker, then for a steel-tubing manufacturer. He joined Toyota's still-new Georgetown plant in October 1989 as manager of community relations. Today, he's vice president of corporate affairs for all of Toyota manufacturing in North America.

At the swimsuit factory and the tube factory, "there was always a lot of looking for the silver bullet," Wiseman says, "looking for the big, dramatic improvement. And I had the attitude that when you achieved something, you achieved it. You enjoyed it." He was steeped in the American business culture of not admitting, or even discussing, problems in settings like meetings.

Toyota Continued

In Wiseman's early days, Georgetown was run by Fujio Cho, now the chairman of Toyota worldwide. Every Friday, there was a senior staff meeting. "I started out going in there and reporting some of my little successes," says Wiseman. "One Friday, I gave a report of an activity we'd been doing"--planning the announcement of a plant expansion--"and I spoke very positively about it, I bragged a little. After two or three minutes, I sat down.

"And Mr. Cho kind of looked at me. I could see he was puzzled. He said, 'Jim-san. We all know you are a good manager, otherwise we would not have hired you. But please talk to us about your problems so we can all work on them together.'" Wiseman says it was like a lightning bolt. "Even with projects that had been a general success, we would ask, 'What didn't go well so we can make it better?'" At Toyota, Wiseman says, "I have come to understand what they mean when I hear the phrase, 'Problems first.'"

It's another cliché that is powerful if you take it seriously: You can't solve problems unless you admit them. At Toyota, there is a presumption of imperfection. Perfection is a fine goal, but improvement is much more realistic, much more human.

The challenge, of course, is to make the rhetoric real, to make the presumption of imperfection integral to how people think and work. Pete Gritton knows better than most how that happens; he and his staff have hired all the Kentuckians who work at Toyota Georgetown.

"We want people to be problem solvers," Gritton says. "Because every time there's a problem, we don't send out some guy in a white shirt with a clipboard." New hires--10% of job applicants make it through screening tests that include a team-building exercise--are immersed in Toyota's process for process improvement. There are daily work-group meetings, a written suggestion program, and longer-term problem-solving teams. But everything is grounded in two hard realities.

First, of course, "we have to make 2,000 cars a day. We can't vote about how to make each one," Gritton says. "We can't stop every few minutes and change the process." And then there is the most basic rule, the reason "continuous improvement" is not a matter of character or national culture or willpower, but is itself a kind of assembly line. "The rule here is that improving something starts after understanding the standard—understanding how we do it now," Gritton says. "If you don't understand what you're trying to improve, how do you know that your suggestion is an improvement?"

Once you see how woven into the work improving the work is, each particular improvement seems less interesting.

What's interesting is to compare how they think about work at Georgetown with everywhere else. How come the checkout lines at Wal-Mart never get shorter? How come the customer service of your cellphone company never improves, year after year? How come my PC gets harder to operate with each software upgrade?

It's almost as if Toyota people see the world with special four-dimensional glasses; the rest of us are stuck in 2-D.

Toyota Continued

In The End, There Is No End

Lots of companies have tried to learn and use the methods that Toyota has refined into a routine, a science, a way of being and thinking. Not least among those are ...GM, Ford, and Chrysler. For more than 20 years, in fact, Toyota and GM have operated a car factory together in California--the NUMMI project--that has allowed GM to study Toyota's methods up close.

And the Big Three have each gotten better at making cars: In the past decade, GM and Chrysler have cut by one-third the hours they need to assemble a car. But they all still trail Toyota. No one knows that better than GM. "We've made a whole lot of progress," says Dan Flores, a spokesman for GM's North American manufacturing operations--much of it by learning directly from Toyota. "Transforming a company the size of GM is a daunting task. The culture of the plants doesn't change overnight. But there has been a cultural change in the company—and that change continues."

Typically, though, the Big Three take an all-too-American approach to the idea of improvement. It's episodic, it's goal-oriented, it's something special--it's a pale imitation of the approach at Georgetown. "If you go to the Big Three, you'd find improvement projects just like you'd find at Georgetown," says Jeffrey Liker, a professor of engineering at the University of Michigan and author of *The Toyota Way*, a classic exploration of Toyota's methods. "But they would be led by some kind of engineering group, or a Six Sigma black belt, or a lean-manufacturing guru of some kind.

"They might even do as good a job as they did at Georgetown. But here's the thing. Then they'd turn that project into a PowerPoint. They'd present it at every place in the whole company. They'd say, 'Look what we did! In a year, that happens a couple of times in a whole plant for the Big Three. And it would get all kinds of publicity in the company.

"Toyota," Liker says, "is doing it in every single department, every single day. They're doing it on their own"--no black belts--"and they're doing it regularly, not just once." So you can buy the books, you can hire the consultants, you can implement the program, you can preach business transformation--and you can eventually run out of energy, lose enthusiasm, be puzzled over why the program failed to catch fire and transform your business, put the fat binders on a conference-room shelf, and go back to business as usual.

What happens every day at Georgetown, and throughout Toyota, is teachable and learnable. But it's not a set of goals, because goals mean there's a finish line, and there is no finish line. It's not something you can implement, because it's not a checklist of improvements. It's a way of looking at the world. You simply can't lose interest in it, shrug, and give up—any more than you can lose interest in your own future.

Discussion Questions

What organizational principles does Toyota use, that could be applicable to fraternity/sorority chapters?

How does Toyota create a "leaderful" environment?

How could a fraternity or sorority do the same thing?

How does Toyota view competition and collaboration?

Is this applicable to our Greek communities?

Is the attitude of "relentless improvement" present in your chapter? How can you promote this attitude?

Community Conversations

...But I've seen that there is no more powerful way to initiate significant change than to convene a conversation. When a community of people discovers that they share a concern, change begins. This is no power equal to a community discovering what it cares about.

-Margaret Wheatley

The Star Press

A newspaper for Muncie, Indiana

Inviting Conflict

Productive Conflict

**Passionate,
unfiltered debate
around issues of
importance
to the team.
This must be
mastered for a
team to reach its
full potential.
Requires trust.**

Destructive Conflict

**Conflict
laced with
politics,
pride, and
competition,
rather than
humble pursuit
of truth.
People do not
trust each other.**

**Productive Conflict yields measurable results
for groups and helps groups make better
decisions.**

Approaches to Conflict

There are many ways to respond to conflict situations. Some styles require great courage while other styles require great consideration for relationships. Some styles are cooperative, others competitive, and still others are quite passive.

Avoiding:

Avoid the conflict by pretending that it doesn't exist, minimize the differences between you, or refrain from engaging in what seems to be an inevitable argument. Examples of withdrawing include stonewalling, pretending that there is nothing wrong, and shutting down.

Courage = Low | Consideration for Relationship = Low

NO WAY

Accommodating:

Accommodate your partner by accepting her/his point of view or suggestion. Make peace to get past this sticking point. Allow the other to have his/her way. Be gracious and roll with the punches. Danger: over time, it's likely that the accommodator becomes resentful of the other party.

Courage = Low | Consideration for Relationship = High

YOUR WAY

Forcing:

Compete with the other party and ensure that you win the argument. Argue your point and do not concede any points. Fight to the finish if you must. Competitive approaches to conflict yield quick short term gains but the long term effects are great. Standing your ground requires courage but little consideration. You may win the battle, but you're likely to lose the relationship.

Courage = High | Consideration for Relationship = Low

MY WAY

Approaches to Conflict Continued

Compromising:

Find a middle ground in which you both give up some ground to allow both parties to be partially satisfied. Negotiate and give in on small points in order to win the bigger battle. Looking for a common ground requires both courage and consideration. This seems good unless compromisers use guile and passive aggressive tactics to out-fox the other party.

Courage = Medium | Consideration for Relationship = Medium

HALF WAY

The Fifth Approach Collaborating:

Talk and listen to the other party. Discuss and clarify your goals and areas of agreement. Ensure that other parties understand and acknowledge each other's positions. Consider ways to resolve the problem without any concessions. Think "outside the box." Collaboration requires great courage as well as much consideration. Collaborators are generally interpersonally intelligent and are well respected and admired.

Courage = High | Consideration for Relationship = High

OUR WAY

Ethical Decision Making

“We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly.” - Aristotle

Common Rationalization for Unethical Behavior

- The belief that what I am doing is really not illegal or unethical.
- The belief that there are times when the ends justify the means.
- The belief that what I am doing is important to the welfare of the organization, and that the organization would support it.
- The belief that I am expected by my organization to do this, or that it is the norm.
- The belief that no one will ever know or find out.
- If it's necessary, it's ethical.

Hierarchy of Bad Decisions

- Clearly Illegal
- Clearly Immoral or Unethical
- Insensitive to human feelings and needs
- Dangerous
- Irritating or annoying
- Incredibly stupid
- Ineffective or Impractical

Ethical Dilemma Questions

- Is it legal: what guidance can I gain from existing standards?
- Is it balanced: what does my sense of fairness tell me?
- How will it make me feel about myself: what can I draw from my own personal emotions and standards of morality?

Five Cornerstone of Ethical Behavior

1. Do what you say you will.
2. Never divulge information given in confidence.
3. Accept responsibility for mistakes.
4. Never become involved in a lie.
5. Avoid accepting gifts that compromise your ability to perform in the best interest of your organization.

Adapted from Robinson, J (1991). Developing and Teaching Ethical Decision Making Skills. Campus Activities Programming

Agenda for Change

You can dream, create, design, and build the most wonderful idea in the world, but it requires people to make the dream a reality.

-Walt Disney

What problems are weighing our community or your chapter down.?	What are the primary causes for the problem?	What are you personally doing to perpetuate the problem?	What are you personally NOT doing?	How urgently does this problem need to be addressed?
Problem 1				
Problem 2				
Problem 3				
Problem 4				
Problem 5				

Agenda for Change Continued

Identify three commitments you can make to help your organization overcome the problems you listed on the preceding pages.

Problem	Personal Commitment

Agenda for Change Continued

Use the table below to begin setting community goals for the year. Be sure to make the goals Specific, Measurable, Action-Oriented, Realistic and add a Deadline.

Goal One	
Deadline	
Goal Two	
Deadline	
Goal Three	
Deadline	
Goal Four	
Deadline	
Goal Five	
Deadline	

Notes
