

**Statement of Relationship  
Between Albion College  
and  
Fraternity and  
Sorority Chapters**



Updated Summer 2007

# INTRODUCTION

Albion College is a liberal arts educational institution which prides itself on the pursuit of knowledge for the betterment of its students and for the improvement of and service to society. It is in support of these high aims that Albion College has supported the development of men's fraternity and women's sorority chapters as an opportunity for students to participate in a self-governing experience that seeks to enhance academic performance, personal development, social and fiscal responsibility, community involvement, and relationships with others.

The purpose of this Statement of Relationship is to define the expectations that exist between the College and the Greek-letter chapters affiliated with the college. The Statement of Relationship serves as a working document from which to update the understanding of this important relationship. Included in this document is an Appendix which outlines those policies related to the College and its Greek-letter chapters.

## The Purpose of the College

Albion College is committed to liberal education in the arts and sciences. We believe such an education empowers individuals to live lives of constructive purpose and accomplishment, enriched by the confidence and pleasure that come from thinking logically, imaginatively, and humanely. In light of this vision we seek to create and maintain a supportive, intellectually stimulating community in a residential setting which exhibits and prizes curiosity, creativity, dissent, and diversity.

We believe in the fundamental worth of a broad exposure to intellectual and artistic achievement, to the best that has been thought and said about the world and our place in it. An Albion College education introduces students to classical modes of analysis, interpretation, and argument; to unfolding scientific inquiry into the nature of the physical world; to the ways in which contemporary debates derive from and extend an historical but continuing dialogue about enduring questions.

At Albion College we invite students to engage in ongoing conversations centered upon their cultural heritage, yet responsive to global concerns. We believe our students will find their own voices by paying attention to the finest expressions of Western and other intellectual and spiritual traditions. Far from inviting a passive acceptance of such traditions, we encourage students to question and challenge them, to evaluate ethically the social uses they serve and the ends they advocate. In our view, a liberal education is an education in active citizenship and service.

Teaching and learning are central to our mission. While the faculty are productive in scholarly and creative endeavors, their primary commitment is to teaching—specifically, to fostering the intellectual engagement and growth of students. The primary responsibility of students at Albion College is to develop mastery in the methods by which knowledge is acquired, critically evaluated, and appropriately applied. While the classroom is at the heart of our mission, we believe the entire community should share in the learning experiences found in our residential setting and through involvement in out-of-classroom opportunities and experiences, including those in the city of Albion.

In recruiting new members of the college community, we seek men and women of intellectual promise from various racial, class, ethnic, and geographic backgrounds, whose perspectives can contribute to a process of mutual education within and outside the curriculum. This can best be achieved in an environment where individuals value differences and enter into constructive dialogue toward common goals. By pursuing our educational mission, we believe all members of the Albion community will grow in the capacity to work, live, and serve effectively with others.

## Basic Principles of Responsibility

Albion College strives to be more than a reflection of the society of which it is a part. Through its programs and its example, the College seeks to challenge the society to adopt ever higher standards and expectations. The College is not, however, a sanctuary from the larger society, nor from the laws and expectations of that society.

Institutional expectations, regulations, and practices are established to provide an environment conducive to human growth, to reflect the values to which the College subscribes, to recognize the proximity in which students live with one another and to recognize the developing capabilities of students as they encounter and progress through the college experience.

The purpose of these expectations, regulations, and practices is to promote:

1. The academic mission of the College.

2. Those opportunities and settings that facilitate the coming together of persons of different persuasions and backgrounds.
3. A respect for the rights of others.
4. The values that evolve from our heritage as a College related to the church.

## **Educational Mission of Fraternities and Sororities**

The origins of the college fraternity and the college sorority are linked closely to the pursuit of higher education in America. Those men who founded Phi Beta Kappa at the College of William and Mary in 1776 were motivated by the commonly expressed needs to belong, to encourage scholarship, to emulate high purpose, to discuss the great intellectual, social and political concerns, to share in literary presentations and debates on the great moral issues of the day, and learning from each other through voluntary association. Those women who founded similar Greek letter organizations did so to promote all of these ideals as well as empower women to be leaders in society. From these origins, the educational mission of fraternities and sororities has been to support the purpose and the mission of their respective institutions of higher education.

The educational mission of fraternities and sororities at Albion College includes, but should not be limited to, the following:

1. To support the educational mission of the College.
2. To support the educational goals of members both during and after the completion of their education at Albion College.
3. To enhance the personal strengths and development of members.
4. To enhance the co-curricular program of Albion College through the sponsorship and support of speakers and college events.
5. To involve students in service to Albion College, to the Albion community, and to the global community.
6. To provide leadership opportunities through self-governance.
7. To create life-long friendships through mutual support and acceptance of Individual differences.
8. To create life-long supporters of Albion College and the fraternity or the sorority.
9. To encourage the moral and ethical development of its members.
10. To develop cooperative, interactive relationships whereby members strive to uphold the ideals of the fraternity or the sorority.

## **Support for Fraternity and Sorority Life from Albion College**

Since the educational mission of the Greek letter organizations and college are compatible, certain support systems are offered within the context of existing college policies:

1. Professional advisement from a college advisor educated in fraternity and sorority program development.
2. Grade information and reports on prospective, provisional, and initiated members under the provisions cited on fraternity and sorority academic release cards.
3. Data on new students (name, home and campus addresses, high school attended) for the purpose of seeking references and information for membership recruitment.
4. Assistance in communicating with the chapter headquarters by the college fraternity/sorority advisor.
5. Assistance from College staff in communicating with fraternity and sorority alumni/ae through printed materials, alumni/ae programs, or verbal contacts.
6. Address listings and mailing labels for alumni/ae of the fraternity and the sorority for the purpose of facilitating better communication between collegiate and alumni/ae members.
7. Leadership training through workshops and programs developed for fraternity/sorority members and officers.
8. Awards and honors developed to recognize fraternity/sorority programming and operations.
9. Sponsorship of judicial boards to enhance self-government.
10. Opportunities to occupy or to build chapter facilities on college property which are consistent with the established fraternity and sorority housing plans.

In addition, the College also offers its fraternities and sororities these services and privileges afforded to all student organizations:

1. Use of Albion College facilities, equipment, and services according to prescribed policies and procedures.
2. Access to professional advising and other support services from the Division of Student Affairs.
3. Ability to collect dues, sponsor fund-raising events, and solicit funds according to Albion College policy.
4. Eligibility for awards and honors presented to Albion College student organizations and members.

5. Listings in College/Student publications.
6. Sponsorship of program activities consistent with the purpose of the organization.
7. Participation in leadership training workshops and programs coordinated through the Campus Programs and Organizations Office.
8. Use of College name in Promotion of its events.

## **Position Statements Related to Fraternity and Sorority Chapters**

The following Albion College position statements are applicable to all general fraternities and sororities. Adherence to these policies is expected and will be enforced through the College judicial board, administrative action, or the action of the Greek judicial board. Albion College and the men's and women's Greek-letter chapters realize that this section is a working document and will be updated when appropriate. To update portions of this document, it is the responsibility of all parties involved, the College, the fraternities through their Interfraternity Council, and the sororities through their Panhellenic Council, to jointly review the area/s of concern. When deemed appropriate, a draft of the proposed charges should be circulated to chapter advisors and each of the inter/national headquarters for their input and feedback before position statements are updated.

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## **Appendix 1**

### **Academic Standards**

Each chapter has the responsibility for upholding high academic standards, although the Greek-letter experience must contribute to the advancement of scholarship and the academic mission of the College. To this end, the chapter should:

1. Establish a positive attitude and atmosphere with the group toward high academic performance.
2. Maintain academic standards consistent with those of Albion College.
3. Sustain an ongoing scholarship program which:
  - a. Monitors progress of all initiated and provisional members.
  - b. Provides the Registrar's Office with signed Academic Release Cards for all members.
  - c. Rewards and recognizes high and improved academic performance.
  - d. Organizes tutorial resources from within the membership and informs low ranking members of available College resources.
  - e. Promotes within the group and with individuals the desire for degree completion.

Fraternities and sororities should not allow social, fraternal, intramural, athletic, or other programs to inhibit an individual's academic pursuits or class attendance.

## **Appendix 2**

### **Expectations of the Chapter as a Legal Entity**

Albion College recognizes that the College Greek-letter chapter is seen as a legal, corporate entity. It is important for the chapter, its officers, and its members to understand that the matters of the chapter are subject to the legal jurisdiction of civil and criminal authorities. The chapter is not protected from legal action through its affiliation with Albion College nor is Albion College responsible for the actions taken by the fraternity/sorority or its members. The decisions and actions taken by the chapter, its officers acting in their roles in the fraternity/sorority, and its members are subject to the scrutiny of federal, state, and local legal authorities.

Albion College expects each chapter to act in accordance with all laws that govern corporate entities and its members. The College further expects each fraternity or sorority chapter to seek its own legal counsel, through consultation with their inter/national organization and with their alumni/ae members for any legal action taken against the chapter and bear the costs of such legal defense. The chapter should take all appropriate actions to document their compliance with federal, state, local, and fraternity/sorority laws for their own legal defense should that information be called for in a court of law.

In the same light, the financial contracts that a Greek-letter chapter makes in the course of their operations are the sole responsibility of the organization. Albion College does not guarantee the payment of any financial matter taken on by a chapter affiliated with the College unless expressly agreed upon in writing by the Vice President for Finance and Management. The College will cooperate with businesses seeking the addresses of chapter officers in an attempt to secure payment for an agreement or the rendering of services to the Greek-letter chapter. The College will not serve as a collection agency for businesses seeking payment of monies or for the fraternity seeking the payment of monies from individual members of a Greek-letter chapter. Outside businesses seeking payment from a chapter or chapter member must use the means afforded within the legal system, or through public collection agencies, to collect on past due bills and invoices.

## **Appendix 3**

### **Expectations of the Inter/National Fraternity/Sorority Organization**

As outlined in the Statement of Relationship, fraternity and sorority chapters are uniquely qualified to contribute to the primary purpose of Albion College. Further, the College recognizes that there exists a partnership between the inter/national organizations and the institution to promote the most complete personal, intellectual, physical, and social development of its members.

The inter/national fraternity/sorority of each chapter is expected to provide the following:

1. Support and assistance in supervising compliance of the chapter with the standards established in this Statement of Relationship.
2. Support and encouragement in the efficient operation of the chapter in accordance with its own guidelines.
3. Support and assistance for the chapter in the management of its finances and the maintenance of financial solvency.
4. Advice to the chapter on securing appropriate facilities.
5. Support for the chapter's compliance with the conditions of affiliation and other Albion College policies, rules, and regulations.
6. Assistance for Albion College in the supervision and development of membership recruitment and membership education programs.
7. Communication with the Assistant Director for Greek Life who serves as the primary fraternity/sorority advisor to discuss the chapter's performance and progress.
8. Assistance to Albion College in the resolution of problems relating to the conduct and performance of the chapter.
9. Assistance in helping a chapter with internal conflict, low membership numbers or similar issues of concern.

## **Appendix 4**

### **Expectations of the Assistant Director For Greek Life**

The Assistant Director for Greek Life shall be a member of the Student Affairs staff who has significant experience in program and fraternity/sorority development with inter/national men's or women's Greek-letter organizations. An important responsibility of this position is to assist the members in shaping a common vision for the men's and women's Greek-letter systems in their growth and development.

This shall include, but not be limited to, the following:

1. Assist chapters in developing appropriate administrative policies and procedures to enhance the consistent achievement of institutional educational and development goals for the Albion College Greek-letter experience.
2. Develop both long and short term goals for the positive growth and development of the fraternity and sorority systems.
3. Administer an annual evaluation program which provides each chapter with a framework for assessing their progress as a chapter as well as their progress in comparison to other Greek-letter chapters on campus.
4. Assist chapter officers in developing the leadership potential of members.
5. Assist the governing bodies of the men's and women's Greek-letter systems in planning their membership recruitment programs, campus events, and educational programs.
6. Assist chapter officers in confronting issues in their fraternity or sorority.
7. Assist fraternity and sorority chapters in maintaining contact with their inter/national headquarters.
8. Maintain regular communication with chapter advisors and advisory board chairs.
9. Promote the recognition of scholarship in all fraternity and sorority chapters.
10. Provide the fraternity and sorority leaders with ideas for chapter programs and improvements in their chapter operations.
11. Advise the governing bodies on means to promote the positive growth of the men's and women's Greek-letter chapters.
12. Coordinate all fraternity/sorority extension activities and chapter closings when appropriate.
13. Assist the Vice President for Student Affairs and Dean of Students, the Director of Campus Programs and Organizations, and the College Judicial Coordinator with chapter discipline and education on College and community standards.

## **Appendix 5**

### **Expectations of the Faculty Advisor**

Each chapter is encouraged to develop a relationship with a member of the faculty to provide members of the organization with an opportunity to interact with faculty and to receive assistance in developing their scholarship program. The primary role of the faculty advisor is to encourage strong academic achievement in the chapter s/he advises. The faculty advisor position may be expanded by agreement of the chapter and the faculty member to advise other areas of chapter operations based on the interest and the experience of the faculty member.

The College asks that faculty advisors:

1. Meet regularly with the appropriate executive officer/s of the chapter to provide the officer/s with feedback on issues facing the chapter.
2. Become familiar with Albion College policies related to fraternities and sororities.
3. Advise the chapter's scholarship chair and encourage positive academic standards within the chapter.
4. Involve the Assistant Director for Greek Life on issues with which the faculty advisor would like assistance in addressing the needs of the chapter.
5. Review the chapter academic reports that are sent each semester with the appropriate executive officer/s.
6. Assist the chapter in developing a policy for dealing with academically low ranking members.
7. Support the legal and ethical operation of the fraternity or sorority by confronting issues that deserve closer attention by the chapter.

## **Appendix 6**

### **Expectations of Alumni/ae Advisors**

One of the most valuable resources afforded to a fraternity chapter is the wealth of experience and the perspective of alumni/ae members of the fraternity chapter. Albion College requires that each chapter seek and recruit a board of alumni/ae advisors to assist the chapter in advising them on finances, membership recruitment, chapter standards, ritual, member education, alumni/ae relations, and house/lodge operations. A chapter would be well-served by a board of alumni/ae advisors with the chair of the board serving as the chapter advisor. This arrangement would allow for chapters to maximize the resources that are available to them as well as allow them to develop a relationship with a primary chapter advisor. The role of alumni/ae advisors, either collectively or singularly, shall include:

1. Provide chapter officers with assistance in the short-term and long-term planning and implementing of chapter activities.
2. Provide assistance in advising chapter officers on finances, membership recruitment, chapter standards, ritual, member education, alumni/ae relations, and house/lodge operations.
3. Maintain regular communication with the inter/national organization through the inter/national headquarters and/or regional officers.
4. Maintain regular communication and the Assistant Director for Greek Life on issues involving the chapter.
5. Provide assistance to the chapter in completing the Chapter Standards of Excellence annual evaluation.
6. Meet regularly with the appropriate executive officer/s of the chapter to provide the officer/s with feedback on issues facing the chapter.
7. Become familiar with Albion College policies related to fraternities and sororities
8. Review the chapter academic reports that are sent each semester with the appropriate executive officer/s.
9. Assist the chapter in developing a policy for dealing with academically low ranking members.
10. Support the legal and ethical operation of the fraternity or sorority by the chapter.
11. When possible, attend and participate in chapter ritual ceremonies.
12. Maintain a current list of house corporation board members with the Assistant Director for Greek Life.

## **Appendix 7**

### **The Role of the House Corporation Board**

The house corporation board consists of those members of the chapter's alumni/ae and those members of the community who are asked to serve as the primary advisory board for the maintenance, operation, and the improvement of the physical facilities occupied by the fraternity or the sorority. The purpose of this board shall include:

1. Assist the chapter in the management of its finances and the maintenance of financial solvency.
2. Advise and set all house corporation notes, rents, and fees for funds the undergraduate chapter pays to the house corporation board.
3. Manage all chapter and alumni/ae funds given to the discretion of the house corporation board.
4. Ensure that the facilities maintained by the fraternity or sorority meet all zoning, health, and safety regulations.
5. Supervise all physical improvements to the facilities, as approved by Residential Life and Facilities Operations.
6. Support the efficient operation of the chapter.
7. Maintain a current list of house corporation board members with the Assistant Director for Greek Life.
8. Support the legal and ethical operation of the fraternity or sorority by confronting issues that deserve closer attention by the chapter.

## **Appendix 8**

### **The Role of Governing Bodies of Fraternities and Sororities**

The governing bodies of men's and women's Greek-letter chapters at Albion College play a critical role in the future growth and development of the Albion fraternity experience. The communication and cooperation that result from effective self-government provide a positive statement about the ability of the men's and women's fraternities to take an active part in defining their future at Albion College.

The role of the Interfraternity Council for the men's fraternities and the role of the Panhellenic Council for the women's sororities shall include, but not be limited to, the following:

1. Develop policies and programs that positively promote the educational mission of the fraternity and the sorority experience at Albion College.
2. Promote the benefits of fraternity and sorority membership to non-members, faculty, and College administrators.
3. Promote a system of membership recruitment for deferred recruitment.
4. Promote programs and activities that encourage interfraternal and panhellenic cooperation and relations.
5. Publicize the successes of fraternity and sorority chapters through different methods of public relations.
6. Promote the concept of serving others to all fraternity and sorority chapters.
7. Recognize and reward chapters for outstanding chapter programs.
8. Recognize and reward chapters for outstanding scholarship efforts.
9. Maintain a judicial program that provides for due process and a proper response to the actions of fraternity and sorority chapters and members.
10. Establish policies that reinforce positive behavior.
11. Support the policies and programs of the inter/national fraternities and sororities represented at Albion College as a means of supporting their chapter.
12. Serve as the liaison and advocate for the fraternities and sororities with the College community.

## **Appendix 9**

### **Evaluation Procedures and Requirements**

To Be Revised Spring 2006

Evaluation is a key component of enhancing the learning experience involved with the management and operation of a fraternity or sorority chapter at Albion College. To support these ends, Albion College requires each chapter to submit an annual evaluation report each year and to apply for continued recognition by the College every three years. The purpose of these evaluation programs is to provide the chapter with the opportunity to evaluate their progress based on their chapter's past performance as well as based on the current performance of the other Greek-letter chapters at Albion College. It is the intent of the College to help the chapters maintain a level of consistency in chapter performance that would involve short and long term goal setting and periodic assessment of those goals as mutually set by the College and the fraternity and sorority chapters.

The annual evaluation program would consist of a self-evaluation model that would require documentation of achievement in each of the areas outlined on the evaluation tool. Areas that would be assessed include, but would not be limited to, the following:

Chapter Size	Campus Leadership	Faculty Speakers
Accounts Receivable	Grade Point Average	Community Service
Membership Education	Membership Recruitment	Alumni Events/Newsletters
Leadership Education	Officer/Chapter Retreats	Advisory Board Involvement

The individual governing bodies of the men's and women's Greek-letter chapters may set certain levels of achievement for their appropriate systems as a way to advance the organizations at Albion College. This practice is both allowable and encouraged. Chapters achieving high standards of performance will be recognized by the College and the success of all chapters will be shared with the inter/national headquarters and the advisors of each chapter.

## Appendix 10

### Social Functions and Risk Management<sup>1</sup>

In order to support the fraternity and sorority chapters in their pursuit of legal and ethical hosting of social functions, Albion College has established the standards listed below:

All social functions must be held in compliance with College, national/international fraternity/sorority, chapter, local, state and federal laws and regulations. Particularly, individuals and groups are expected to abide by the Albion College alcohol policy and the additional policies listed below.

- A. **ALCOHOL** (from Albion College Student Handbook)
- Albion College does not consider the use of alcoholic beverages as necessary or conducive to the processes of higher education. **Albion College students are expected to abide by College policies, and the laws of the State of Michigan and the City of Albion relative to the possession, consumption and serving of alcohol.**
1. Only students 21 years of age or older may possess and/or consume alcoholic beverages. Students under 21 years of age are prohibited from possessing and/or consuming alcoholic beverages.  
A. Because it can reasonably be assumed that first-year students living in Wesley and Seaton residence halls are not 21 years of age, alcohol will not be permitted in the first-year living areas of Wesley Hall or Seaton Hall.
  2. Provision of alcohol to persons under 21 years of age is prohibited.
  3. Provision of distilled spirits (i.e., hard liquor) to anyone is prohibited.
  4. Possession, consumption, and/or provision of alcohol in public areas of the campus is not permitted. Public areas are defined as those areas of the campus that are readily accessible to students, faculty, staff, and guests. Such areas include: all outside areas, athletic fields, lobbies, classrooms, lounges, building corridors, and offices.
  5. Students (whether of legal drinking age or not) and/or their guests are not permitted to have kegs, party balls, or other common sources of alcohol, tapped or untapped, on campus. A common source of alcohol is also defined as more alcohol than can be responsibly consumed by the occupants of a room.
  6. College funds (including student activity fees and board fees) may not be used, directly or indirectly, to purchase alcoholic beverages.
  7. No reference, direct or indirect, to alcohol may appear or be used in notices or postings (including sheet signs) which promote or advertise an event.
  8. Students need to adhere to fraternity and sorority Social Functions and Risk Management guidelines and procedures as presented in the Statement of Relationship Between Albion College and Fraternity and Sorority Chapters. Copies are available in the Office of Campus Programs and Organizations.
  9. Any alcohol consumed at an off-campus event sponsored by a student organization must be provided by a reputable third-party vendor with a permanent liquor license and liability insurance. The third-party vendor, not students, must verify the legal drinking age of anyone consuming alcohol at such events. The student organization must provide transportation to and from off-campus events where alcohol will be consumed.
  10. Students under 21 years of age are not allowed to store empty alcoholic beverage containers.

Situations involving inappropriate or illegal possession, consumption, or serving of alcohol will lead to the confiscation and/or disposal of the alcoholic beverages present.

Use of alcohol which jeopardizes or endangers the welfare of oneself or others, or contributes to other irresponsible or offensive action or behavior, is a violation of College regulations. All students and groups are subject to disciplinary action for violation of Albion College policy pertaining to the possession, consumption or serving of alcohol. In addition to other sanctions which may be applied, any individual or group found responsible for violation of these policies may be fined.

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<sup>1</sup> Rev. Summer 2005; April 15, 2008

**B. SOCIAL FUNCTIONS**

Social functions for any fraternity or sorority including the use of group private areas as designated under the "Closed Functions at which Alcohol is Present" section below, shall not begin until the first Friday after the start of classes. All chapter social functions for the semester must be concluded on the Saturday prior to Reading Day. Social privileges for seniors will be limited to individual rooms during Senior Week.

**C. COLLEGE POLICIES**

Furthermore, fraternities and sororities are expected to abide by the Albion College party policy which states:

Parties are not permitted on days/nights before scheduled class days, reading days and examination days or on actual reading days or examination days. For purposes of definition, "parties" will be defined as any gathering of individuals which creates a festive-like atmosphere by, for example, consuming alcoholic beverages, creating noise, and by their manner, being disruptive to others.

The central guiding principle in this regulation is that individuals and groups need to be considerate of others around them, and that a person's right to study and to sleep will take precedence over another person's desire to socialize. In particular, College disciplinary action shall be taken when conduct adversely affects the College community's pursuit of its education objectives.

**D. CHAPTER PREMISES**

Fraternity housing is privileged housing and, consequently, the College holds fraternities to a high standard of conduct and expects fraternities to self-govern their environments. Fraternity chapters may be held responsible, as a group, if it is deemed that one or more individual members or guests violates College policy on the premises of the Chapter house. (For example, an alcohol policy violation which occurs during a party in a private student room.)

**E. RISK MANAGEMENT**

A chapter must also comply with the risk management policy of their national/international fraternity/sorority. Decisions made regarding social functions must be made with attention to all restrictions and guidelines affecting the hosting of social functions. Albion College expects adherence by fraternities and sororities to the risk management procedures listed below.

1. The chapter is responsible for maintaining a responsible atmosphere within all areas of the fraternity house, sorority lodge, or area where social function is held, which includes off campus events.
2. A chapter is responsible for maintaining proper occupancy levels within all areas of the fraternity house, sorority lodge, or area where a social function is held. As specified by fire code, no more than 200 persons, in addition to members, will be allowed in a fraternity house at any one time. No more than 88 members and non-members will be allowed in a fraternity basement at any one time. Sorority lodges should never exceed the fire code level of occupancy for each individual chapter lodge. All fire exits leading from the areas should be accessible to all occupants and readily identifiable.
3. A chapter is responsible for the actions of its members and guests in all areas of the fraternity house or sorority lodge and at all private facilities rented by the chapter, which includes all off-campus facilities used for chapter social functions. Further, a chapter is responsible for the actions of members and guests after they have left a house, lodge, or private facility if it is shown that a violation during the social function of chapter, College, national or international fraternity or sorority policy or regulation, or applicable law, contributed significantly to those actions. Each Albion College student who attends a social function with a guest is responsible for the guest's conduct, whether or not the student is a member of the host chapter. All students and their guests are subject to the rules and regulations stated in the *Albion College Student Handbook*.
4. The chapter president and risk management officer shall be present at all social functions and will serve as primary contact person at an event whether on or off campus.
5. During a social function, the chapter president is responsible for maintaining an accurate count of the number of persons in the fraternity house, sorority lodge, or special event area. The chapters are responsible for having that accurate count available for review by College officials at all times during a social function on campus.
6. Fraternities or sororities wishing to host social functions, either on or off campus, must notify the Interfraternity Council (fraternities) or the Panhellenic Council (sororities) of the event during a regularly scheduled Interfraternity Council or Panhellenic Council meeting. This notification must take place by the meeting immediately preceding the proposed social function.

7. Officials of the College may move about freely at any time in the public and group private areas of the fraternity houses. Officials will attempt to notify the chapter president upon entrance to the chapter house. In non-emergency situations, the common practice of College officials will be to enter the chapter house through the front entrance.
8. Alcohol may not be present at any open function. Open functions are defined as any social gathering where any of the following exist: the entrance and exits are not monitored, the guest list has more than 250 guests, the guest list is not typed and/or is not closed one hour prior to the social function, guest(s) are under 18 years of age, the Interfraternity Council and/or the Panhellenic Council has not been notified of the social function. Closed functions must be limited to social functions among the members and/or a) their alumni/ae, b) parents of members, and c) registered guests of members. If alcohol is present at a closed function, it must be supervised in compliance with federal, state, and local laws and Albion College policies. In addition, a chapter must also comply with the risk management policy of their national/international fraternity/sorority.
9. Alcohol may not be stored or consumed in any public area on campus, (e.g., outside, stairwells or hallways of fraternity chapter houses) except as stipulated below under closed function guidelines. The consumption of alcohol in sorority lodges is also restricted by the guidelines of the national/international sororities which prohibit the use or possession of alcohol in a lodge.
10. In the event that College policy/ies is/are allegedly violated during a social function on campus, the social function may be terminated at the discretion of Campus Safety or other College official(s). In addition, administrative actions may include but may not be limited to, the temporary suspension of all social privileges. If temporary revocation does occur, a review by the Vice President for Student Affairs and Dean of Students or his/her designee must occur prior to reinstatement but typically no later than 10 days after the temporary suspension.
11. In the event of an emergency or violation of this policy, contact Campus Safety immediately (ext. 1234).
12. All violations should be reported to Campus Safety and the Assistant Director of Greek Life.
13. Closed Functions at which Alcohol is Present  
The guidelines and procedures listed below pertain to closed functions at which alcohol is consumed.
  - a. During a closed function, rooms of individuals, fraternity chapter house stairwells, hallways, basements, and first floors are considered group private areas.
  - b. The chapter president or his/her designated chapter officer is responsible for keeping on file guest lists for each social function which lists the first and last names of each guest. All guest lists must be completed no later than one hour before the beginning of a social function except chapter alumni guests. The guest lists must be typed. No one may sign in at the door during a social function except chapter alumni who are guests. The guest list may not contain more than 250 guests and 100 of these guests need to be personal acquaintances of members. Chapters are also expected to abide by all national/international fraternity or sorority policies regarding guest lists if the guest to member ratio is lower than the Albion College limit.
  - c. Fraternities and sororities shall require each student requesting entrance to the social function to be the registered guest of the host chapter(s) and to present a valid Albion College identification card and/or a valid driver's license. Only those students with a valid driver's license stating they are the legal drinking age or over may possess or consume alcohol. Those members and guests who are of legal drinking age will be given a wristband. Those guests not of legal drinking age and those who do not present a valid driver's license will have their hands marked. The chapter will monitor the social function for underage drinking and will remove from the function any member or guest who violates this policy.
  - d. All non-Albion student guests must be at least 18 years of age, not in high school, present a valid ID, and be a registered guest of a member of the host chapter(s).
  - e. All entrance or exit doors of the fraternity house or sorority lodge must be monitored throughout the duration of the function if it is hosted at the house/lodge.
  - f. Functions where special decorations will be used in a College-owned facility will require approval in advance from the Directors of Campus Safety and Residential Life to ensure compliance with fire and safety regulations.
  - g. In advertising/promoting a closed social function there shall be no mention of alcohol, open parties, the party being opened to other guests at a designated time or BYOB. Public announcements (e.g., sheet signs) may not be used to publicize or in any way advertise a closed party on or off campus.
  - h. Only malt beverages and wine will be allowed to be consumed by those who are at least the legal drinking age including chapter members at social functions. Guests are not allowed to bring or consume distilled spirits (i.e., hard liquor) at any social function on campus.
  - i. No open container(s) with alcoholic or non-alcoholic beverage may be brought into a social function, and alcohol may not be consumed outside a fraternity house or sorority lodge.

- j. A person of legal drinking age with alcohol who enters, must obtain a wristband. A door monitor will record the type and brand of alcoholic beverages on the wristband. The number of pull-tabs on the bracelet will equal the maximum number of drinks the person will consume during the event. The number of drinks may not exceed six, e.g., one six-pack of beer. He/She must then immediately take his/her alcohol to the common holding area (e.g., bar) unless a fraternity provides members of the chapter to transport alcohol from the entrance to the holding area. An individual must be served his/her beverages at the holding area by a chapter monitor, and may only receive one container at a time. In addition, each time he/she receives a beverage, one tab from his/her wristband is pulled off. The beverage must be poured by the individual into an opaque cup provided by the fraternity. The common holding area will be monitored by member(s) of the chapter. Monitors will not be allowed to give out beverages to guests without an appropriate wristband.

Guests will not be allowed to store any alcoholic beverages in individual member's rooms. Provision of alcohol includes a person taking alcohol that is available in unmonitored areas such as refrigerators.

- k. The only open containers with alcohol that may be transported within the interior of a fraternity house are opaque cups.
- l. No one who is noticeably intoxicated will be served. Further, no one who is noticeably intoxicated will be allowed to enter the chapter house, whether of legal drinking age or not.
- m. Members and guests who are at least 21 years of age may consume alcohol in individual member's rooms with the following provisions: 1) at least one occupant of the room is present, and 2) members may not serve alcohol to anyone.
- n. All social functions will be monitored by a minimum of six active members (including the chapter president and risk management officer) all of whom will not consume alcohol before or during a function they are monitoring. Each fraternity house floor must be monitored at all times by at least one of the six monitors.
- o. Common practice will be that an individual room's door will be open if alcohol is being consumed in this room during a social event.
- p. At no time may a pledge be assigned to any monitoring duty without an active member present and serving as a monitor in the same location as a pledge.
- q. An appropriate quantity of substantial food and non-alcoholic beverages must be present throughout all social functions at which alcohol is consumed. An appropriate quantity is defined as what an average guest could be reasonably expected to eat and/or drink within the duration of a social function. Non-alcoholic beverages and substantial food must be located on the first floor.
- r. On a trail basis, a fraternity may petition the Assistant Director for Greek Life to sponsor a special closed event which requires decreased monitoring than explained above. For such events, the interior of the entire chapter house as a group private area. A petition must be submitted at least three business days before the requested event. One such event may be held by a chapter each week. Such events must:
- (1) Be attended solely by current, undergraduate members (i.e., no guests including alumni are allowed),
  - (2) Restrict alcohol consumption to solely members at least 21-years-old,
  - (3) Restrict alcohol consumption to inside,
  - (4) Be a stand alone event and not precede or follow another closed function,
  - (5) Ensure that all exterior doors are locked,
  - (6) Have a specific starting and ending time that is enforced by the chapter,
  - (7) Limit alcohol to malt beverages and wine,
  - (8) Be held within the semester time frame allotted for closed event.

## **Appendix 11**

### **Affiliation, Expansion, and Colonization**

#### Affiliation of Greek-letter Chapters

All Greek-letter chapters must be formally affiliated with Albion College. To achieve this status a chapter or colony shall:

1. Be affiliated with an inter/national general men's or women's Greek-letter organization.
2. Receive a letter of invitation from Albion College to establish a chapter at the College.
3. Limit membership to students, alumni, faculty, and staff at Albion College.
4. Gain and maintain membership in the appropriate governing body of the Greek-letter chapters.
5. Submit a list of all chapter officers and an alphabetical list of all members by class with the Office of Campus Programs and Organizations at the beginning of each semester.
6. Submit academic release cards for all members to the College Registrar.
7. Comply with the Statement of Relationship Between Albion College and Men's Fraternities and Women's Sororities.
8. Be in good standing with the chapter's inter/national Headquarters.

#### Expansion of Fraternities/Sororities

1. Inter/national Greek-letter organizations interested in expanding to Albion College should file a letter of interest with the College Fraternity/Sorority Advisor.
2. The Assistant Director for Greek Life, in consultation with the Vice President for Student Affairs and Dean of Students, the Interfraternity Council President and the Panhellenic Council President, shall confer to determine if there is an interest in expanding the men's fraternity system or the women's sorority system.
3. The College Fraternity/Sorority Advisor shall notify interested fraternities/sororities and other fraternities/sororities of interest of the College's interest, or the lack of interest, to expand the Greek-letter systems.
4. An Extension Committee composed of two representatives from each chapter of the men's or women's system expanding shall be formed to meet with the College Fraternity/Sorority Advisor to review materials.
5. Presentations by the inter/national fraternity or sorority may be scheduled to answer questions and concerns before a decision is reached.
6. A vote of the Extension Committee representatives is taken with one vote cast from each chapter. The name of the inter/national fraternity/sorority receiving the majority of votes will be recommended to the Vice President for Student Affairs and Dean of Students.
7. The Vice President for Student Affairs and Dean of Students will meet with the President of the College to discuss the recommendation. The President of the College, on behalf of the Board of Trustees, will decide whether or not to issue an invitation to the inter/national Greek-letter organization to establish a colony if expansion is recommended.

#### Colonization of Fraternities/Sororities

Albion College will only recognize the colonization of those fraternities who have been invited to colonize through the extension process previously outlined. The reasons for this stipulation are to:

1. Maintain stability in the growth of the fraternity system.
2. Honor commitments that have been made to inter/national fraternities/sororities which have previously been at Albion College.
3. Select fraternities/sororities that would have the best fit for future expansion.

Albion College recognizes that the colonization requirements of each inter/national fraternity/sorority will determine when the inter/national organization will install the colony as a chapter. At a minimum, the College asks that each colony:

1. Be an active provisional member of the appropriate governing body.
2. Be in active consultation with the College Fraternity/Sorority Advisor throughout the colonization period.
3. Be advised by an alumni/ae advisory board recruited by the national organization.
4. Be financially solvent at the end of the colonization period.
5. Have executive board officers trained and in place in the colony.
6. Be able to uphold the ideals and standards of the inter/national fraternity/sorority as demonstrated by their programs and membership.

## **Appendix 12**

### **Membership Recruitment**

#### Deferred Recruitment

1. Albion College requires a second semester deferred recruitment program for all freshmen students. This allows freshmen students the opportunity to adjust academically to the College as well as to begin to establish their identity at College without the additional pressures of affiliation with a Greek-letter organization.
2. All formal recruitment functions shall be coordinated by either the Interfraternity or Panhellenic Council and shall occur during the first four weeks of the Spring semester.

#### Academic Requirements

1. Albion College requires that all students interested in affiliating with a Greek-letter organization must have a cumulative grade point average of 2.50.
2. A transfer student interested in affiliating their first semester at Albion College must demonstrate that they have a 2.50 cumulative grade point average at their previous institution.
3. Those students who have achieved a 2.50 cumulative grade point average but are still on academic probation must seek permission from the Vice President and Dean of Student Affairs in order to pledge a fraternity or a sorority before their probationary period is completed.

#### Probation Restriction

1. Those students who are on probation with the College for academic performance will not be allowed to pledge a fraternity or sorority until their probationary period is completed (See exception above).
2. Those students who are on probation with the College for behavioral matters will not be allowed to pledge a fraternity or sorority until their probationary period is completed.

## **Appendix 13**

### **Policy Against Hazing**

Revised Summer 2005

Albion College will not tolerate hazing on the part of any individual, organization or group. Hazing is defined as any action or situation, regardless of intention, whether on or off College premises, which results or has the potential of resulting in physical, mental or emotional harm, discomfort or distress to a group's member(s) or prospective member(s). This includes, but is not limited to pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Furthermore, being a member or prospective member of any student organization, group or activity does not provide for, allow or tolerate any of the following: personal servitude; physical endurance; private or public humiliation; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; loss of personal dignity or self-worth; lowering of one's personal standards; alcohol misuse or abuse; throwing a student in a body of water; academic dishonesty; violations of College policy or federal, state or local laws. This policy applies whether or not the individual voluntarily allowed himself or herself to be hazed. The College may treat the hazing action of even one member of a group as constituting hazing by the group.

Individuals or groups believed to be in violation of this policy will be referred to the College judicial system. Individuals who are found to be responsible for hazing face sanctions up to and including suspension or expulsion from the College. Groups or organizations which are found to be responsible for violations of this policy face sanctions up to and including suspension or removal of their recognition by the College. Individual officers of a group are also subject to sanctions up to and including suspension or expulsion from the College for allowing such violations to occur.

For further information concerning the College's policy on hazing, contact the Office of Campus Programs and Organizations.

## **Appendix 14**

### **Membership Education**

Becoming, or being, a member of a men's fraternity or a women's sorority is an honor, a privilege, a learning experience, and an opportunity to get to know others and one's self better. The membership education program of any Greek-letter organization strives to educate an individual on the higher ideals and goals of the fraternity or sorority and involve the individual in the group. All membership education programs should be supportive of a member's or new member's academic performance, personal life, individual goals, campus involvement, leadership skills, and relationships with chapter members, other Greeks, the college administration, the faculty, and the community.

#### **Expectations of Membership Education Programs**

The Albion College Board of Trustees has mandated that each Greek-letter organization must develop educational strategies and programs, with faculty involvement, in the following areas:

1. Gender relations (including the topics of sexual assault and date rape),
2. Multicultural affairs
3. Alcohol use and abuse.

Membership education programs in each of these areas will be developed and implemented each academic year by the College Fraternity/Sorority Advisor in conjunction with the Greek Governing Bodies. While these program directives serve to assist the chapter in developing the start of a membership education program, this mandate should not be interpreted as limiting or supporting the limit of educational programming to only these topic areas.

#### **Expectations of New Member Education Programs**

Given the College's philosophy of membership education, the following guidelines for new member programs (from Bid Day through Initiation) will be expected and enforced when violations are reported:

1. No activities involving pledge/new members or pledge/new members with initiates will be allowed between the hours of midnight and 8:00 a.m. on nights prior to scheduled class days. On weekend nights (Friday/Saturday), activities can be conducted until 1:00 a.m. Chapters may schedule overnight retreats provided activities are approved in writing by the College Fraternity/Sorority Advisor and an alumni advisor.
2. No use or possession of alcohol in any new member program activities; no giving of shots of alcohol to any new or current member; no drinking games in any form at any chapter or brotherhood/sisterhood event.
3. No calisthenics (push-ups, sit-ups, deep knee bends, etc.) in any new member activity.
4. No acts of personal servitude or favors such as Eat Shop runs or bringing another member their tray of food for meals.
5. No line-ups, call-downs, or material reviews lined up in front of the chapter.
6. No theft, defacing, or vandalism, of personal, chapter, or public property.
7. No degrading of the name of the members of any other fraternity.
8. No missing of classes or academic commitments due to fraternity activities.
9. No physical or mental assault or abuse.
10. No hazing of any new member shall be tolerated. Albion College's definition of hazing, and the sanctions imposed upon a group or individual found in violation of hazing, have been outlined in the College's Student Handbook.

## **Appendix 15**

### **Boarding and Kitchen Operations Policy**

The men's fraternity chapters have elected to provide boarding and kitchen operations for their members. It is the expectation of the College that dining within the fraternity house is a meaningful event that includes speakers/programs during and following meals, when possible. This policy has been established to clarify the responsibilities of Albion College and each College-recognized fraternity relative to boarding and kitchen operations.

Fraternities may board no more than 70 male students including a maximum of ten Independent male students.

Collection of board funds and management of kitchen operations is the exclusive responsibility of each fraternity chapter subject to provisions herein.

Students changing board from the College to a fraternity or from a fraternity to the College must notify the Assistant Director for Greek Life. Those moving to a fraternity will receive a credit to their individual account on a prorated basis. Those moving to the College will be billed on a prorated basis. There are no GPA or social probation requirements for unaffiliated men to board at a fraternity house.

Fraternities must make arrangements in advance for payment for all meals taken by their members in Baldwin Hall during Senior Week.

Fraternities are responsible for the hiring, training, and supervision of the cook and any other employee(s) necessary for their kitchen operation. The fraternity is responsible for paying its own employees and maintaining appropriate tax records. Each fraternity will carry worker's compensation insurance on its employees and will also be responsible for all Federal and State unemployment taxes.

Food treasurers, treasurers, presidents, and/or any others authorized to sign checks on behalf of the fraternity shall be bonded.

The primary responsibility for proper sanitation shall rest with the fraternity. The Assistant Director for Greek Life, in conjunction with the Director of Dining and Hospitality Services, shall review sanitation requirements and equipment conditions with the fraternity cooks and food treasurers at the beginning of each academic year and will make periodic inspections. Should any aspect of the food preparation or serving area be found to be unsanitary or unsafe, the fraternity president and food treasurer will be notified in writing. All inspection reports and recommendations regarding deficiencies must be rectified immediately upon receipt of the written report. Fraternities failing to make such corrections may have their kitchens closed until such time as corrections are made. More frequent inspections may be made to follow-up on deficiencies. Cooks shall have a State of Michigan Sanitation Certification.

The Director of Dining and Hospitality Services or his/her designee shall inspect the final cleaning by each fraternity of its kitchen at the end of the academic year after the buildings have been closed. The food treasurer may request a pre-inspection to ensure that all areas of the kitchen will be cleaned properly. With permission of the Assistant Director for Greek Life, a selected number of students may stay for an additional 24 hours for the purpose of clean up.

The College shall be responsible for the replacement-in-kind of all College-owned appliances and equipment (see attached list – Appendix A) in the fraternity kitchens regardless of whether the replacement or repair is due to proper usage or resulting from damage or negligence. In the case of replacement or repair due to negligence or abuse, the College shall make the repair and bill the fraternity for the damage.

The College will be responsible for the purchase and installation of such new equipment as deemed necessary.

Fraternities shall take reasonable precautions to limit the discharge of oils and greases into the sewer system. A bulk container is available behind Baldwin Hall for proper disposal.

Charcoal grilling is permitted in approved facilities outside the building. Charcoal ash may be discarded into general trash dumpsters if it is properly bagged. Care should be exercised such that charcoal ash is completely extinguished prior to disposal.

**Appendix A**  
**Kitchen Equipment Covered Under**  
**Kitchen Amortization Fund**

1. Range
2. Ventilating fans and exhaust system
3. Steam cleaning of exhaust system
4. Deep fryer
5. Two-door refrigerator
6. Two-door refrigerator/freezer
7. Walk-in freezer
8. Dishwasher and booster heater
9. Garbage disposal

## **Appendix 16 Fraternity and Sorority Housing Plan<sup>2</sup>**

Albion College is first and foremost a residential liberal arts college. As part of its residential mission, the College has been deliberate in housing its students in on-campus housing. The current fraternity-housing plan is a reflection of the history of the fraternity movement at Albion College and the construction of residential facilities on campus. As a result of the housing history of the men's fraternities and women's sororities, the College has a different housing arrangement for the men's and women's Greek letter chapters. In addition to the policies outlined in this document, all Residential Life policies and procedures appearing in the Student Handbook governing College and residence areas shall apply to the fraternities and sororities. These policies include concerns such as check-in and checkout procedures, lofts, room and common area cleanliness, damages and billing, and prohibiting pets other than fish.

### **Men's Fraternity Housing Policies and Procedures**

Albion College operates a fraternity-housing complex consisting of six separate fraternity halls. The housing complex will be staffed by a Resident Director for the Fraternity Area. While Residential Life will staff the fraternity area, the fraternity's officers and chapter will be responsible for upholding the College's and Residential Life's expectations for campus residents. The policies and procedures outlined in the Student Handbook and published by Residential Life apply to fraternity residents the same as all campus residents except as specifically amended in this document.

### **Room Rates and Requirements**

Each fraternity is responsible for payment to the College for use of the house in the amount determined by the following formula:

$$\text{Fee Due College} = 44 \text{ Residents} \times \text{Standard Double Room Rate}$$

Individual Fees are calculated by dividing the total Fee Due College by the Number of Residents and adding the Kitchen Utility Fee:

$$\text{Individual Fee} = (\text{Fee Due College} / \text{Number of Residents}) + \text{Kitchen Utility Fee}$$

These formulas may be subject to re-evaluation, at the request of either the College or a fraternity, should the student population change significantly in either number or male/female distribution.

The College will collect Individual Fees from fraternity members.

The Standard Double Room Rate used in this formula will change as the Standard Double Room Rate changes.

These formulas apply only to double room rates. Single room rates are assessed consistent with rates applied throughout the College.

The Kitchen Utility Fee used in this formula will change as the Kitchen Utility Fee changes elsewhere on campus where such a fee is applicable. The Kitchen Utility Fee reflects the additional utility costs associated with kitchen operations and the amortization of kitchen equipment.

A preliminary rate calculation will be made based upon the number of members scheduled to be housed in the fraternity as of June 30 (for the fall semester) and November 30 (for the winter semester). Final calculations will be made based upon the number of members being housed as of the tenth day of class. Final calculations will be final regardless of subsequent gains or losses in membership during that semester.

Fraternity house capacity is 50 students.

Fraternities must house at least the minimum number of members listed in the below table (by year) at all times to qualify for assignment to a fraternity house. ( <sup>1</sup> Number includes Resident Assistants.)

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<sup>2</sup> Rev. March 20, 2008; April 15, 2008

Year	Total Male Residents <sup>1</sup>	Minimum # of Members	Possible Independents Needed Pre-Lottery
2005-2006	40	35	5
2006-2007	45	40	5
2007-2008	45	40	5
2008-2009	45	40	5
2009-2010	45	45	

A fraternity has the right to petition for consideration for a short-term exception. The following stipulation applies if the projected returning number of members meets the minimum required but falls below the required number of male residents (i.e., members and Independents) for the following year. Fraternities are encouraged to secure Independent men to register their housing preferences with Residential Life prior to the general room lottery. If a fraternity is not able to identify these men, up to five projected unassigned beds in empty rooms (selected by Residential Life) for the next fall semester will be listed in the general room lottery as available spaces through the Spring 2007 room lottery.

In addition, the College reserves the right to assign unaffiliated male students to vacant spaces in the fraternity houses at any time necessary up to the house capacity of 50. Students so assigned have the option to board with the College.

The fraternity has the option to house unaffiliated male students with an overall GPA of 2.50 or above and who are not on social probation. The fraternity will be given the opportunity to exercise this option prior to the College assigning unaffiliated male students to the house.

The College reserves the right to assign unaffiliated male students to vacant spaces in the fraternity houses at any time necessary up to the house capacity of 50. Students so assigned have the option to board with the College.

Fraternity members working as Resident Assistants and not living in the fraternity house are included in the Number of Residents for the purpose of calculation of fees and qualification for assignment to a house.

Chapters losing their housing privileges and/or being required to re-colonize will be subject to specific arrangements separate from this Agreement. Students moving to a fraternity or members moving to a residence hall during the course of the semester continue to pay their current rate for the balance of that semester.

### **Fall Semester Housing**

In March of each year, each member of each fraternity will be responsible for completing and submitting to the Office of Residential Life a Housing Request Card for the upcoming Fall semester. In conjunction with the fraternity room assignment procedure, each fraternity member will be assigned a room and will receive confirmation of his housing assignment over the summer.

Each fraternity will submit requested room and roommate assignments based upon the following:

1. Prior to the commencement of the room assignment process, the Assistant Director for Residential Life will send the following materials to each chapter president.
  - a. Fraternity housing assignment guidelines
  - b. Fraternity member list
  - c. Building roster
2. All rooms will be assigned based upon double occupancy. Should empty rooms be available after the first two weeks of the semester, students will be given the option to move into the room in accordance with Residential Life room change policy and pay the single room rate.

## **Spring Semester Housing**

To accommodate fraternity members returning to campus that require housing for Spring semester, the Office of Residential Life will facilitate the process by which these students are housed. The Office of Residential Life will provide the following items to the fraternity presidents in November to assist in the process:

1. Fraternity housing assignment guidelines
2. Fraternity member list.
3. Building roster

The guidelines and roster must be completed by the deadline set in the information accompanying the above noted materials. A meeting will be scheduled by the president with the Assistant Director for Residential Life following the submission of the materials to the Office of Residential Life to ensure the housing assignments meet the expectations of the College.

Fraternity members must live in the fraternity house to the extent that there is capacity. Fraternity house residency will be determined by the class standing of a member within the chapter. That is, all seniors must live in the house, then all juniors, and then all sophomores until the house is filled to capacity. Special circumstances that may require a modification of this order need to be submitted to the Assistant Director for Residential Life.

### **Room Inventories, Furnishings, and Storage**

Please refer to the Residential Life section of the Student Handbook for information regarding room condition.

It is the responsibility of the fraternity and the fraternity residents to provide student room and public area furnishings. (Dining Room furnishings are provided by the College.) To facilitate the purchase of furnishings the fraternity will receive funding in the amount of 5% of the Standard Double Room Rate for each resident each semester (number to be the same as that used in the final rate calculation). This amount will be paid on the third Friday of the semester. These funds will be sent to the fraternity alumni association and are designated to be accrued for furniture replacement. Purchase of any furnishings which are to be the permanent property of the fraternity must be approved by the College using the House Improvement Request procedure and must comply with applicable fire code, NFPA 260 class I. Furnishings that have been approved to be the permanent property of the fraternity must be clearly labeled as such.

Following the end of the academic year student room furnishings which are the permanent property of the fraternity may be left in the student room. Lounge furniture which is the permanent property of the fraternity may be left in the lounge. Approved lofts may remain. Other student-owned furnishings or furniture which is not the permanent property of the fraternity must be removed from the house at the end of the academic year.

Summer storage of personal belongings, items not the permanent property of the fraternity, will not be allowed due to Health and Safety Regulations, security concerns, and to facilitate cleaning. All residents will be expected to remove such belongings upon their departure. Fraternity-owned items may be stored for the summer in the Active Room to the extent that space is available. Any items left during the summer months must be inventoried in conjunction with the Assistant Director for Residential Life and Assistant Director for Greek Life. Special security arrangement will be made for limited access. Access can only be granted during the summer through the Assistant Director of Residential Life.

### **Housekeeping and Upkeep of Grounds**

Each fraternity is compensated in the amount of \$257 per month for maintenance and housekeeping activities and is responsible for the daily upkeep of the interior and immediate exteriors of their chapter house. This means vacuuming and shampooing carpets, sweeping and mopping common area, trash removal, washing walls and windows, shoveling snow, yard care, etc. Individual residents are responsible for the ongoing cleanliness of their rooms, suites, and bathrooms. A variety of supplies are available from Facilities Operations to assist with fraternity cleaning. The Interfraternity Council has approved a list and quantity of supplies that are available from Facilities Operations (see attached). The House Manager can order these supplies by filing work requests in the Residential Life Office.

## **Maintenance**

Facilities Operations is responsible for general maintenance of the fraternity houses. Any maintenance problems should be logged on the Maintenance Log located in the mailroom. A maintenance worker is assigned to the fraternity area who will check these logs periodically. No maintenance calls will be accepted in the Facilities Operations office. Only emergency problems (e.g., running water, heat problems, problems that will get worse if not addressed) can be called into the Office of Residential Life after first attempting to contact the Fraternity Resident Director. (Telephone problems are not emergencies.) In the event of an emergency that occurs when the Office of Residential Life is closed and the Fraternity Resident Director cannot be contacted, needs should be reported to Campus Safety.

## **Personalization of Space**

Any request to modify the fraternity building or grounds surrounding the fraternity must be documented on a House Improvement Request form, available from the Residential Life Office. Such requests must be approved by the Assistant Director for Residential Life and the Director of Facilities Operations. Requests must be submitted at least 14 days in advance of the proposed commencement date of the house improvement activity.

1. All remodeling activities, including painting, are to have prior approval using the House Improvement Request form. Such activities are to be done by competent professionals in the relevant trade, including painting, and not by chapter members/residents. Some painting may be allowed to be performed by fraternity residents in designated areas of the basement subject to permission and inspection to assure proper quality. Subject to approval, the painting of wall graphics may also be performed by members.
2. All campus areas, including fraternities, are on a painting cycle. Such work is arranged by Facilities Operations to be performed during the summer months. Areas requiring repainting prior to completion of this cycle will be performed by the College and billed as damage.
3. Fraternities are not to remodel/paint any portion of their house, rooms, bathrooms, etc., during the school year and then attempt any restorative efforts prior to the end of the school year. Such unapproved efforts found during maintenance, health, and safety inspections will be treated as disciplinary/damage concerns and will be subject to billing and/or further disciplinary action.
4. All storage is subject to inspection and approval by the College. Materials shall not be stored so as to block access or egress, block windows or doors, block access to mechanical rooms or service spaces. Materials shall not be stored in computer rooms or janitors closets.

## **College Responsibilities**

In support of the fraternity-housing plan, the College will:

1. Replace dining room furniture, kitchen equipment, and carpeting in the house to maintain a level consistent with other residential areas on campus as determined by the Director of Facilities Operations, the Director of Dining and Hospitality Services, and/or the Director of Residential Life.
2. Pay all utilities including heat, electricity, and water. Provide cable TV service, phone access, and data network access.
3. Insure the facility and College-owned furnishings and equipment.
4. Repair the facility at no cost to the fraternity unless the damage or repair is outside of the normal wear and tear of the facility.
5. Clean all carpets, tile floors, bathrooms, and showers on an annual basis.
6. Remove snow from driveways and main walkways adjacent to Porter St., Hannah St. and Erie St.
7. Provide dumpsters and garbage collection service from the dumpsters.
8. Maintain grounds during the summer recess.
9. Respond with the appropriate staff to emergency situations.

## **Fraternity Responsibilities**

To support the College's fraternity-housing plan, each fraternity will be responsible for the following:

1. Provide the College with a list of men living and boarding at the fraternity house.
2. Address with fraternity members all damage costs from misuse and abuse of facilities.
3. Maintain the sanitation of the kitchen area and dining room.
4. Maintain cleanliness of the fraternity house.

5. Maintain the grounds and landscaping during the academic year including garbage removal around the grounds and snow removal from entryways and sidewalks extending out from the porches to the main walkways. A House Improvement Request form should be submitted to Residential Life and Facilities Operations for approval prior to changing or adding any landscaping surrounding the house.
6. Maintain and provide signs or markers identifying the fraternity house.
7. Provide a chapter officer to accompany a representative of the College to evaluate the end of the year cleaning and condition of the house.
8. Attend meetings for officers on housing and kitchen matters.
9. Have chapter officers serve as a liaison between the College and their chapter.
10. Take appropriate corrective action whenever situations in the house violate College regulations, agreement provisions, or situations, which pose a potential threat to the well being of persons or property.
11. Insure all fraternity property.

## Women's Fraternity Housing Plan

Albion College has supported the desire of the women's fraternities to build and own private sorority lodges on College property. While the location and the size of these structures have changed over the years, each sorority has designed, financed, and managed their lodges through the involvement of their alumnae house corporation board. Leases for the College-owned property are kept on file with, and administered by, the office of the Vice President for Finance and Management. The lodges themselves have been non-residential in nature by the agreement of the women's fraternities and the College and all members live in the College residence halls. The College's Board of Trustees has affirmed that the sororities shall have the option to be residential and on-campus in College owned facilities.

Due to the private ownership of the current sorority lodges, the College will handle the following:

1. Remove snow from driveways and main walkways.
2. Remove garbage from areas designated.
3. Maintain grounds during summer recess.
4. Respond with appropriate staff to emergency situations (fire, injury, or illness).

The women's sorority chapter, or their respective house corporation boards, will:

1. Replace, repair, and maintain all furniture, carpeting, kitchen equipment, furnishings, and structure matters in the lodge.
2. Handle all utility payments, including heat, electricity, and water.
3. Handle all financial matters of the lodge.
4. Handle all property and city taxes.
5. Insure the facility and all sorority furnishings.
6. Clean the interior and the exterior of the lodge including snow removal from the porches and sidewalks connecting to the main walkway or drive.
7. Collect all housing and parlor fees from all members.

## Appendix B Fraternity Supplies

	Starting Inventory	Yearly Allotment
<b>Non-Disposable supplies</b>		
Trash Barrel - 44 gal	7	
Mop bucket with wringer	2	
Mop handles	3	
Corn brooms	3	
Dust pans	3	
<b>Disposable Supplies</b>		
Trash liners - large	1 cs	7 cs / year
Disinfectant (Blue Skies)	5 gal -w/pail pump	5 gal /sem.
Disinfectant (Blue Skies)	1 spray bottle	fill from 5 gal
Glass Cleaner	1 spray bottle	3 ea / semester
Toilet bowl cleaner	1 pail w/90 packets	1 pail /sem.
Toilet bowl swabs	2 ea	2 ea / semester
Creme Cleanser	3 qt	3 qt / semester
Green Back Sponges	5 ea	5 ea / semester
Mop heads	3 ea	6 ea/semester
Salt/ice melter	1 bag	As needed
<b>Paper Supplies</b>		
Toilet Paper	1 cs	7 cs / year
Paper Towels	1 cs	6 cs / year

## Formulas and Sample Calculations

Revised Fall Semester 2002

Fee Due College = 44 Residents X Standard Double Room Rate

As example, in 2002-2003:

Fee Due College = 44 X \$2,892 or \$127,248

Individual Fee = (Fee Due College/Number of Residents) + Kitchen Utility Fee

\* Individual Fee = (\$127,248/47) + \$92 = \$2,799

As example, for a hypothetical house with 47 members in 2002-2003

### Fraternity Statement of Relationship Transitional Letter of Understanding Revised Spring Semester 2002

The Statement of Relationship Between Albion College and Fraternity and Sorority Chapters was modified during the fall semester, 2001, with significant changes to Appendix 15, Boarding and Kitchen Operations Policy, and Appendix 16, Fraternity and Sorority Housing Plan. It was understood that the fraternities needed a transition period prior to full implementation of the revised appendixes. This letter covers that transition period.

The transition period is for three years commencing at the beginning of the 2002-03 school year and including the 2003-04 and 2004-05 school years. Temporary modifications to policy are limited only to the issues specifically addressed in this letter; all other policy revisions are in full effect at the beginning of the 2002-03 school year.

#### Room Rates

During the transition period, the basic fraternity double room rate shall be as determined by the formula in Appendix 16 (revised) or as indicated here, whichever is lower.

Transition rate:

First year 2002-03	\$3,412*
Second year 2003-04	\$3,612*
Third year 2004-05	\$3,812*

The transition rate applies only to double room rates. Single room rates are assessed consistent with rates applied throughout the College.

\*Figures reflect 2002-03 room rates and will be adjusted consistent with any future general rate increases.

- Transition rate first year is equal to the basic double room rate + the standard board rate less \$2500.
- Transition rate second year is equal to the basic double room rate + the standard board rate less \$2300.
- Transition rate third year is equal to the basic double room rate + the standard board rate less \$2100.

#### Furniture

Lounge and student room furnishings currently in the fraternity buildings are to become the property of the respective fraternities as of Fall Semester, 2002.