

August 1, 2020

Fraternity/Sorority House Director Manual

**Distributed by
Greek Life Office
August 2020-2021**

LSU | Greek Life

<u>Introduction</u>	3
<u>Contact Information</u>	
Greek Life Staff Contact Information.....	4
University Emergency Contact Information.....	5
<u>House Director Role/Policy & Procedure</u>	
Greek 101.....	6
The University’s Relationship with House Directors.....	7
LSU Permanent Memorandum (PM) – 68.....	9
<i>Construction, Modification, Care, and Operation of Sorority and Fraternity Houses</i>	
House Director Job Description Template	16
LSU Policy Statement (PS) – 78.....	18
<i>Serving, Possessing, and Consuming of Alcoholic Beverages on Campus</i>	
Definition of Hazing.....	25
Amnesty.....	26
LSU Policy Statement (PS) – 75.....	27
<i>Illegal/Abusive Alcohol/Other Drug Use by Students</i>	
LSU Permanent Memorandum (PM) – 73.....	34
<i>Title IX and Sexual Misconduct Policy</i>	
Sexual Assault Support, Services, and Resources for Students.....	36
<u>Student Conduct & Accountability</u>	
LSU Code of Student Conduct.....	38
<u>Emergency Procedures</u>	
Emergency Information and Crisis Management Procedure.....	39
Chapter Emergency Procedure.....	40
House Director Emergency Calling Plan.....	41
<u>Office Procedures</u>	
Sorority House Hurricane/Tropical Storm protocol.....	42
Sorority House H1N1 Protocol during recruitment	45
<u>Resources:</u>	
Generation Z.....	46
<i>3 Traits of Generation Z: Realistic, Driven, and Fear of Missing Out</i>	
History of Fraternity and Sorority Life.....	48
<i>The American Fraternity</i>	
Commitment to Community.....	54

This manual is updated every July. Please refer to the Greek Life website for the most current after receiving this handbook in paper version.

Helpful Resources on Line include: [AFLV: Fraternal House Director Manual](#)

Introduction

This manual serves as a resource to individuals who serve as a house director for a fraternity or sorority at LSU. The University is appreciative of the time, energy and support of the undergraduate members of our chapters. Thank you.

The Greek community at LSU has a rich and special history of more than 150 years. Generations of students have found their home in their fraternity or sorority and it's for this reason that our chapters are valued as a part of the University's history and tradition. You will come to learn many things about today's college student. People are fundamentally the same but generational characteristics create a dynamic that will be different for you. Students today are not the students of your time. Whether you are a boomer, generation X or Y (Millennials), learn how to relate to today's generation, Gen Z. There is a chapter related to Generation Z that will be very helpful. Learning about them and from them will enrich your life.

Here are our recommended **Top 10** tips that will help make you successful as you begin this journey.

1. Get to know the chapter members as individuals and show sincere interest in them personally.
2. Know what the house corporation, advisors, alumni, chapter officers and members expect of you as a house director.
3. Communicate to the listed above what your expectations are of them.
4. Assist the chapter in achieving their goals.
5. Recognize the importance of peer influence and its effect on how each member contributes or fails to contribute to the chapter dynamic.
6. Assist the officers in determining the needs of the members they are serving.
7. Do not make any assumptions. Things have changed since you were on a college campus, so ask about everything, especially new member requirements and details of social events.
8. You are a role model. Students are watching everything you say and do.
9. Don't allow yourself to be placed in the position of defending student behavior if you don't have all of the details, which means you would have had to be at that event/activity.
10. Education and enforcement of rules, regulations and policies are your responsibility as an adult.

And finally, know that all of the staff in the Greek Life office are here to assist you. We provide training, education, resources, a sounding board, and answers about everything and anything you need information on. This is our job, we are here to support you as an integral member of our community.

In Appreciation, *The Greek Life Staff*

Greek Life Staff Contact Information

Greek Life Office
LSU Student Union, Rm. 333
225-578-2171 office phone
225-578-2450 fax
Office Hours: M-F 8:00am – 4:30pm
[Greek Life Website](#)

**Angela Guillory, Associate Dean of Students/Director of Greek Life/
225-578-2171, cell 225-278-2509, angelagu@lsu.edu**

**Teresia Greer, Assistant Dean/Associate Director of Greek
Leadership and Training 225-578-2171, cell 504-756-4416,
rgreer7@lsu.edu**

**Beth Newell, Associate Director of Greek Life/PHC Advisor
225-578-2171, cell 985-590-7746, enewel4@lsu.edu**

**Donald Abels, Assistant Director of Greek Life/IFC Advisor
225-578-2171, cell 225-454- 8221 dabels1@lsu.edu**

**Laurell ‘Lo’ King, Coordinator
225-578-2171, greeks@lsu.edu or lking@lsu.edu**

University Emergency Contact Information

In case of a chapter emergency including but not limited to:

- **Physical injury or death of a member or guest**
- **Any situation for which medical attention is warranted (eg. injury, excessive alcohol consumption, drugs, sexual assault, endangerment etc.)**
- **House Fire**
- **Any event for which you call 911**
- **Any event for which the media has contacted you or otherwise become involved**

After you call 911, immediately call Angela at 225-278-2509 or another staff member until you have reached someone.

University Emergency	911
	(225)
LSU Police	578-3231
Student Health Center	578-6271
Wellness Education	578-5718
Mental Health Center	578-8774
Dean of Students	578-4307
Center for Academic Success	578-2872
Center for Advising & Counseling	578-8281
Parking & Traffic	578-5000
Residential Life	578-8663
Student Union	578-5141
Career Services	578-2162
Rec Center	578-8601
Bursar	578-3681
Contracted Auxiliary Services	578-5208

Greek 101- Understanding the Structure

Three Councils, One Community

National Panhellenic Conference (NPC)

Governing Council: Panhellenic Council sororities (PHC)

Alpha Delta Pi
Alpha Phi
Chi Omega
Delta Delta Delta
Delta Gamma
Delta Zeta
Kappa Alpha Theta

Kappa Delta
Kappa Kappa Gamma
Sigma Alpha
Sigma Lambda Gamma
Pi Beta Phi
Phi Mu
Zeta Tau Alpha

National Pan-Hellenic Council (NPHC)

Governing Council: NPHC

Alpha Kappa Alpha
Alpha Phi Alpha
Sigma Gamma Rho

Phi Beta Sigma
Zeta Phi Beta

North-American Interfraternity Conference (NIC)

Governing Council: Interfraternity Council (IFC)

Acacia
Alpha Gamma Rho
Alpha Tau Omega
Beta Theta Pi
Delta Chi
FIJI
Kappa Alpha Order
Kappa Sigma
Phi Kappa Psi

Pi Kappa Alpha
Sigma Chi
Sigma Alpha Epsilon
Sigma Nu
Sigma Phi Epsilon
Tau Kappa Epsilon
Theta Chi
Theta Xi

Scheduled to return:
Fall 2021 – Lambda Chi Alpha

The University's Relationship with House Directors

Per LSU's Permanent Memorandum 68:

The University has the formal relationship with the House Corporation and the House Corporation has the formal relationship with the House Director.

PM 68: III. House Director A. Each Organization is required to employ a House Director to live and be present at the Facility on a full-time basis during the regular academic year or summer, when the Facility is open and/or occupied. The House Director job description must comply with the following minimum qualifications

- a. Must be 25 years of age or older;*
- b. Bachelor's degree recommended;*
- c. Experience working with Greek-lettered organizations, residence life, or other group living strongly preferred;*
- d. Cannot be a graduate of the employing chapter within the past five years without the permission of the Dean of Students*

Understanding the formal and informal relationships between entities is important in being successful.

House Corporations are incorporated in the State of Louisiana and is a separate legal entity from the chapter, the chapter advisors and the inter/national organization and headquarters.

The House Corporation signs the lease for the land with the LSU Board of Supervisors. The land is leased for \$10 a year by the house corporation from LSU.

The House Corporation is responsible for abiding by PM 68 in providing safe housing for LSU students.

The House Corporation leases and collects the room and board from the chapter and those living in the facility.

The House Corporation employs and supervises the house director. In most cases, the house director employs and supervises the house staff.

The chapter advisors are responsible for guiding and advising the chapter members.

The inter/national organization and/or HQ is responsible for the chapter, the advisors and the members. There is a dotted line from the HQ with the House Corporation.

The relationships are all interlocked and require a careful balance of team work. The most important thing to remember is that the students are the priority. Providing a safe, healthy and positive experience is vital.

While there is no formal relationship between Greek Life and the house director, the department communicates with house directors regularly ensuring they are receiving information, hosting meetings, and providing policy education and to share new initiatives within Greek Life and the University.

Greek Life works to assist house directors understand the responsibilities of policies and navigating University resources.

Chapter advisors, along with chapter leaders, are the first point of contact between Greek Life and the student organization, but Greek Life serves everyone and house directors are encouraged to reach out at any time.



PERMANENT MEMORANDUM-68 — Construction, Modification, Maintenance, Care and Operation of Sorority and Fraternity Houses Located on University Property

Date: July 10, 2018

(replaces PM-68 dated August 25, 1994)

This Permanent Memorandum shall govern the construction, modification, maintenance, care, operation and related activities, and facility management concerns for leased housing facilities and premises leased or operated by Greek sororities and fraternities or other approved organizations on property owned by the LSU Board of Supervisors. It is the goal of this Permanent Memorandum to ensure the organizations operate such facilities safely and legally within the regulatory framework established both by the University and by outside agencies.

I. Definitions

Designated Unit: a component, office, or department of the respective campuses of the University responsible for interacting and monitoring organizational housing.

Facilities or Leased Property: All land leased by the University to an Organization (as defined herein) and permanent or temporary buildings, structures, sidewalks, parking lots, signs, fences, and landscaping situated thereon.

Organization: The local chapter of the sorority or fraternity, recognized organization, the house ownership organization, or other legal entity which has a lease agreement with the University for the land and owns or sub-leases the improvements on that land or is leasing the improvements from the University.

University: Board of Supervisors of Louisiana State University and Agricultural and Mechanical College.

II. General Policy

A. Campus House Management Committee (CHMC) shall be convened by a representative of a Designated Unit (e.g. Greek Life Office) and composed of representatives from the following offices: Planning Design and Construction, Facility Services, Environmental Health and Safety, Risk Management, LSU Police Department, and LSU Office of General Counsel (or any unit responsible for the duties assigned to the listed units and approved by the President), to enforce and annually review the provisions of this Permanent Memorandum and make recommendation for changes to the Oversight Committee on Greek Life. The CHMC will be chaired by a person from the committee decided on annually by the members of the committee.

B. All Organizations, whether currently leasing from the University, sub-leasing or entering into leases in the future with the University, must comply with the provisions of this Permanent Memorandum.

C. The legal entity owning, leasing, or sub-leasing the Facilities must identify to the Greek Life office at all times a specific person to represent the Organization on matters related to the lease

and this Permanent Memorandum. That legal entity shall also maintain with the Greek Life office a current copy of its organizational structure, officers, and membership.

D. All leases or sub-leases will be processed through the Office of General Counsel in coordination with the Real Estate, Public Partnerships, and Compliance office where a copy of the signed lease will be retained.

E. CHMC members and authorized employees of the University, as determined by the Oversight Committee on Greek Life, are entitled to inspect the Facilities at a reasonable time with 24-hour notice. No advance notice is required in the event of an emergency or life safety concern or for a maintenance employee with an approved work request/order.

F. The Organization shall provide a roster of current members to the Designated Unit (e.g. Greek Life Office) at least one week prior to the first day of class each semester. Lists and rosters shall be updated during the course of the semester as changes occur.

G. The Organizations may receive and be billed for utilities and maintenance services provided by the University. An itemized bill should be provided upon request of the Organization. A deposit of \$500 shall be required as a condition for utility service.

If the Organization is more than 30 days past the due date in payment of such bills and has received a certified letter, it will be considered delinquent and in violation of the lease agreement and this Permanent Memorandum.

H. The University expects the Organization to conduct its business functions, including collection of fees, payment of bills, and proper maintenance of personnel and tax records, in a responsible and business-like manner. Failure to pay invoices in a timely manner will be considered a violation of the lease and this Permanent Memorandum. Where feasible and mutually acceptable, Organizations may contract with the University for the collection of certain fees from individual members.

I. The Facilities may be used only for the housing, dining, and personal living needs of LSU students, student members, and pledges/associate members of the Organization and its House Director, and for conducting appropriate social and organizational activities of the Organization approved by the University.

J. Freshmen will not be allowed to reside in the Facilities for their first semester (fall or spring). Second-semester freshman may live in the Facilities provided the following conditions are met: The Organization must be in good standing with the University and the national organization, as applicable. The freshman applicant must:

- a. Have been initiated into the Organization, if applicable
- b. Not be on disciplinary probation or deferred suspension with the University.
- c. Have a minimum 2.25 grade point average.
- d. Be in good standing with the Organization, if applicable.
- e. The total number of freshmen living in the Facility shall not exceed thirty percent (30%) of the total number of members living in the Facility.

K. Facilities shall not be used for any purpose or activity determined to be unlawful under the provisions of any federal, state, or local statute, ordinance, or regulation, or in violation of any policy or regulation of the University. Each Organization shall abide by all applicable federal,

state, or local statutes, rules, regulations, or ordinances, and by any other rules or regulations adopted by the University.

L. Facilities shall not be used at any time for the purpose of carrying on any unapproved business, profession, or trade of any kind whatsoever.

M. Controlled substances as defined by any federal, state, or local statute, or rule, regulation, or ordinance shall not be sold, possessed or utilized in or on the Facilities. An individual may use prescription medication which otherwise qualified as a controlled substance but only under a prescription to that individual.

N. Except as authorized by law, firearms are not allowed in or on the Facilities.

O. The sale, purchase, possession, and use or consumption of alcohol in or upon the Facility must be in compliance with all applicable laws and University policies.

P. The Organization is prohibited from hiring anyone convicted of or pleading no contest to any of the crimes listed in La. R.S. 15:587.1 barring advance approval by the district attorney and a district judge. The Organization will conduct criminal background checks for personnel employed by the Organization at the Facilities.

Q. Penalties for violation of any part of this Permanent Memorandum or provision in the lease may include a formal warning, restriction or denial of all activities, monetary penalties, community service, suspension of the Organization, or termination of the lease. Prior to suspension of the Organization or termination of a lease **for violation of this Permanent Memorandum**, the University shall: Provide the Organization written notice of the intended action and,

If the violation is susceptible to corrective action, allow a period of 14 days to elapse from the date of the notice before taking the intended action without the Organization, in the opinion of the University, having corrected the violation.

III. House Director A. Each Organization is required to employ a House Director to live and be present at the Facility on a full-time basis during the regular academic year or summer, when the Facility is open and/or occupied. The House Director job description must comply with the following minimum qualifications

- a. Must be 25 years of age or older;
- b. Bachelor's degree recommended;
- c. Experience working with Greek-lettered organizations, residence life, or other group living strongly preferred;
- d. Cannot be a graduate of the employing chapter within the past five years without the permission of the Dean of Students.

A sample House Director job description is posted on the Designated Unit's website and is available for use with suggested job duties and responsibilities.

Each Organization shall submit the name and resume of any proposed House Director to the Designated Unit (e.g. Greek Life Office) to ensure that the proposed House Director meets the minimum qualifications no later than one week prior to the offer of employment.

House Director mandatory training will be completed prior to opening for the semester or within 30 days of employment. Mandatory training will be scheduled through the Designated Unit (e.g. Greek Life Office). This training is also available for advisors, house corporation members, and alumni. Mandatory training requirements will be reviewed on a bi-annual basis and recommendation for changes will be presented to the Oversight Committee on Greek Life for approval.

B. During any planned absence or voluntary termination of a House Director, the Organization shall provide an interim House Director. Any interim House Director must meet the minimum qualifications of the House Director and can be an advisor, member of the house ownership organization, or alumni.

C. For any unplanned or unexpected absence, including the resignation of a House Director, the Organization shall immediately notify the Designated Unit (e.g. Greek Life Office) and must make reasonable effort to promptly provide an interim House Director. If a House Director is not available within 72 hours, the Organization must present an action plan for correcting the deficiency. The action plan must specify specific steps which will be taken and deadlines for completion of each step. If an Organization fails to hire or maintain a House Director for a period exceeding 30 days, the Organization must provide an updated action plan.

If an Organization fails to comply with its action plan, fails to update its action plan as required, and/or or fails to demonstrate continued reasonable effort to engage a permanent House Director, the Organization will be subject to sanction by the University.

D. In the absence of a House Director or interim House Director, regardless of reason, no meetings or activities of any kind may take place at the Facility, including Chapter meetings or informal gatherings, and only residents may be present at the Facility (except for during standard dining services) before 8:00 a.m. and after 8:00 p.m. on weekdays, on weekends, overnights and during any event or activity at the Facility.

IV. Facility Compliance

A. Fire and life-safety codes and health and food service sanitation regulations must be observed at all times. The Organization shall complete an annual Food Safety Audit of all food prep areas and equipment to ensure compliance with federal and state health codes through a third party vendor. A copy of the annual audit in the last year will be provided to the Designated Unit prior to July 1 each year. The Organization will also provide a copy of any plan of correction for each audit deficiency to the Designated Unit and Environmental Health and Safety office.

A. The Organization shall provide proof of an annual inspection in the last year by the state fire marshal for the owned Facilities to the Designated Unit prior to July 1 each year. The Organization will also provide a copy of any plan of correction for each deficiency submitted to the Fire Marshal to the Designated Unit and Environmental Health and Safety office.

B. Fire drills will be conducted in accordance with the Office of the State Fire Marshal's mandate for University housing-one each fall and spring semester and one in the summer, if the house is occupied. The fire drill each semester will be conducted within the first two weeks

of classes starting. Fire drills will be conducted and the house inspected to ensure compliance by all present. The results, date, and time will be documented and maintained on file to be available upon request by the University or Fire Marshal.

C. The Organization will submit all permanent exterior signage requests to the Designated Unit for forwarding to the Planning Design and Construction office for review and approval prior to installation.

D. The Organization shall comply with the University Parking Policy and not allow parking of any vehicle on an unprepared surface. No vehicles are to be parked on the grounds or driven through the grounds to access the building except by permission of a Facility Services' representative. Special access ways can be developed for event setup and takedown under the guidance and assistance of a Facility Services' representative. Upon request, Parking and Transportation will ticket and/or tow illegally parked vehicles.

E. Each Organization will maintain a Tropical Storm/Hurricane Protocol and review it on an annual basis for updates. The protocol will be submitted initially and when modified to the Designated Unit.

V. Facility Maintenance and Upkeep A. The Organizations shall maintain all owned Facilities and grounds in good repair and in a safe, serviceable, clean, and sanitary condition acceptable to the University. The Organization shall keep all walks, parking areas, and lawns free from dirt, debris, and trash at all times and maintain lawns, landscaping, and housing exterior in a condition and appearance acceptable to the University. If corrective action is not taken within five days of a notice of being out of compliance, the University will provide the service and bill the Organization. The following minimum standards apply to the grounds on the Facilities: Turf areas will be kept in a healthy condition and free of weeds, edged, trimmed, and mowed.

- i. All landscaped beds will be mulched and kept free of weeds and grass.
- ii. Prior to any excavations, a *Utility Locate Request* must be submitted to Facility Services and
- iii. No paint, dyed water, or any other substance is to be released on the grounds or into the drain structures.
- iv. Tree removal or maintenance will be done by the University and all associated costs will be billed to the Organization.
- v. Clean-up of the external portions of the Facilities shall be completed no later than 24 hours after the conclusion of the function. Upholstered furniture may be used outside at the Facilities only during registered functions.

B. The Organization shall maintain a contract for annual and periodic preventative maintenance of the heating, ventilation, and air conditioning systems and shall provide a copy of said contract to the Designated Unit by July 1 of each year.

C. The Organization shall maintain grease interceptors in efficient operating condition by periodic removal of the accumulated grease. No such collected grease shall be introduced into any drainage piping, or public or private sewer.

VI. Insurance Requirements

A. The Organization shall procure and keep in full force and effect public liability and property damage insurance sufficient to protect the Organization and University from any and all claims for personal injury, including death and property damage claims which may arise from any activity or

operation related to the Facilities, in amounts acceptable to the University. The following shall also apply **unless the Organization lease requires greater limits or coverage:**

The Organization shall carry All Risk Property Insurance on any improvements located on the Leased Property in the greater of either the appraised value of the improvements or the replacement cost of the improvements.

- The Organization shall carry Commercial general liability coverage shall be no less than \$1 million per occurrence/\$2 million aggregate per year.
- If the Organization is an employer, the Organization shall carry workers' compensation in compliance with Louisiana law and employer liability coverage of no less than \$1 million per accident/disease/employee.
- The Organization shall maintain broad form contractual liability coverage (to the extent not included in commercial general liability coverage).
- All insurance shall be carried with responsible insurance companies authorized to transact business in the State of Louisiana and acceptable to University.
- Any property or liability insurance policy must contain an endorsement or other written acknowledgment identifying the University is an additional insured under the policy.
- All policies must provide occurrence coverage.
- All policies must provide that the University shall be given at least 30 days written notice prior to any modification or termination of coverage.
-

B. Proof of insurance required by this section shall be provided to the Designated Unit by July 1 of each year to be forwarded to LSU Risk Management for review and approval.

VII. Modifications, Improvements, Alterations, or Repairs

A. Any modifications, improvements, alterations, or repairs of the current improvements located on the Facilities, including expansion or wholesale replacement of site work or landscaped areas must be submitted through the Designated Unit to the Planning Design and Construction (PDC) office for code review and permitting. Prior to any excavations, a *Utility Locate Request* must be submitted to Facility Services and contact made with Louisiana One Call @ 1-800-272-3020 to ensure location of all utilities.

- Seasonal plantings, replacement of dead plants, mulching, etc. do not require PDC review.
- Minor maintenance tasks that do not involve facility modifications, alterations, replacement, or construction of systems inside of walls, below floors, or above ceilings do not require PDC approval, but it is encouraged to consider a review to avoid dislodging of hazardous materials that may be present.
- Emergency repairs may be performed without PDC review by licensed vendor/contractor.

B. **No work** will start until all approvals are received in writing in the form of an Authorization to Proceed from the PDC office. Minor work will generally be approved within two weeks. Major work such as major renovations and new houses will require multiple reviews and be lengthier.

VIII. Security

A. It is strongly encouraged that surveillance cameras be provided by the Organization on all exterior doors and preferred for community/social spaces in the house (living room, chapter room, lounges and social spaces). Camera footage should be stored for a minimum of two weeks.

B. Adequate exterior lighting will be provided by the Organization. It is suggested that a monthly lighting survey will be documented and maintained on file.

C. Keying and Key Management

1. All exterior doors will be provided with an approved key/card, biometric, or electronic operated lock by the Organization. A card lock will have an emergency key override feature.

2. It is strongly encouraged or expected that bedroom doors be equipped with an approved key/card, biometric, or electronic operated lock by the Organization. All locks will have an emergency key override feature.

3. Existing facilities may be secured by keyed lock, but it is preferred that new construction and major renovations will provide card, biometric, or electronic operated locks with an emergency key override.

4. The Organization will maintain an inventory of all keys and doors operated by keys.

5. The Organization will conduct a complete audit of all keys at the end of each semester and maintain documentation of the audit and actions taken for unaccounted keys/lock changes.

Appendix: Summary of Required Organizational Submittals

1. The house ownership organization shall maintain the identity of the person to represent the Organization on matters related to the lease and this Permanent Memorandum with the Designated Unit.

2. The house ownership organization shall maintain a current copy of its organizational structure, officers, and membership with the Designated Unit.

3. The Organization shall provide the Designated Unit a roster of current members at least one week prior to the first day of class each semester.

4. Submit the name(s) and resume(s) of proposed house directors to the Designated Unit to ensure that the proposed house director(s) meet the minimum qualifications at least one week prior to the offer of employment.

5. Proof of insurance satisfying shall be provided to University (Designated Unit and Risk Management office) by July 1 of each year.

6. Provide a copy of the annual Food Safety audit in the last year from third party vendor for the kitchen and dining areas by July 1 each year. Plan of correction for each audit deficiency to be provided to the Designated Unit and Environmental Health and Safety office when available.

7. Provide a copy of the annual inspection in the last year by the state fire marshal for the entire owned Facilities by July 1 each year to Designated Unit and Environmental Health and Safety office. Plan of correction for each audit deficiency to the Designated Unit and Environmental Health and Safety office when available.

8. Annual and periodic preventative maintenance of the heating, ventilation, and air conditioning systems contract to the Designated Unit by July 1 of each year



House Director Job Description Template
(Minimum Qualifications, Responsibilities and Duties)

Qualifications

- Must be 25 years of age or older;
- Bachelor's degree preferred;
- Experience working with Greek-lettered organizations, residence life, or other group living strongly preferred;
- Cannot be a graduate of the employing chapter within the past five years without the permission of the Dean of Students.

Responsibilities

1. Responsible for the residential and dining components of the house;
2. Supervises all full time and part time employees (kitchen staff, cleaning staff);
3. Maintains knowledge of all LSU policies regarding fraternity/sorority houses and resident life in general and assures that those policies are followed;
4. Coordinate the day-to-day operations between the chapter/organization and its resident members with the employing house corporation/approved organization, Greek Life office and other appropriate University offices;
5. Supervise the house management by working with the designated chapter officers and house corporations or approved organization;
6. Ensure residents of the house adhere to inter/national housing policies, local house chapter housing policies, University policies and guidelines, and the Student Code of Conduct;
7. Promotes LSU and organizational values among undergraduate members and encourages undergraduate involvement in extracurricular activities;
8. Maintains knowledge of all organizational policies regarding the house, maintenance and cleanliness and takes appropriate action with the help of the Chapter President, House Manager, Chapter Advisor(s) or House Corporation Officer(s) to assure that policies are followed;
9. Promotes academic excellence among undergraduate members;
10. Promotes house safety and makes recommendations for improvement when appropriate.

Duties

1. Reside in a house whenever it is open;
2. Attend all in-house functions, house corporation meetings, and at least one chapter meeting (non-ritual) each month.
3. Sets an example for undergraduates to follow with regard to ethics, moral character, personal hygiene and a clean and orderly house director's suite.
4. Advises and assists the undergraduate members on an individual basis as requested by any undergraduate member, while maintaining confidentiality.
5. Serves as host at the house for certain special events as requested (example - Mother's Club Meeting, Faculty Appreciation Dinner, Homecoming Alumni Reception, Founders Day Alumni Reception, some "formal" rush events, etc.).

6. Plans menus for weekly meals and special events and works with the kitchen manager and cook(s) to ensure that budgets are not exceeded.
7. Attend all House Director meetings and mandatory training run by the Greek Life office.
8. Assist in providing a positive developmental living experience for residents.
9. Develop and implement programs which respond to the specific needs of the chapter/approved organization.
10. Ensure compliance with the policies, rules and regulations, as stated and implied by the University, the inter/national fraternity/sorority, the House Corporation and undergraduate chapter or approved organization.
11. Supervise the use of common areas in the house and work with the house manager to assure that all public areas (library, foyer, living room, dining room and downstairs bathroom) are kept neat and clean and suitable for welcoming unexpected guests.
12. Works with the house manager to assure that the party room is picked up daily but also recognizing that this is the social area where undergraduates assemble. Supervise the security system of the house.
13. Promotes the Chapter's genuine goals and objectives while demonstrating commitment to LSU, the Chapter and its members (associates, undergraduate actives and alumni).
14. Works with Chapter Advisors and each member of the House Corporation Board to ensure the best interests of the Chapter are maintained.
15. Assists the Chapter Advisor(s) with chapter issues whenever requested to do so.
16. Reports unacceptable conduct and other forms of wrongdoing to the Chapter President and to the Chapter Advisor(s) and assists in formulating ideas to prevent such actions in the future.
17. Cater health related programming to fit the needs of the residents.
18. Conduct fire and safety training for residents.
19. Coordinate house inspections (fire, health, safety) with appropriate vendors, agencies or University/State/local departments.
20. Additional responsibilities as required or assigned.



Policy Statement Number: PS 78

Title/Topic: Serving, Possessing, and Consuming of Alcoholic Beverages on Campus

Functional Classification: Health & Safety

Initially Issued: August 15, 2005

Last Revised: July 10, 2018

Last Reviewed: July 10, 2018

SERVING, POSSESSING, AND CONSUMING OF ALCOHOLIC BEVERAGES

Purpose

This policy is applicable to the serving, possessing, and consuming of alcoholic beverages on University property and within University facilities. This Policy Statement outlines the policies and procedures specifically applicable to the serving, possessing, and consuming of alcoholic beverages on University property and within University facilities by students, University personnel, and their guests.

Principles

LSU is committed to maintaining a safe, healthful environment that supports its educational mission. The abuse of alcoholic beverages by its students, University personnel, and their guests interferes with the accomplishment of this mission. More specifically, the abuse of alcohol (1) negatively impacts the life and well-being of citizens; (2) interferes with student learning, student retention, and student graduation; (3) generates a cost to the University through personal injury, crimes, property damage, and risk management; and (4) negatively affects the image of the University.

Because LSU seeks to create a social environment that enhances learning, the following values with regard to alcohol must be upheld:

- (1) abstinence, as an option, is always supported and should never be discouraged;
- (2) although moderate and legal alcohol use may be permitted, the drinking of alcohol is never encouraged;
- (3) abusive consumption of alcohol is always discouraged; and
- (4) participation in illegal behaviors involving alcohol is not tolerated.

Accordingly, the possession, use, sale or distribution of alcohol may be done only in accordance with the provisions of federal and state laws, local laws and ordinances, and University regulations, including this policy.

Inappropriate behaviors and associated negative consequences of alcohol misuse will not be tolerated. All persons on campus regardless of their status (e.g., students, personnel, and guests)

must adhere to the alcohol policies herein. The enforcement of community standards is a shared responsibility among all community members.

Definitions

Alcohol: Beer, wine, or distilled spirits (liquor) as defined by state law.

Authorized Vendor/Server: A caterer who has been licensed by the University through the Office of Procurement to engage in the sale and service of alcoholic beverages on the LSU campus under applicable law and University policy. An Authorized Vendor/Server must have: (1) all required governmental permits or licenses; (2) completed Responsible Alcohol Service Training as required by state law; (3) agreed in writing to adhere to University policies and regulations, city ordinances and state laws; (4) obtained LSU required insurance; and (5) must ensure that that any Vendor/Server performing such services on the LSU campus is at least 21 years old and not a member or affiliate of the host/sponsor organization/department.

Event: For the purposes of this policy, an Event is an assembly of individuals on campus for a gathering where alcohol is involved.

Event Registration: The required documentation completed by the host/sponsor of an Event, which specifies the conditions of alcohol service and certifies that the host/sponsor both understands and agrees to abide by University policies and applicable Federal, state and local laws governing such alcoholic beverage service. The Event Registration must be submitted by the host/sponsor to the Campus Life Office (for student organizations), the Greek Life Office (for fraternities and sororities) or to the Office of Finance and Administration (for non-students) at least 10 business days prior to the event. The Event Registration must specify the campus location for the proposed event, which is subject to approval. Approval will not be granted for an event at any of the following locations (1) Greek Theatre, (2) athletic fields and grounds assigned to the University Recreation, and (3) in academic buildings in or around rooms in which classes are in session.

Permitted Alcohol: Beer and wine products consisting of no more than 15 percent alcohol by volume. Permitted Alcohol specifically excludes hard alcohol, any beverage containing hard alcohol, common source beverages containing alcohol and alcoholic beverages served from kegs. For the purpose of this policy, hard alcohol is any alcoholic beverage other than beer or wine. Any exception to Permitted Alcohol at an Event requires the approval of the President or the President's designee.

Possession: Any situation in which an individual is or reasonably can be assumed to be holding, drinking, or transporting an alcoholic beverage. The totality of the circumstances, including the presence of alcoholic beverage containers and the number of people present under age 21, may indicate evidence of possession.

Responsible Parties: Those individuals and the entities they represent who sign the Event Registration.

University Preapproved Sites: Sites designed by the University as approved locations for the service and consumption of alcohol whether as a part of fixed retail food and beverage operations or as professionally catered events. The Office of the Dean of Students and the Office of Finance and Administration maintain a list of University Approved Sites (e.g. The Club at Union Square, LSU Union, the Tiger Den Suites, and the Club Seating Area).

University Regulations

The serving, possession, and consumption of alcoholic beverages on University property must be in accordance with all applicable laws and University regulations. The following University policies shall apply:

1. No alcoholic beverages of any kind may be possessed, distributed, served, or consumed on campus by persons under the age of 21. The Responsible Parties are accountable for ensuring that no one under the age of 21 possesses, consumes or is served alcohol at an Event.
2. Consumption of alcohol is not advised. Anyone under the age of 21 possessing/consuming alcohol, or anyone giving alcohol to an underage person, will be subject to arrest.
3. In campus residences (including fraternity and sorority houses), only Permitted Alcohol may be possessed and consumed by persons at least 21 years-of-age and only in private rooms/apartments, unless the entire facility is designated as alcohol-free. No alcohol is allowed in the lobby, public areas, and immediate adjacent property of campus residences except during an Event.
4. In all other cases, persons age 21 or older may possess and consume Permitted Alcohol on campus only when the following conditions are met:
 - a. when the alcohol is served by a University Authorized Vendor/Server; and
 - b. when alcoholic beverages are served and consumed at a University Preapproved Site or at an Event registered and approved by the University; and
 - c. other than as part of a University Preapproved Site retail food and beverage operations, when an Event Registration signed by Responsible Parties has been accepted by the appropriate office consistent with applicable policy.
5. Approval must be obtained for alcohol to be possessed, distributed, served, or consumed at any location other than a University Preapproved Site. At least 10 business days before the proposed event, an Event Registration must be completed, submitted to, and approved by the appropriate office (Office of the Dean of Students for student organizations and fraternity and sorority houses; Office of Finance and Administration for all other requests).
6. The following policies pertain to the sale, purchase, and cost of alcohol on campus:
 - a. Only Permitted Alcohol may be sold, purchased or served and only by an Authorized Vendor/Server. Any alcohol other than Permitted Alcohol is specifically prohibited.
 - b. Alcohol may not be distributed free-of-charge by an alcohol company or distributor at any University Event or under any other circumstances on campus.
 - c. Alcohol may not be sold on campus by an alcohol wholesaler or distributor.
 - d. University units may not distribute alcohol free-of-charge to the general public (i.e. - persons not members of the groups or their specifically invited guests).

- e. Alcoholic beverages may not be furnished as an award or prize.
 - f. University funds may not be used to purchase alcoholic beverages.
7. The following regulations govern the serving of alcohol at Events regardless of the sponsoring organization:
- a. Only Permitted Alcohol may be sold, purchased or served and only by an Authorized Vendor/Server. Any alcohol other than Permitted Alcohol is specifically prohibited.
 - b. The Authorized Vendor/Server is responsible for assuring that no person under the age of 21 is served alcohol.
 - c. Alcoholic beverages are to be served as an adjunct to social events and may not be the primary focus of the event.
 - d. Non-alcoholic beverages and food also must be available at all times that alcoholic beverages are made available.
 - e. All alcohol will be stored and legally dispensed in a designated service area within the approved site. The supply of alcoholic beverages must not be accessible to anyone except the server.
8. The sponsoring organization is responsible for ensuring that members and invited guests display responsible behavior. To that end:
- a. It is prohibited to host an event where there is explicit or implicit pressure or an expectation for anyone to consume alcohol, or where there is no diversion from drinking alcohol, or where lewd, abusive or sexually degrading behavior occurs in conjunction with alcohol consumption.
 - b. Any activity or event which encourages rapid drinking, drinking games, or drunkenness are prohibited.
 - c. Obviously intoxicated persons shall not be admitted or served alcohol at activities or social events.
 - d. Engaging in such high-risk activities or events may be considered aggravating circumstances if corrective measures are necessary.
9. Persons representing LSU off-campus or who reasonably could be construed as doing so (e.g., at conferences, seminars, competitions, performers, other activities/events) must behave legally and responsibly regarding the use of alcohol, abiding by the laws and policies of the states and/or institutions where they are visiting. The University may take action against individuals who engage in off-campus consumption of alcohol when it has negatively impacted or threatened to negatively impact the University's mission or activities or the health, safety, or welfare of the University community.
10. Tailgating will be allowed on campus before and after the game in a manner and in areas deemed acceptable by the University. Tailgating involving alcohol by a registered student

organization must follow the policies outlined below for Registered Student Organization Events.

11. Under no circumstances will any alcoholic beverages be permitted in Tiger Stadium other than at University Preapproved Sites.

12. This provision does not allow the staging of events that would otherwise not be permitted.

13. Notwithstanding this provision, possession or consumption of alcohol at fraternity and sorority houses must be in compliance with all other requirements stated herein at all times.

14. This policy shall not apply to University facilities when leased by:

- a. An individual or private organization for a private event not affiliated with a registered student organization when in compliance with state and local laws regulating the sale and consumption of alcohol; or
- b. A private business operating as a grocery or restaurant licensed for the sale or consumption of alcohol and operating in compliance with state and local law.

Registered Student Organization Events

In addition to the above regulations, the following policies shall apply to registered student organization events involving alcohol:

1. Only Permitted Alcohol may be served and only by an Authorized Vendor/Server. Any alcohol other than Permitted Alcohol is specifically prohibited. This rule also applies to student organization events located off campus.

2. A student organization must complete and file an Event Certification with the Office of the Dean of Students or its designee 10 business days prior to a proposed Event.

3. A student organization must arrange security with the LSU Police Department at least 10 business days prior to a scheduled Event. Contract security companies may only be used with the permission of LSU Police Department. The University reserves the right to determine the number of officers and other security measures required for an Event.

4. A student organization must attend risk management and alcohol planning training prior to receiving approval for an Event. At least three current executive officers and a current advisor must have attended the training within 12 months of an Event Registration. This risk management and alcohol planning training will be presented by the Dean of Students Office or its designee annually or as demand requires. It is the responsibility of the registered student organization to ensure that the appropriate trainings have been received prior to attempting to register an Event.

5. An Event may not begin before 4:30 p.m. on Monday through Thursday and 3:30 p.m. on Friday and must end by 11:00 p.m. Sunday through Thursday and 2:00 a.m. on Saturday and Sunday following events on Friday and Saturday. Bands and amplification equipment must cease no later than 11:59 p.m. on Friday or Saturday night if outside. The administrator with whom the function must be registered may allow appropriate exceptions to the normally approved

hours for social functions.

6. No cover charge or admission charge may be imposed at an Event where alcoholic beverages are served nor may alcohol be provided free in return for the purchase of another item (i.e. cup).

7. Open source containers (including but not limited to kegs, party balls or punch bowls containing alcohol) are specifically prohibited.

8. An individual determined to be eligible to consume alcoholic beverages must be identified with a non-removable wrist band.

9. An individual may not return to an Event after that individual has exited the function and consumed alcohol while absent from the Event.

10. Alcohol may not be served at an Event open to the public. Attendance at a student organization Event must be by invitation.

11. A student organization may not accept donation of alcoholic beverages.

12. A student organization may not promote or sell alcoholic beverages.

13. At any fraternity or sorority Event held at fraternity or sorority housing or property, the following additional provisions apply:

a. Subject to fire code restrictions, there may be no more than three non-member guests for every member of the organization present at the Event. Exceptions may be granted in advance by the Greek Life Office for community, alumni and family events.

b. Alcoholic beverages are restricted to common areas of the fraternity or sorority house.

c. Guests and non-members are restricted to common areas of the fraternity or sorority house for the duration of the event.

d. Members of the organization are prohibited from providing, serving or consuming alcohol of any kind in the private areas of the fraternity or sorority house for the duration of the Event.

e. All recruitment and new member education programs, sometimes known as pledge activities, must be alcohol-free for all in attendance.

f. Where allowed by the organization, any tailgating Event shall be located at the fraternity or sorority housing and must comply with all other requirements of this policy.

g. LSU Police, designated security and/or University officials may enter upon the premises before, during and after an event to ensure compliance with this policy.

14. Organizations that fail to comply with these policies are subject to University

sanctions, including the loss of the privilege to have future Events.

Student Organization Events — Off-Campus

The following policies shall apply to any student organization conducting an off-campus event involving alcohol:

1. The student organization must provide notification to the Greek Life Office of the Office of the Dean of Students no more than 10 business days prior to the event.

2. The student organization must certify that only Permitted Alcohol will be allowed at the event and that it will only be served by a licensed vendor and server. Any alcohol other than Permitted Alcohol is specifically prohibited.



Hazing Definition

Hazing means an act by an individual or a group that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, regardless of consent:

- (1) Endangers the physical health or safety of a person or would cause a reasonable person severe emotional distress;*
- (2) Results in the destruction or removal of public or private property;*
- (3) Involves the consumption of alcohol or drugs;*
- (4) Involves the consumption of substances to excess or placement of substances on the body;*
- (5) Involves sexual activity;*
- (6) Involves violation of federal, state or local law or University policy; or*
- (7) Disrupts the academic performance or class attendance of a person.*

It is not a defense to a charge of hazing that:

- (i) The consent of the person had been obtained;
- (ii) The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
- (iii) The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

The following is a non-exclusive list of examples of acts which, regardless of severity, constitute hazing:

- Physical brutality, such as whipping, beating, paddling, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- Physical activities, such as sleep deprivation, exposure to the elements or extreme conditions, imprisonment, confinement, or calisthenics;
- Consumption of food, liquid, or any other substance, including but not limited to alcoholic beverages or drugs, that subjects the person to an unreasonable risk of harm or that may adversely affect the physical health or safety of the person;
- Placement of substances on the body of a person;
- Kidnapping or dropping a person off campus without return transportation;
- Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.



Amnesty

Student safety is of utmost importance to the University. To encourage students to make responsible decisions, the University recognizes the need for amnesty from University sanctions in certain situations. Amnesty under this policy, when granted, excuses a student or organization from University sanctions under the Code of Student Conduct. Amnesty is intended to promote action when an emergency situation is present. It is not intended to excuse any student or organization causing the emergency situation or unsafe condition. The decision to grant amnesty will be determined by the Dean of Students and/or Student Advocacy & Accountability on a case-by-case basis.

Amnesty under this policy is limited to violations of the Code of Student Conduct and has no bearing on actions taken by any law enforcement agency, including LSU Police. To qualify for amnesty, a student and/or organization is encouraged to:

1. report any incident or medical emergency by contacting the appropriate University officials, including law enforcement, LSU Police or 9-1-1, when appropriate,
2. remain with any student needing attention or emergency treatment,
3. cooperate with University or emergency officials,
4. coordinate with University officials after the incident, and
5. cooperate with any University investigation.

Medical Amnesty

The University recognizes the need for emergency response amnesty (“Medical Amnesty”) in certain alcohol, drug, physical, and emotional distress related emergencies and situations. Medical Amnesty may be available in the following situations:

- a student seeking medical attention for themselves
- a student seeking medical attention on behalf of another student
- a student organization seeking medical attention for a student

Medical Amnesty will not be granted for other policy violations (outside of alcohol and drug related violations) that may have occurred during the incident. In order to qualify for Medical Amnesty, the student and/or organization must comply with University requests for an educational conversation, assessment, and any potential referrals for additional services or treatment and/or outcomes to address the behavior.

Non-Medical Amnesty

The University recognizes the need for amnesty in certain behavioral situations which do not require immediate emergency medical response (“Non-Medical Amnesty”). In order to qualify for Non-Medical Amnesty, the student and/or organization must notify the University of the specific concerns in advance of the University having knowledge of the incident for which Non-Medical Amnesty is sought. In order to qualify for Non-Medical Amnesty, the student and/or organization must agree to comply with appropriate educational outcomes to address the behavior.

Non-Medical Amnesty is also available to students and/or organizations who proactively seek clarification of University rules prior to engaging in questionable conduct.

Revised Student Code of Conduct May 2018



Title/Topic: Illegal/Abusive Alcohol/Other Drug Use by Students

Number: 75.03

Functional Classification: Student Services

Monitoring Unit: Office of Student Life & Enrollment

Initially Issued: October 1, 1990

Last Revised: April 1, 2016

Last Reviewed: April 1, 2016

ILLEGAL OR ABUSIVE USE OF ALCOHOL OR OTHER DRUGS BY STUDENTS

PURPOSE

Louisiana State University is committed to maintaining an environment which supports its educational mission. The illegal or abusive use of alcohol or other drugs by students interferes with the accomplishment of this mission. Louisiana State law prohibits the consumption, possession, distribution, possession with intent to distribute or manufacture of drugs described as controlled dangerous substances in the Louisiana Revised Statutes. Other Louisiana and East Baton Rouge Parish statutes define the illegal possession, consumption, and distribution of alcohol.

DEFINITIONS

Student: For the purpose of this Policy Statement, “student” is defined as any person taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student’s program of study.

POLICY AND PROCEDURES

I. CONDUCT PROHIBITED BY THE UNIVERSITY

Students of Louisiana State University are responsible for knowing and abiding by the provisions of University policies, local ordinances, Louisiana law and federal law that make it a crime to possess, consume, possess with intent to distribute, dispense, or manufacture drugs including alcohol, except as provided for by law. These legal regulations are summarized in the Exhibits. Any student who violates local, state or federal laws, either on property owned or controlled by the University, or at such other locations in the community which substantially affect the University’s interest as an academic institution, will be subject to disciplinary action under the *LSU Code of Student Conduct*. (See www.lsu.edu/dos)

II. PREVENTION AND INTERVENTION

Alcohol Policy Training: All recognized student organizations wishing to hold social events at which alcohol may be served must have at least three current executive officers and the University advisor of record attend an alcohol policy training workshop annually. Additionally, in any semester in which the organization wishes to hold a social event with alcohol, at least three current executive officers must have attended the alcohol policy training program. The workshop will cover compliance with laws/policies, responsible social event hosting, and means of responding to alcohol/drug problems and crises. Workshops will be coordinated and implemented on behalf of the Division of Student Life and Academic Services through the Wellness Education Department of the Student Health Center. The Office of the Dean of Students shall maintain a current list of all student organizations that have met this requirement.

Parental Notification: While the University recognizes that students are adults who must make their own decisions and assume responsibility for their actions, it also promotes partnerships between parents/guardians and students to facilitate development, learning, and a more successful university life. Therefore, in addition to disciplinary sanctions, Louisiana State University may send written notification to parents/guardians of students under age 21 who have been found to violate the University's policies on alcohol and other drugs.

Education: The University, through the Wellness Education Department of the Student Health Center, provides educational programs about substance abuse and chemical dependency to students and other campus audiences. Sources of help at the University and in the community are offered to students when needed. Other educational opportunities are provided through various academic courses in the Colleges/Schools. The Exhibits describe the effects of alcohol and other drugs, also communicated through these educational opportunities.

Counseling and Support Services: The University, through the Mental Health Service of the Student Health Center, offers confidential assessment, referral, and treatment services to students exhibiting problems with alcohol or other drugs. In those cases where students may require inpatient or outpatient treatment, the University may refer students to agencies or programs outside the University.

III. CONSEQUENCES OF UNIVERSITY POLICY VIOLATION

Code of Student Conduct: The adjudication of all student violations of any University alcohol and drug policy and the *LSU Code of Student Conduct* is administered by the Dean of Students Office or designee. Any student who is found to have violated the University alcohol and drug policies, or to possess, consume, distribute, or manufacture illegal drugs on or about the property of the University, or in other such circumstances as provided for by University policy, is subject to sanctions under the *LSU Code of Student Conduct*. Sanctions may include, but not be limited to, probation, suspension, expulsion, and mandated educational intervention. Sanctions for student organizations may include, but not be limited to, a loss of status as a student organization, a loss of privileges to use University facilities, a loss of social privileges, and/or mandated educational intervention. Copies of the *LSU Code of Student Conduct* are available on the LSU website (See www.lsu.edu/dos.)

Residential Housing Contracts: Students who are found to have violated alcohol and drug policies as specified in the *LSU Code of Student Conduct* and the Residential Housing Contract may be reassigned or removed from campus housing.

Mandated Educational Intervention Program: The University regards student violations of alcohol policy as a serious matter, but also as an opportunity for student development and learning. As such, in addition to disciplinary sanctions, students and student organizations found to have violated a University alcohol policy must participate in a mandated educational intervention program implemented by personnel of the Wellness Education Department of the Student Health Center.

IV. REPORTING

In compliance with the Drug-Free School and Campuses Act, Public Law 101-226, at least once annually the University through the Vice President for Student Life & Enrollment will distribute in writing to each student as defined herein its policy regarding illegal acts involving alcohol or other controlled substances.

Every two years, the Executive Director/designee of the LSU Student Health Center will report to the President an assessment of the effectiveness of the institutional efforts at drug prevention, counseling, and treatment for students and will make recommendations for changes in those programs as needed. In

addition, every two years the Dean of Students will report to the President all disciplinary actions taken under this policy to ensure consistent enforcement of sanctions.

EXHIBITS

In Compliance with the Drug-Free School and Campuses Act, Public Law 101-226

EXHIBIT I: EFFECTS OF ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including peer, spouse, and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucination, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. Research also indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

In addition to the primary effects of alcohol upon the individual consumer, other people and the community at large can suffer various secondary effects resulting from an individual's consumption of alcohol. These secondary harms include, among others, traffic crashes and fatalities, personal injury and death due to other alcohol-related causes, property damage and vandalism, legal costs, social and economic costs, and damage to the image of the community and institutions

EXHIBIT II: EFFECTS OF OTHER DRUGS

****Please view Controlled Substances Chart Handout****

EXHIBIT III: LOUISIANA AND EAST BATON ROUGE PARISH CRIMINAL PENALTIES Controlled Dangerous Substances

It is unlawful in Louisiana to produce, manufacture, distribute, dispense or possess with intent to produce, manufacture, distribute, or dispense a controlled dangerous substance classified in Schedules I through V unless such substance was obtained directly or pursuant to a valid prescription or order from a licensed physician or veterinarian or as a provider in R.S. 40:978, while acting in the course of his or her professional practice, or except as otherwise authorized by law. Penalties for violation of laws regulating controlled dangerous substances follow:

Schedule I: Various opiates, hallucinogens, depressants, and stimulants (R.S. 40:966). The maximum penalty for production, manufacture, distribution, or possession with intent to produce, manufacture, distribute or dispense Schedule I narcotic drugs, is life imprisonment at hard labor without benefit of probation or suspension of sentence, and a fine of up to \$50,000. The maximum penalty for the possession of any Schedule I drug, excluding marijuana or its chemical derivatives, is imprisonment at hard labor for 4-20 years (depending on the substance) and a fine of not more than \$5,000. The maximum penalty for a first offense possession of marijuana or its chemical derivatives shall be a fine of not more the \$500, imprisonment for not more than 6 months, or both. For quantities of 60+ pounds of marijuana, the penalty shall be imprisonment for a minimum of 10 years up to 50 years without benefit of probation or parole, and a fine of \$50,000-\$1,000,000, depending on the quantity involved.

Schedule II: Other narcotics, opiates, stimulants, and depressants (R.S. 40:967): The maximum penalty for violating Louisiana law concerning the production, manufacture, distribution, or possession with intent to produce, manufacture, distribute, or dispense, of any substances under Schedule II which is a narcotic drug, except cocaine or cocaine base, or which is amphetamine or methamphetamine, shall be imprisonment at hard labor for not less than 5 years up to 99 years, and a fine up to \$500,000. For Pentazocaine, the maximum penalty shall be imprisonment at hard labor for not less than 7-10 years without benefit of parole, probation, or suspension of sentence, and a fine up to \$15,000. For production or manufacture of cocaine or cocaine base, the penalty shall be life imprisonment and a fine up to \$500,000. For any other Schedule II drug, the penalty shall be imprisonment at hard labor for not more than 10 years, and a fine of not more than \$15,000. For possession of a Schedule II drug, the penalty shall be imprisonment from 2-60 years and a fine of \$5,000 to \$600,000, depending on the drug and quantity involved.

Louisiana law concerning the manufacture or distribution of controlled dangerous substances under Schedule III shall be a term of imprisonment at hard labor for not more than 10 years and a fine up to \$15,000. For possession of a Schedule III drug, the penalty shall be imprisonment up to 5 years and a fine up to \$5,000. For manufacture, distribution, or possession with intent to produce, manufacture, distribute or dispense of a Schedule IV drug, Flunitrazepam, shall be imprisonment at hard labor for not less than 5 to 30 years and a fine of not more than \$50,000. For any other Schedule IV drug, the penalty shall be imprisonment at hard labor for up to 10 years and a fine not more than \$15,000. For possession of a Schedule IV drug, the penalty shall be imprisonment up to 10 years and a fine up to \$5,000.

Schedule V Drugs (R.S. 40:970): For manufacture, distribution, or possession with intent to produce, manufacture, distribute or dispense a Schedule V drug, the penalty shall be imprisonment up to 5 years and a fine up to \$5,000. The maximum penalty for possession of a Schedule V Drug is up to 5 years imprisonment and a fine of up to \$5,000.

Alcoholic Beverages

Alcohol Possession or Consumption by Person Under Age 21 (RS 14:93). In Louisiana, it is illegal for persons under the age of 21 to purchase, possess, or consume an alcoholic beverage with some exceptions. In East Baton Rouge Parish (Title 13:91), it is illegal for persons under 21 years of age to consume any alcoholic beverage except for an established religious purpose; or with the knowledge, presence and consent of a parent, spouse (age 21 or older), or legal custodian; or for medical purposes. Whoever violates the city-parish ordinance shall be fined \$300 or be imprisoned for not more than 6 months, or both.

Misrepresentation of Age by a Minor (14:33): It is unlawful for any person under the age of 21 years to present or offer any evidence of age and identity which is false or fraudulent for the purpose of obtaining or purchasing alcoholic beverages. Whoever violates the provisions shall be punishable by one or more of the following: a fine of not more than \$200, community service not to exceed 30 hours, and/or suspension of the violator's true driver's license for 90 days.

Purchase of Alcohol for Persons Under Age 21 (RS 14.93): It is illegal for any person, other than a parent, spouse, or legal guardian, to purchase alcoholic beverages on behalf of a person under 21 years of age. Whoever violates this law shall be fined not more than \$500 or imprisoned for not more than 30 days, or both.

Public Drinking: In Louisiana (RS 14:93), it is unlawful for any person under age 21 to purchase or have public possession of any alcoholic beverage. Violators are fined \$100 or imprisoned for not more than 6 months. In East Baton Rouge Parish (Title 13:1018), it is illegal for any person to possess, imbibe or drink alcoholic beverages in or on any public street, alley, sidewalk, right-of-way, park, playground, square or unenclosed public place, including the parking lot or other property adjacent to any licensed premise – unless a special event permit has been issued. Also, it is unlawful to remove an open container containing alcoholic beverages from any establishment that is licensed to sell alcohol. Whoever is guilty of this violation shall be fined not more than \$500, or imprisoned for not more than 6 months, or both.

Drinking in a Motor Vehicle: In Louisiana (RS 32:300), it is illegal for the driver of a vehicle to possess an alcoholic beverage that is open to consumption including any bottle, can, cup, or other receptacle which has been opened or the contents have been partially removed, or has a straw protruding. Fines range from \$100-\$500. In East Baton Rouge Parish (Title 13:1018), it is unlawful for any person to drink, consume or be in possession of an alcoholic beverage while operating, or while riding as a passenger in, any private motor vehicle on a public road. In East Baton Rouge Parish, it also shall be unlawful to possess a container containing alcoholic beverage which has been opened (unless placed in the trunk). On a first conviction, the offender shall be fined not less than \$125 and imprisoned for not less than 10 days nor more than 6 months.

Driving While Intoxicated (DWI) (RS 14:98, RS 32:661-669): It is illegal to operate any motor vehicle, aircraft, watercraft, vessel or other means of conveyance by the operator when they are 1) under the influence of alcohol beverages; 2) have a blood alcohol concentration of 0.08 or greater for persons over age 21, or 0.02 or greater for persons under age 21; 3) under the influence of narcotic drugs, central nervous system stimulants, hallucinogenic drugs or barbiturates to include prescription drugs. The maximum penalties upon arrest for a first DWI (Implied Consent Law) include loss of driver's license for 90 days up to 180 days. The maximum penalties for a first DWI conviction include a criminal record, 6 months in jail, \$1,000 fine plus court costs, and loss of a driver's license for 90 days. (Note: Third+ convictions are felonies.)

For Underage Driving Under the Influence (DUI) the maximum penalties for persons under age 21 include a criminal record, a loss of driver's license for 6 months, a fine of \$100-\$250, and participation in substance abuse and driver improvement programs. Penalties increase with subsequent violations to include jail time and vehicle seizure.

EXHIBIT IV: Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance:

Google Federal Trafficking Penalties (as of January 1, 1996)

Federal Possession Penalties

21 U.S.C. 844(a) 1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack) **21 U.S.C. 881(a)(4)** Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. **21 U.S.C. 844a** Civil fine of up to \$10,000 (pending adoption of final regulations). **21 U.S.C. 853a** Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses. **18 U.S.C. 922(g)** Ineligible to receive or purchase a firearm. **Miscellaneous** Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: The above section includes only Federal penalties and sanctions. See previous sections on State penalties and sanctions that may apply. Source: The Higher Education Center for Alcohol and Other Drug Prevention, 2001.



Permanent Memorandum: 73

Title/Topic: Title IX and Sexual Misconduct Policy

Effective Date: 12/15/2015

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance”

Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 is a federal law intended to end sex discrimination in all areas of education

Applies to non-discrimination based on gender to all recipients of federal funds, both public and private institutions

Applies to issues of program equity, such as in athletics and also to sexual harassment and sexual assault;

The following is an excerpt from the PM 73:

In accordance with Title IX and other applicable law, Louisiana State University (“LSU”) is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSU prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

Sex discrimination and sexual misconduct violate an individual’s fundamental rights and personal dignity. LSU considers sex discrimination and sexual misconduct in all of its forms to be serious offenses. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes a mechanism for determining when rights have been violated in employment, student life, campus support services, LSU programs and/or an academic environment.

In accordance with Title IX and other applicable law, LSU has developed this policy to reaffirm misconduct in all of its forms to be serious offenses. This policy has been developed to provide recourse for individuals whose rights have been violated and to establish a mechanism for determining when rights have been violated in employment, student life, campus support services, LSU programs and/or an academic environment.

This policy shall apply to conduct that occurs on an LSU Campus, at LSU sponsored activities, and/or when the Student or Employee is representing LSU.

LSU shall have discretion to extend jurisdiction over conduct that occurs off campus when the conduct adversely and significantly affects the learning environment or LSU community and would be a violation of this policy and/or any applicable campus policy or code of conduct, if the conduct had occurred on campus.

Any student or employee who believes that he or she has been subjected to discrimination, harassment or sexual misconduct or any other violation of this policy has a right to report the conduct to the Campus Title IX Coordinator or to any other responsible party which includes: the campus administrator with responsibility for human resources management, student conduct or the dept. head of the relevant academic department.

Persons who may have experienced criminal sexual misconduct are strongly encouraged to report the offense to campus police or local law enforcement, as well as the Campus Title IX Coordinator or the person's name.

The Complainant has the legal right not to provide a statement to campus police or law enforcement.

Informal Resolution- Must be agreed upon by all parties involved and deemed appropriate for alleged offenses. Will not be appropriate for, or applied in, cases involving violence or non-consensual sexual intercourse

Formal Resolution- Formal Investigation conducted by a trained investigator. Investigate the facts and circumstances of complaint. Investigator will provide a written summary and submit to the Title IX Coordinator.

Students- Violations of the Policy may result in outcomes such as residential like contract cancellation, deferred suspension, suspension, expulsion, class only restriction and separation of employment (student).

- ☞ Events at Chapter Houses/Grad Chapter Houses
 - ☞ Alcohol
 - ☞ Inadequate space
 - ☞ Lack of Bathrooms for opposite to use
- ☞ Off Campus Events
 - ☞ Alcohol/Non-Alcohol
- ☞ Dating Violence
- ☞ Stalking (on or off campus)
- ☞ Harassment(cyber, physical, sexual)
 - ☞ Tiger Droppings
 - ☞ Yik Yak
 - ☞ Total Frat Move
 - ☞ Exploitation (voyeurism, videos, pictures)

Chapter advisors are not “reasonable employees” in regards to Title IX and enforcement and do not have to report.



Sexual Assault Support, Services and Resources for Students

Louisiana State University is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination, on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation.

LSU has developed policies and procedures to protect our students, employees, and our community from acts of sexual misconduct. LSU urges people who have been the victim of sex-based offenses to pursue criminal charges against the person or persons they believe to have committed the crime. A criminal charge and a disciplinary charge may be pursued at the same time; however, students may pursue a disciplinary complaint without pursuing criminal charges. Support and resources are available even if a student elects not to pursue criminal charges or University disciplinary action.

Individuals having knowledge of a sex-based offense (including dating violence, domestic violence and stalking) also are strongly encouraged to timely report that crime to the LSU police, Campus Title IX Coordinator, the Office of the Dean of Students, or the Office of Human Resource Management.

LSU Police Department:

Non Emergencies: 225-578-3231

Emergency: Dial 911

211 S Stadium Dr, Baton Rouge, LA 70803

LSU Administration Title IX Coordinator:

Jennie Stewart

LSU Administration

124 University Administration Building

Baton Rouge, LA 70803

225-578-0337; jstewart@lsu.edu

Office of the Dean of Students:

333 LSU Student Union. Baton Rouge, LA 70803

225-578-9442; dos@lsu.edu

Louisiana State University offers educational programs and prevention programs designed to inform the campus or community on the negative impact of sexual violence. Our resources include:

- The Lighthouse Program
The Lighthouse program provides violence prevention, advocacy, and support to student survivors of sexual assault, dating violence, domestic violence, and stalking.
www.lsu.edu/lighthouse
- LSU Student Health Center: www.lsu.edu/shc
- LSU Police Department: www.lsu.edu/police
- Student Advocacy & Accountability Office (SAA): <http://www.lsu.edu/students/saa/>

Off Campus Resources:

- Baton Rouge City Police* • 225-389-3800
 - Baton Rouge Sheriff* • 225-389-5000
 - Iris Domestic Violence Shelter* • 225-389-3001
 - State-Wide Hotline • 1-800-541-9706
 - RAINN Hotline* • 1-800-656-4673
 - RAINN Online Hotline* • www.rainn.org
 - STAR • 225-389-3456, 225-383-7273* Sexual Trauma Awareness and Response www.brstar.org
 - National Center for Victims of Crime • www.victimsofcrime.org/src
 - The Phone (Crisis Line)* • 225-924-5781
 - Not Alone • www.notalone.gov
- * 24-hour assistance

Additional resources can be found at:

http://uiswcmsweb.prod.lsu.edu/hrm/Policies_and_Procedures/item71342.html

LSU

Code of Student Conduct

General Rights and Responsibilities

All students are to be familiar with the LSU Code of Student Conduct, hereto referred to as “the Code”, found at <http://www.lsu.edu/saa/>. Students are bound by the Code, as well as all University Policy Statements and Permanent Memoranda, and must abide by the policies or receive University sanctions for violations of the Code.

Purpose of the LSU Code of Student Conduct

The proper use of the University's disciplinary power is to promote the academic environment of the campus, and to safeguard the health and safety of all members of the University community, and to protect university property.

The University has the legal right to establish standards for academic and personal conduct, for membership and continued membership in the University community, to deny membership to those applicants who do not meet these standards, and to impose sanctions on students who are found in violation of these standards. The rules of evidence applicable to civil and criminal cases shall not apply to University conduct proceedings.

Being held accountable for one's actions is an essential part of the educational process, and the University conduct system strives to foster self-reflection and an understanding of the connection between one's actions and the subsequent consequences.

Counseling of students is one component of the educational process. The University has long held that the counseling involved in student conduct is an integral part of the University's overall effort to accomplish its educational objectives. The effectiveness of such counseling is largely dependent upon cooperation by the student.

Within the Office of the Dean of Students, Student Advocacy and Accountability is responsible for administering the Code. Student Advocacy and Accountability cannot make public comment on any individual's case, as per the Family Educational Rights and Protection Act (or FERPA, set <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>). However, in limited circumstances, as required by FERPA, information relative to sanctions may be disclosed.

Faculty and staff are required to follow the procedures outlined in this Code when they become aware of behavior that may violate the standards of conduct listed herein.

**The Code of Student Conduct can be found at:
<https://www.lsu.edu/saa/students/codeofconduct.php>**



Emergency Information and Crisis Management Procedure

Planning for an emergency is vital. Consider these steps:

1. Develop a plan, communicate it to the chapter in person and electronically.
2. When an incident occurs to include but not limited to:
 - Weather- hurricane, freeze, extended loss of power on campus, flood, etc.
 - Death of a member in the house
 - Attempted suicide in the house
 - Contagious sickness of a member or employee living in the house.
 - Contagious sickness of a member living outside of the house.
 - Property damage of a member, employee or guest
 - Suspicion of theft
 - Suspicion of illegal drug use, alcohol, other illegal activity
 - Follow already developed protocol.

Helpful Tips when developing protocol:

3. While members and new members are gathered, there are several things to be done.
 - Call 911.
 - Establish who is in charge and the point of contact and inform inter/national HQ and/or regional or inter/national volunteer.
 - It is important that they remain calm until the situation is under control.
 - Call Greek Life emergency contact.
 - Dependent upon the situation, out-of-house new members and members may need to be called in.
 - For a death of a member **DO NOT** announce it until LSUPD has arrived. **DO NOT** share the information via social media, text, etc. The University media office will release a statement only after **all** members of the immediate family have been notified.

If the member or new member lived in the house, do not move any of the deceased student's personal possessions. Close off the room immediately. In the case of a suicide attempt, with or without serious injury, do not assemble your members or call parents. Appropriate fraternity and University officials will quietly discuss further steps to take in this instance.

Panhellenic Tropical Storm/Hurricane Protocol

Once the national hurricane center has determined that a storm will enter the gulf, the Director of Greek Life will call a meeting of all House Corporation presidents, Alumni Advisors and House Directors.

Sorority House

Hurricane Policy and Protocol

The following has been agreed upon by all PHC sororities at LSU effective October, 2008.

Sorority House Corporations will closely monitor forecasts during the hurricane season. Once Baton Rouge is placed in the “cone” of a hurricane’s possible track by the National Hurricane Center, Chapter House Corporations, through their respective Chapter Executive Councils, will begin alerting chapter members of the possibility that the chapter house may close through the chapter’s usual information channels.

If hazardous weather conditions progress and there are forced closings in East Baton Rouge Parish, or LSU class cancellations or other changes in LSU's normal operations, announcements will be made by the House Corporation President or her designee as to whether or not the chapter Houses will be closed. Communication from the House Corporations will be made to the Collegiate Chapter’s Executive Officers and disseminated through the usual information channels – via email/cell phone/chapter website.

Chapter House Corporations will designate the responsibility of who will collect contact information from all live-in members at the beginning of the fall semester to ensure the best possible communication process. Chapter members are responsible for keeping their contact information current with the Chapter House Corporation.

Tropical Storms:

This information only pertains to what will happen for a tropical storm.

While many tropical storms develop into hurricanes, there are many that remain at tropical storm force strength. In the event a tropical storm threatens the Baton Rouge area, LSU may elect to close or cease operations temporarily.

During the course of a tropical storm, house residents will be required to remain in the building until the storm conditions have subsided. **ONLY** house residents may reside in the house during a tropical storm -- no relatives, friends or pets.

Residents should stay away from windows and conserve individual cell phone battery in case power should be interrupted. Any injuries or damage should be reported to the chapter House Director as quickly as possible. The chapter House Director will report any damage to LSU Facility Services Emergency at # 578-3186 and Chapter Advisors and/or House Corporations as required by individual Chapter policy. All other emergencies should be directed to LSU Police at 578-3231 or 911.

Hurricanes:

If a hurricane is forecast to bring imminent danger to the Baton Rouge area, students should prepare to make personal plans for evacuation. Although each storm brings its own unique situation, **during a hurricane, sorority houses will close and NO ONE will be allowed to remain in the sorority houses if one of the circumstances applies:**

1. Cancellation of LSU classes and closure of other university operations.
2. Announcement of government and other business closures in East Baton Rouge Parish.
3. Mandatory evacuation issued for New Orleans Baton Rouge, Lafayette and/or surrounding parishes and opening of emergency shelters.
4. Announcement of contra flow operations for Interstates 10, 12 and/or 49.\

Generally, House Corporations will seek to provide notice of house closures within 48 hours of tropical storm force winds affecting the area.

Residents will be responsible for vacating their House via their own transportation and make their own lodging arrangements. Announcements regarding sorority house closure will be made by House Corporations as early as possible to allow ample opportunity for residents to seek safe shelter from the storm. **Residents will be expected to vacate the premise by the time of day set and posted by their House Director and House Corporation.** Residents, who have not retrieved their belongings or have not made special arrangements with their House Director by the time of their House closing, will not be able to retrieve their belongings until **after** their House re-opens from the storm.

Individual sorority houses will re-open for residents only after **ALL** of the following criteria have been satisfied for their respective house:

1. The sorority house has power, the house is secured and other essential services have been restored to the satisfaction of the House Director and House Corporation.
2. Any property damage has been assessed, cleared and/or repaired for safe occupancy.
3. LSU has resumed classes.

If LSU has announced that they will be resuming classes, but a sorority house does not have power or is not suitable for occupancy, residents will not be able to return to the House and will have to find alternative lodging until the House is deemed suitable for occupancy.

Prior to evacuating, residents are advised to secure their valuable personal belongings (preferably by taking them along) before leaving the house. For insurance purposes, residents are advised to keep an itemized list of personal property, clothing, and valuables. **In general, Chapter House Corporations are not responsible for the loss/damage of any personal effects left behind.** Students are advised to take, at a minimum, the following items with them:

- Valuable jewelry or heirlooms
- Laptop computers

- Expensive electronics (especially portable electronics)
- Important documents: credit cards, passports, all ID, insurance cards, etc.
- Cell phones and chargers
- Medications
- Keys for home
- Irreplaceable items
- Contacts, contact solution, glasses
- School books and other material you may need if school resumes before your house re-opens
- Clothing for at least one week.

Preparation for Hurricane Evacuation:

- Make arrangements as to where you will go in the event that the chapter House closes – back home, pre-designated meeting place with your family, family friends in the area, a friend’s house/apartment.
- Make plans for more than one evacuation route in case of complications.
- Prepare to pack personal items for travel at a moment’s notice.
- Any loose objects, papers, books, or electronic equipment being left behind should be placed in closets or drawers and not on top of desks or dressers (specifically move belongings away from windows).
- Any valuables left behind should be locked in your closets.
- All windows should be closed and locked and the blinds closed.
- Remove and discard all perishable items from personal refrigerators.
- Students with cars should make sure their car is filled with gas at all times.
- Students should keep a flashlight in case of power failure in advance of the storm/during the evacuation process. **Candles or any other flammable type lighting are strictly prohibited in all chapter houses.**
- Students should consider having some cash on hand for expenses.
- Unplug all items in the room.
- Students should keep a flashlight and batteries, battery operated radio and extra batteries in case of a power.
- Keep on hand snack-type food items (crackers, cookies, peanuts, bottled water, etc.) to take with you on the road.

Personal Information

Name: _____ Personal Cell Phone _____

Email Address: _____

Two other telephones numbers that you can be reached at:

1. _____ 2. _____

Address of where you will be staying in the Baton Rouge area if the house has not re-opened at the time that LSU resumes classes:

Panhellenic Council Louisiana State University
Rules Governing Recruitment

Excerpt

H₁N₁ AND/OR OTHER HIGHLY CONTAGIOUS ILLNESSES: PROCEDURES AND PROTOCOLS

- Potential Members
 1. A PM exhibiting signs of H₁N₁ and/or any other highly contagious illness shall seek medical attention as directed by the Director of Greek Life.
 2. A PM positively diagnosed with H₁N₁ and/or any other highly contagious illness shall follow University and/or physician's orders to self-isolate until cleared to return to the recruitment process by a physician.
 3. Panhellenic will work with each PM positively diagnosed to ensure she receives an excused absence. Excused absences are communicated to each sorority and are treated as though the PM attended the event.
 4. Panhellenic will, with written permission from the PM, make membership selections on behalf of the PM to ensure that she continues the process. The MRAA must be signed by the PM and may be faxed or scanned and e-mailed to Panhellenic prior to the end of the last preference event.
- Sorority Chapter Members
 1. Each sorority is responsible for the health, safety, and welfare of each member. Precaution to prevent the spread of H₁N₁ and/or any other highly contagious illness is the responsibility of the organization.
- Organization members positively diagnosed with H₁N₁ and/or any other highly contagious illness shall follow University and/or physician's orders to self-isolate until cleared to return to the recruitment process by a physician.
- Panhellenic Recruitment Team Members
 1. A Panhellenic Executive Officer or Recruitment Counselor exhibiting signs of H₁N₁ and/or any other highly contagious illness shall seek medical attention as directed by the Director of Greek Life.
 2. A Panhellenic Executive Officer or Recruitment Counselor positively diagnosed with H₁N₁ and/or any other highly contagious illness shall follow University and/or physician's orders to self-isolate until cleared to return to the recruitment process by a physician.
- Policy Regarding DELAY OR CANCELLATION OF FORMAL RECRUITMENT
 1. The Panhellenic Executive Board in consultation with the Director of Greek Life, the Dean of Students, the Director of the University Health Center, Chapter Advisors, Chapter Presidents, and Recruitment Chairmen, reserves the right to delay and/or cancel formal recruitment based on a percentage of PMs and active chapter members positively diagnosed with H₁N₁ or any other highly contagious illness.

Generation Z

3 Traits of Generation Z: Realistic, Driven, and Fear of Missing Out

Generation Z consist of those born in 1995 or later. Including both teens and tweens, they make up 25.9% of the United States population, the largest percentage. By 2020, they will account for one-third of the U.S. population.

Realistic

- 76% of Generation Z said they are willing to start from the bottom of the ladder and work their way up. Millennials grew up during a time of prosperity, while Gen Z grew up during economic uncertainty.
- Generation Z is in full survive and thrive mode. They want to know what they need to do to get ahead in life.
- 67% said their top concern is how to pay for college and not drowning in debt.
- College used to be a place where you can “come discover yourself and we’ll help you find your way and career path”, but Generation Z wants to know what they want to do with their lives before going to college.
- Because students are focusing on what they want to do professionally before they go to college, companies are scrambling to get on Gen Z’s radar early. The best way to do that is through internship opportunities. It’s a great way to expose the company brand and culture. Companies are now even reaching out to juniors and seniors in high school to get on their radar early through work studies and field trips. 55% of high school students said they feel pressured to get professional experience vs part-time work.
- 75% said they would be committed to staying at a company as long as their roles continue to grow.

Driven

- Most competitive generation. They want to work for a “Winning Team.”
- Generation Z were told by their Gen X parents that there are winners and there are losers. This mentality has started to creep into the workplace as 73% of Gen Z feels competitive towards others they work with.
- Generation Z are “Knowledge Hoarders.” They keep information to themselves so it gives them a competitive edge at work, where Millennials strived to cultivate a collaborative, team-building work environment.
- “Collaborative” is not a buzzword that attracts Gen Z. They dislike group projects and want to do work alone so they are not judged by a group.

- 88% said they would be willing to work longer hours and harder than their fellow Gen Z peers to reach their goals.
- Generation Z wants honesty and fairness in looking for a company to work for.
- They listed fairness as the essential characteristic of a leader.

FOMO: Fear of Missing Out

- 65% sleep with their smartphones on or near their beds and spend 4.5 hours a day on their phones. When they feel disconnected, they get actual diagnosed anxiety.
- 40% said that working Wi-Fi was more important than working bathrooms.
- 1 in 10 would rather go 3 days without refreshing their underwear than their Twitter feed.
- Constantly feel the need to move, otherwise they feel like they are missing out.
 - While Millennials have a 12 second attention span, Generation Z only has an 8 second attention span.
- Goes about innovation differently than previous generations and pride themselves on not overthinking things at work. They find our process to be too linear and too time consuming.
- Innovation for them is done in two steps: Thinking it and Doing it.
- When asked what makes you happy, the top response was being with other people. They are often accused of hiding behind their phones a lot, but they actually want to be with other people.
- When asked 20-30 years from now, looking back at your career what would Gen Z like to say they accomplished, the top response was being able to say they gave their family a good life.

Best way to reach communicate with Gen Z

Communicate across multiple platforms.

Connect through images.

Communicate through snackable content.

See them as diverse.

Don't talk down, treat them as adults.

Generation Z is a fascinating group. They have so many positive qualities and attributes that could potentially help make a better world for everyone. The game is changing. The same design and marketing techniques just won't work anymore. In order for your designs to succeed, it is imperative to learn who they are, what they want, and, most importantly, how to communicate it to them quickly and with impact. Generation Z is a huge group of diverse, multiracial people filled with a desire for altruism and driven by a strong entrepreneurial spirit. They think fast. They communicate primarily via symbols and images over multiple screens. They prefer privacy and want the power to edit and adjust their settings and preferences as they see fit.

History of Fraternity and Sorority Life

“The American Fraternity”

-Betty Mullins Jones, Alpha Phi

Advising Fraternities and Sororities Manual. *Association of Fraternity Advisors*

Fraternities are uniquely American. Although European schools have clubs and societies, nothing parallel to the American fraternity system exists elsewhere. The first fraternity was begun at the College of William and Mary in Williamsburg, Virginia, on December 5, 1776, when a group of students formed a secret society which they called Phi Beta Kappa, after the first initials of their Greek motto: “Love of wisdom, the guide of life.” Phi Beta Kappa existed as a social group for the first 50 years of its life, and chapters were established at other schools, including Harvard, Yale and Dartmouth. It did not become the scholastic honor society we know today until after the anti-Masonic and anti-secret-society agitation of the 1820s.

But Phi Beta Kappa set the tone and instituted many of the characteristics which are considered “typical” of fraternities: a Greek-letter name, a Greek motto, an oath of secrecy, a badge, a ritual, a seal and a secret grip or handshake. (Undoubtedly the Greek motto and Greek name arose from the fact that all these students studied Greek as an academic requirement.)

Other groups that were founded shortly thereafter emulated the characteristics of Phi Beta Kappa in most respects, and fraternity chapters were established at many of our early colleges. Of the men’s fraternities in the NIC, 36 were founded in the 19th century. Education in the 18th and 19th centuries was rigid, structured and dogmatic. Fraternities filled a need in the lives of these young students by providing friendships and recreation. Although clubs, particularly literary societies, flourished at this time, most of them were too large and too specialized to provide variety and to foster close friendships.

When young women were finally admitted to what had previously been all-male colleges, they too wanted “something of their own.” Consequently, after the Civil War several women’s fraternities appeared within a few months of each other. I.C. Sorosis (coined from the Latin word “soror” meaning “sister”) was patterned after the men’s groups and was established at Monmouth College in Illinois on April 28, 1867. It later took the name Pi Beta Phi, after the initials of its secret motto. Kappa Kappa Gamma followed I.C. Sorosis at Monmouth in March 1870, but Kappa Alpha Theta was founded as the first Greek-lettered woman’s fraternity on January 27, 1870, at DePauw University in Greencastle, Indiana.

At about the same time, and without any prior knowledge of the existence of the others, Alpha Phi was founded at Syracuse University in New York in September 1872, and Delta Gamma was founded at Lewis School in Mississippi in December 1873. All of these groups were incorporated as “women’s fraternities,” because at that time the word “sorority” did not exist. This term was created for Gamma Phi Beta in 1874 because their advisor, a professor of Latin at Syracuse University, thought the term “fraternity” ill-advised for a group of young ladies.

By the turn of the century, ten women’s fraternities had established themselves as national groups, and in 1902 they organized what is now called the National Panhellenic Conference. Today the conference has 26 member groups. In 1909, 26 men’s groups founded the National Interfraternity Conference, and it now has a membership of more than fraternities. Not all of these fraternities are designated by Greek names, exceptions being Acacia, FarmHouse and Triangle.

In 1930, eight national Greek-letter sororities and fraternities united to form the National Pan-Hellenic Council. Five of these historically African-American groups were founded at Howard University: Alpha Kappa Alpha Sorority in 1908, Delta Sigma Theta Sorority in 1913, Zeta Phi Beta Sorority in 1913, Phi Beta Sigma Fraternity in 1914 and Omega Psi Phi Fraternity in 1911. The remaining sorority in the council, Sigma Gamma Rho, was founded in Indianapolis in 1922 and granted its first collegiate charter at Butler University in 1929. Kappa Alpha Psi Fraternity was founded at Indiana University in 1911, and the oldest NPHC fraternity, Alpha Phi Alpha, was founded at Cornell in 1906.

American fraternities were created as social organizations, and they retain this characteristic to the present day. Even the so-called “professional” societies, which select their members from a particular discipline, have a distinct social function. But in the middle of the 19th century, a change occurred on the American campus that caused fraternities to acquire a secondary characteristic: the fraternity house. Because of many factors and circumstances (most of them economical), a number of schools were unable to maintain housing for their students. Consequently, campuses were ringed with boarding houses where students secured their own lodging and meals.

By this time many chapters had grown too large to meet in a student’s room and had started renting halls. And in 1854, at the University of Michigan, Chi Psi built a 20- by 14-foot log cabin in which to hold its meetings.

So the students’ reaction to this double need – for meeting rooms and for living quarters – was to lease, and finally to build their own homes. Thus evolved the fraternity house and the substitution of the word “house” for the word “chapter,” as in, “What house do you belong to?” This expression is common today even on campuses where there are no housed chapters.

The effects of going into the housing business has been many and varied. Owning and maintaining property required the cooperation of the alumni and alumnae, many of whom in the past had simply graduated and disappeared. Now they become involved with the management of the chapters, which indirectly benefited the colleges by keeping alumni and alumnae interested in the school. Likewise, private ownership of these houses relieved many schools of the financial burden of building dormitories. In fact, this willingness on the part of sororities and fraternities to assume responsibility for housing has gradually led to many arrangements on the part of the institutions, such as “leased land” agreements, whereby the school owns the land and the fraternity constructs the building. But the change from being a group that “met” together to being a group that “lived” together was a real turning point in the fraternity movement. It altered the entire concept of fraternity – with all its advantages and disadvantages. It strengthened unity, discipline, activities and friendships. On some campuses the fraternities fostered the extracurricular activities, such as athletics, the newspaper, homecoming and school dances. Many colleges concerned themselves solely with the educational process and took no responsibility for the other facets of student life.

It is estimated at present that only 60 to 70 percent of our fraternities and sororities live in their own houses – either leased or owned. The rest have lodges or suites or rent meeting rooms. But the spirit of unity engendered by the “house” concept is evident even with unhoused chapters.

From the earliest days of the fraternity movement, rivalry among the groups to pledge members led to excesses in “rushing” practices, and finally to charges of exclusiveness and snobbery, resulting in several legal disputes regarding the right of fraternities to exist. Beginning in the late 1870s, several schools passed anti-fraternity rulings and some state legislatures prohibited fraternities in state institutions. Litigation, in various forms has persisted to the present time, although the charges have gradually shifted from “secret societies” to “discrimination.”

Beginning at the close of World War II, when fraternities experienced a decided rise in popularity, many educators expressed the opinion that restrictions in membership based on race, color or creed had no place on the campus. As private organizations, fraternities maintained their right to select their own members, but several federal commissions and acts of Congress threatened fraternal rights, and the campus upheavals of the 1960s led to a serious decline in fraternity membership. Although Title IX of the Education Amendments of 1972 prohibiting sex discrimination in the schools was amended in 1974 to exempt membership practices of social fraternities, many schools demanded that discrimination based on race, color or creed be discontinued if the fraternity were allowed to remain on the campus. Many groups founded along religious beliefs were adversely affected by these demands. Nevertheless, such restrictions have been eliminated, although membership selection is still the privilege of the individual chapters.

The “national” character of fraternities (and many of them are “international” with chapters in Canada) evolved gradually. Before the Civil War, as a rule chapters were independent and did as they pleased. In fact, it was common for a chapter at one school to establish a chapter at another school and not even bother to inform the rest of the fraternity. But gradually authority for the “government” of the groups was vested in convention – usually a type of reunion – and one chapter would be designated as the “Grand” or “Presiding” chapter, to be responsible for information. Sometime in the 1870s fraternities began to elect national officers, a practice imitated from their beginning by the sororities. After the turn of the century, one by one the groups established national offices.

Although sororities patterned themselves after fraternities, and their structure is parallel, there are tremendous differences between sororities and fraternities. And, yes, it begins with differences between the sexes.

Historically NIC/IFC fraternities, generally, have followed a “free enterprise” philosophy. The national organization tends to allow the chapters to run their own affairs as much as possible. The national offices are run by paid professionals who supervise a staff of paid professionals who oversee the chapters. There are, of course, volunteer advisors to the chapters and volunteer house corporation boards, but the men’s groups do not have a tradition of constant supervision which characterizes the typical sorority chapter.

Sororities are managed with a somewhat “maternal” philosophy. Each chapter has a board of alumnae advisors – all volunteers – that supervises the chapters and is directly responsible to the national organization. The national officers, also volunteers, supervise the various departments of the sorority.

There is not a “fault” on either side: it is merely the difference between the men’s philosophy and the women’s. When the National Panhellenic Conference was formed in 1902, the first thing they did was draw up agreements – practical statements of fair play – that no one would belong to more than one group, that a pledge was binding for a specified period, that no one would be pledged before she was enrolled in college, and so on. The NIC/IFC groups had no such agreements and felt no need for such strict observances.

Fraternities and sororities were created by students to fill a void in their lives – to foster friendships, to encourage sociability, advocate for social rights and to provide an outlet for free expression. Few students looked upon them then – or look upon them now – as agents for philanthropy, as instruments for self-improvement or as training in leadership. And yet that is what they have become through the friendships, the sociability and the free expression. Because a student must attain a satisfactory academic average before initiation, attention to

scholarship is emphasized. The chapter provides an excellent laboratory for leadership training because chapter affairs demand responsibility.

Fraternities and sororities are constantly being questioned, demanding an end to hazing and irresponsible social behavior. Some colleges and universities have threatened to eliminate the fraternity system. Some have already done so. And many national groups have expelled or put on probation chapters that have not observed proper standards.

But these young people are human beings, and the human animal has always sought companionship, preferably with those who are congenial. If the fraternity system were eliminated today, tomorrow something would rise to take its place. And it would rise without 200 years of tradition to mold it, without strong national organizations to supervise it and without the intense loyalties which have perpetuated fraternities.

The American college and university would be bereft of one of its most unique institutions – the fraternity – which has grown and developed by the side of American education.

The Following Publications Were Attributed in This Manual:

Lambda Chi Alpha Fraternity: Alumni Advisory Board Manual, 2001

University of Miami Department of Student Activities and Leadership Programs: Advising 101: Introduction to Advising, 2001

University of Miami Office of Greek Affairs: Chapter Advisor Manual, 2002

Rutgers College: Student Organization Advisors Handbook, 1999

Norbert W. Dunkel and John H. Schuh: Advising Student Groups and Organizations, 1998

The University of Oklahoma: Fraternity Chapter Advisor Manual, 1996

Kappa Kappa Gamma Sorority: The Art of Advising (Publishing Date Unknown)

Mansfield University, Advisors' Manual, Office of Fraternity and Sorority Life, 2015

Three Ways Gen Z Will Change the Workplace in 2017, Published on December 19, 2016, LinkedIn.

Association of Fraternity/Sorority Advisors Manual, 2016.

Commitment to Community

Louisiana State University is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment.

It is a community that fosters individual development and the creation of bonds that transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will:

- accept responsibility for my actions;
- hold myself and others to the highest standards of academic, personal, and social integrity;
- practice justice, equality, and compassion in human relations;
- respect the dignity of all persons and accept individual differences;
- respect the environment and the rights and property of others and the University;
- contribute positively to the life of the campus and surrounding community; and
- use my LSU experience to be an active citizen in an international and interdependent world.

The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles

Adopted as a "Statement of University Position" on behalf of the Louisiana State University and Agricultural & Mechanical College community on the fifth of May in the year 1995.