General Policies
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Introduction

The purpose of this document is to represent the guidelines, procedures and policies governing the relationship between Tufts University and its social fraternities and sororities. The document is intended to create a framework, within, which fraternities and sororities should operate in order to be consistent with their values and university policies. The university recognizes the importance of Greek letter organizations in the Tufts community, and provides recognition and leadership development opportunities for the organizations it hosts. These organizations strive for a healthy fraternity and sorority community that enhances the experience of its members and campus life.

Overview

Fraternities and sororities have been a tradition at Tufts University for more than 160 years. Having been established in 1855, the fraternity and sorority tradition at Tufts is strongly woven into the fabric of the university, continuously growing and changing to meet the needs of today’s collegiate student population.

Tufts is proud to be the home of sixteen active fraternities and sororities, including ten men’s fraternities, six women’s sororities, and one local co-ed fraternity.

Fraternities and sororities are incredibly active on campus. Approximately 24% of undergraduate student population is a member of a fraternity or sorority. Membership enhances opportunities to meet new people, achieve academically, hone leadership skills, and serve the broader community through philanthropic and service opportunities. Alumni networking and mentoring, also, help illustrate the benefits of lifelong membership and giving back to the next generation of Tufts students.

Purpose and Vision

The mission and purpose of the Office of Fraternity and Sorority Life is to empower the students, faculty, and staff in the creation and appreciation of the model student-centered, self-governing fraternity and sorority experience; espousing our core values of scholarship, leadership, service and friendship.
General Information

**Hours of Operation:** 9:00am-5:00pm, Monday-Friday

**Phone number:** 617-627-2743

**Fax:** 617-627-3043

**Email Address:** fsl@tufts.edu

**Website:** [http://uss.tufts.edu/studentaffairs/fraternitysororitylife/](http://uss.tufts.edu/studentaffairs/fraternitysororitylife/)

**Location:** Room 211, Mayer Campus Center

**Staff:**

**Director:** Su McGlone, susanna.mcglone@tufts.edu

**Office Assistants:**

**Office Manager:** Kendall Reingold

**OA for Programming:** PJ Allen

**OA for Housing:** Ashley Bucklin

**Council Presidents:**

**InterGreek Council President:** Will Lorenzen

**Panhellenic Council President:** Shen Tang

**Interfraternity Council President:** Rob Jacobson

**Multicultural Greek Council President:** Soerny Cruz

*All OAs can be reached at the general office email address.*
Recognition

To be recognized by the Office of Fraternity and Sorority Life, an organization must be recognized by both the appropriate governing council and registered as a student organization through the Office of Campus Life (OCL). New organizations must follow the governing council specific expansion/extension procedures in order to be considered for recognition.

All recognized fraternities and sororities are eligible to utilize university facilities and services, and must follow all policies for recognized student organizations as outlined in The Roadmap – Student Organization Resource Guide.

New fraternities and sororities must be nationally affiliated unless approval to establish a local organization has been granted by the Director of the Office of Fraternity and Sorority Life.

Governing Councils

The student led governing councils provide an opportunity for self-governance within the fraternity and sorority community.

*Inter-Greek Council (IGC)*

The Inter-Greek Council is an umbrella organization with representatives from each recognized fraternity and sorority at the university. The IGC is a recognized TCU Student Organization whose purpose is to govern the Fraternity and Sorority Community.

*Interfraternity Council (IFC)*

The Interfraternity Council exists as a sub-council within the IGC to coordinate and oversee activities of the recognized fraternities within the NorthAmerican Interfraternity Conference (NIC) and local fraternities.

*Panhellenic Council (Panhel)*

The Panhellenic council exists as a sub-council of the IGC to coordinate and oversee activities of recognized sororities that belong to the National Panhellenic Conference (NPC). The Panhellenic Council will abide by all policies and expectations of the NPC.

*Multicultural Greek Council (MGC)*

The Multicultural Greek Council exists as a sub-council of IGC whose purpose is to coordinate and oversee the activities of the culturally-based fraternities and sororities in the Boston area, whose inter/national organizations may be members of the National Pan-Hellenic
Council (NPHC) or the National Association of Latino Fraternal Organizations (NALFO). The MGC will exist whenever there are three or more citywide organizations recognized on campus.

Recruitment

Criteria for Eligibility:

- All undergraduate students will be eligible to participate in Recruitment and receive a bid (invitation to join) after successfully completing one full semester at Tufts, or at another university if a transfer student.
- Students must be in “good standing” with the university, as defined in the latest edition of the Student Handbook.
- Students must have at least a cumulative 2.50 GPA (Arts and Sciences) or a 2.30 GPA (College of Engineering), in order to be eligible to receive a bid from a fraternity or sorority.
- Students must not be on any university academic or disciplinary probation.
- There is no recognized difference between associating with a chapter or national/international affiliation. Students who do not meet criteria for becoming members of the Tufts fraternity/sorority community shall not affiliate with any local and/or national organization until they meet such criteria.

Structured Recruitment:

- Individual councils (Panhellenic, Interfraternity, Multicultural Greek Council) will be responsible for setting structured recruitment dates, schedules and council-specific guidelines.
- Spring formal recruitment dates will be early enough so that the new members’ decision to live in chapter housing will not conflict with the spring housing lottery.
- Chapter events associated with recruitment are prohibited during Fall and Spring Orientation.

Continuous Recruitment:

- Continuous recruitment may take place anytime outside formal recruitment that a chapter wishes to extend invitations for membership.
- The chapter must be eligible for continuous recruitment as per their governing council guidelines.
Informal recruitment events must be registered with individual governing councils as per the council guidelines.

All students who meet the eligibility requirements for membership in a sorority or fraternity are eligible for continuous recruitment.

General recruitment requirements:

- No alcoholic beverages or illegal substances of any kind may be served or made available to anyone; member, prospective member or guest, in a chapter house and/or at any chapter functions during the recruitment period.
- Chapters are required to submit to the Office of Fraternity & Sorority Life a list of prospective members being considered for bids, prior to the extension of bids. This list must be turned into the OFSL 72 hours prior to extending a bid.
- This “potential new member list” will be used to verify the eligibility of all prospective members to affiliate with a fraternity or sorority. No bids may be offered until the Office of Fraternity & Sorority Life has approved the list.
- Chapters are responsible for turning in bid acceptance forms and grade/judicial release forms for all new members within two business days of the acceptance of a bid.
- Generally Assured bids: By mandate of the Board of Trustees of the university, all eligible Tufts students seeking to join a fraternity or sorority and participates in the entire recruitment process (attending all scheduled events to which they are invited) are generally assured a bid from at least one of the social fraternities or sororities on campus. This system does not guarantee an invitation to join a particular chapter of a student’s choice.

New Members

Time Period

- The period of new member education may not exceed eight weeks from the date of bid distribution and shall not continue into the reading period or final exam weeks. All new members must be initiated in the same semester in which they receive their bid.
- Concurrent new member periods are permitted if continuous recruitment has occurred.
- New members are not permitted to repeat the new member education program.

General Policies:
• No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter.
• Each new member will be required to attend a minimum of one new member orientation session sponsored by the Office of Fraternity and Sorority Life to be educated on university policy and the expectations of Fraternity and Sorority Life.
• The OFSL may institute additional educational programs which may be mandatory for all new members. The programs shall cover topics including: alcohol abuse and binge drinking, healthy relationships, relationship violence, sexual assault, hazing prevention or other topics of current interest.
• Each chapter must be prepared to submit their new member education plan and schedule to the Office of Fraternity and Sorority Life at their request.

Risk Management

**Hazing Prevention**

1. Define:
   - All fraternities and sororities are required to abide by the Massachusetts State Hazing Laws and the University Anti-Hazing policy which can be found here.
   - Hazing is any situation created or action taken- for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in an organization- which meets one or more of the criteria below. Hazing can be intentional or unintentional, and can occur with or without consent.
     - Situations/actions that constitute hazing are:
       - Negligent or reckless in nature; or
       - Potentially harmful to
         - Physical safety/health
         - Psychological well-being
         - Academic Success
         - Property; or
       - Not reflective of the University or organization’s mission, purpose or values.
     - Such Activities and situations may include, but are not limited to:
       - Physical or psychological shocks;
       - Sleep or food deprivation;
       - Expected consumption of food, water, alcohol, or drugs;
       - Kidnapping or abandonment;
• Line-ups or berating;
• Morally degrading behavior;
• Any form of personal servitude;
• Expected wearing, publicly or privately, of apparel and/or objects which are not appropriate for the occasion;
• Interference with academic pursuits; or
• Expected participation in activities that are illegal, or violate Tufts University policy.

o Any member of the University community, including a victim, participant, or witness, with knowledge of hazing should report the hazing to the appropriate university official.

2. **Education:**
   • Hazing education will be provided to and required by every fraternity and sorority chapter executive board at the discretion of and conducted by the Office of Fraternity and Sorority Life.
     • Program will discuss the dangers of hazing, reasons to change and provide resources for creating change.
   • Hazing education will be provided to and required by all new members at the discretion of and be conducted by the Office of Fraternity and Sorority Life.
     • Program will identify hazing, empower those who may be getting hazed to speak up, education, and provide resources for those who need help.

3. **Investigation protocol:**
   • Hazing allegations may come from a variety of sources, however all hazing allegations are taken very seriously. The university will take all hazing allegations seriously and question chapter members or conduct investigations whenever deemed necessary. The organization and all of its members are expected to be forthright while an investigation is taking place.
   • The Office of Fraternity and Sorority Life will conduct all investigations in conjunction with the Dean of Students Office, the Judicial Affairs Office, and the Tufts University Department of Public Safety. Collaboration with appropriate advisors and Inter/National Headquarters will also be expected.
   • If appropriate, the organization will be afforded the opportunity to address the hazing culture in the organization and create a plan of action to eliminate such behaviors. The organization will be expected to hold those individuals who violated the policy accountable.
Social Events with Alcohol

_Social events are defined as any gathering of members and/or guests of a host fraternity or sorority that is primarily social in nature. Anytime alcohol is present, these policies must be followed._

All fraternities and sororities at Tufts are required by university policy to follow FIPG risk management policies. FIPG is the fraternal information and programming group which exists to provide risk management resources to fraternities and sororities across the nation.

For more information about FIPG, please visit [www.fipg.org](http://www.fipg.org).

_Alcohol may only be at an event if it is: Bring your own (BYOB) or at a third party vendor._ Social events with alcohol must be registered with the Office of Fraternity and Sorority Life if:

1. The event is at a third party vendor
2. It is at a residence identified as a fraternity or sorority house and the number of guests is equal to or greater than the number of members present.
3. The organization anticipates that the event could be perceived as a party regardless of the number of attendees.

_Eligibility requirements for hosting social events with alcohol:_

Before a chapter is eligible to host a social event with alcohol they must:

1. Have a current and active roster turned into the Office of Fraternity and Sorority Life (OFSL) including names and ID numbers for all members and contact information for all executive board members and advisors.
2. Have provided Tufts University Department of Public Safety with a key or code access to the residence.
3. For a BOYB event, the current president, social chair, and risk manager (or equivalent) must have completed an alcohol event registration course. Any additional members who plan to work the door or bar at a BYOB function must take this course as well. The alcohol event registration course will be offered at the beginning of each semester and chapters are responsible for sending the necessary officers to the training when they are new to office.
**Definition of a Third Party Vendor event:**

A Third Party Vendor event is defined as any event hosted by the fraternity or sorority either at a location where the proprietor has a liquor license and a certificate of insurance (at least $1,000,000) or where a provider/caterer has a liquor license and a certificate of insurance (at least $1,000,000) and provides services at the designated location.

A third party vendor event is one where the third party agrees to provide security, identification checks and to manage and operate the event. A third party vendor agrees to cash sales only for a bar which must be collected by the vendor.

**Definition of a BYOB event:**

A BYOB event is defined as any event that has been identified as an official chapter event where alcohol is present. In the event of a BYOB event, the chapter must provide security, identification check and must manage and operate the event but may not provide any alcohol; guests must provide their own alcohol.

**Specific requirements for BYOB social event with alcohol:**

1. Hard liquor of any kind is prohibited.
2. Only legal aged guest must provide their own alcohol.
3. All alcohol at a BYOB event should be checked in at a central location managed by the host organization and distributed one at a time.
4. The bar area will be monitored by Tufts University trained members of the host organization.
5. Kegs, large volume containers, open source containers or bulk purchases (cases, cubes, etc) are prohibited.
6. No chapter funds, either directly from the treasury, or from a social fund, slush fund or “passing the hat” may be used for the purchase of alcohol.
7. At least two types of non-alcoholic beverages must be provided by the host organization and be made available at no cost to guests.
8. The host organization must provide snack foods at no cost to the guests, preferably high-protein, low-salt foods. Snack foods must be visible and in ample quantity.
9. Chapter funds may be used to purchase non-alcoholic beverages and snacks.
10. The host organization may apply for a financial grant from the OFSL to cover the costs of non-alcohol beverages and food in the amount of $50, up to two times per semester. They must submit a receipt to the office within 5 days after the party.
11. The event must have a clearly stated start and end time and may not exceed six hours in length. The end time must be no later than 2am.
12. There must be a minimum of one responsible party monitor for every twenty-five guests. Requirements of party monitors:
   i. Names of all party monitors must be turned in with the event registration form. One of the party monitors must be the
president, risk manager or social chair and must provide their name and phone number to TUPD in case of emergencies.

ii. May not be new members, regardless of age

iii. Must be sober for the entire event, including eight hours prior to the event.

iv. Should be stationed at strategic places throughout the event to keep a watchful eye over the guests to ensure safety and security at all times.

v. Will be responsible for checking IDs and guests in.

vi. Will be responsible for monitoring and distributing alcohol at the bar area.

13. The party capacity may not exceed the capacity of the building as determined by the fire marshal.

14. All guests in attendance must be registered.
   a. The host organization is required to turn a guest list into the OFSL via email 24 hours prior to the start of the event. Guests should be checked off as they enter the event.
   b. In the instance that the host organization would like to allow additional guests into the event, a sign in sheet may be used.

15. All guests must provide a valid Tufts ID at the entrance, Guests who are of legal drinking age must provide a state issued ID. Guests who are 21+ should receive a wristband; guests who are under 21 should have their hands marked with an X.

16. Wristbands will be provided by the OFSL and picked up the last business day before the event.

17. Non-Tufts students may be signed in with a Tufts student with a valid Tufts ID. The Tufts student is responsible for their guest(s) actions throughout the event.

18. If any underage person attempts to enter the event with alcohol or to consume alcohol at the event, they should be asked to leave the premises.

19. No drinking games, funnels, luges or other mechanisms for the rapid consumption of alcohol should be tolerated, encouraged or permitted.

20. Do not admit individuals who appear to be highly intoxicated into the event.

21. Guests under the age of 18 are not allowed at any fraternity or sorority sponsored social event with alcohol.

22. No open parties. The definition of an open party includes failure to have a guest list or roster of attendees prior to the event or a sign in sheet at the event.

23. The possession, sale, distribution, or use of any illegal drugs or controlled substances is prohibited.

**Other policies:**

- Organizations are only permitted to have one party per weekend.
- The OFSL reserves the right to not approve parties.
- Other restrictions may be put in place for large scale events such as Spring Fling, Homecoming, etc. at the discretion of the IFC and the OFSL.
Emergency Procedure:

In the case of any type of emergency situation, Tufts University Police should be contacted to assist immediately.

In the case of an emergency, the event should be assessed and terminated if necessary. If the host organization has questions about necessity, they should terminate the event.

If the fire alarm is sounded, everyone must vacate the premises, no matter what the circumstances, they must also clear all entry and exit ways.

In the case of severe intoxication or in cases where members or guests are incoherent, vomiting, or non-responsive the chapter is to, without questions; contact TUPD for assessment and possible transport.

The OFSL should be notified within 24 hours via email or phone call if any emergency situation has occurred at a fraternity or sorority sponsored social event.

City-Wide and Culturally Based Organizations

In an effort to increase opportunities for students at Tufts to join culturally based fraternities and sororities, the following policies and procedures have been established to increase awareness of National Association of Latino Fraternal Organizations (NALFO) and National Pan-Hellenic Council (NPHC) organizations. Tufts supports students joining city-wide organizations and utilizing campus resources in order to have a full and rich fraternal experience on campus.

The Office of Fraternity and Sorority Life is actively working to reestablish a continuous relationship with the organizations within the National Association of Latino Fraternal Organizations (NALFO) and the National Pan-Hellenic Council (NPHC) through having persistent membership, faculty connectedness, and effective communication with the Greek organizations.

Requirements for Utilizing Campus Resources

In order to reach out to Tufts Students, we recognize that organizations will need to utilize campus resources such as advertising space and room reservations. The Office of Fraternity and Sorority Life (OFSL) will assist a city-wide organization in utilizing campus resources with the following regulations:
• The organization must have attended the annual fall MGC Informational Event and the meeting beforehand.
• Organizations must be familiar with and willing to follow all Tufts University Office of Fraternity and Sorority Life Policies and Procedures.
• Room reservations:
  o Organization must turn a room reservation form into the OFSL at least 4 weeks in advance of the program.
  o The organization is responsible for all fees associated with the space (including but not limited to room reservation, program funding, etc.).
  o Events should be limited to recruitment events, informational sessions, educational programs and other small scale programs. Parties or large scale events are only permitted when the organization meets the requirements for hosting such events (15+ members, or collaboration with another organization).
  o If the event is cancelled and fees are incurred, the organization is still responsible for paying the fees.
  o The purpose of being allowed to utilize space on Tufts campus is to attract Tufts students to the organization, it is mandatory that all programs be open to Tufts students and an effort is made to have Tufts students in attendance.
• Advertising on campus:
  o Please submit any advertisements (flyers, poster, etc.) to the OFSL 3 weeks in advance of a program with instructions on how you would like it hung.
  o Please submit electronic materials as well to be posted on Facebook, Twitter, and the OFSL website.
  o Advertising should be limited to programs and events which are informational or educational in nature, the OFSL reserves the right to edit or deny advertisements that do not meet these needs.
• In order to stay eligible to reserve rooms, advertise on campus or conduct intake, an Intent to Conduct Intake or an Abstain from Intake form must be turned into the OFSL by the last day of classes each semester. The only way to remain on the OFSL mailing list for future programs and information is by turning in one of these forms.
• Once an organization is interested in conducting intake for a Tufts student, all intake policies and procedures must be followed.

Recognition

Once an organization has one Tufts student as an active member, the student should follow all of the policies and procedures to become an active fraternity or sorority as stated in the Recognition portion of the Policy Guide.
All MGC organizations are required to attend one Inter-Greek Council meeting per month during open block on Wednesdays in order to remain an active Greek organization. Once there are three or more MGC organizations represented on campus, the MGC will become active again, meeting on a twice monthly basis on alternating weeks from the Inter-Greek Council.

**Participation in Intake Policies**

Prior to participating in any intake activities, organizations must have met all of the previously stated requirements to be eligible to utilize campus resources at Tufts University. In addition, the Office of Fraternity and Sorority Life must be notified of the intent to conduct intake and given the name(s) of any Tufts students participating. This notification, along with any additional forms which the inter/national or regional organization need signed should be turned into the OFSL no less than 10 business days prior to the start of Intake.

In addition, a calendar of events, including a timetable for any intake activities, with dates and times must be submitted. Activities to include on the calendar, if applicable:

1. Informational and/or interest meetings
2. Selection date(s)
3. Start date of the new members’ official process/education
4. Initiation date
5. Date of new member presentation (i.e.: probate, rollout, neophyte show), if applicable
6. Any additional dates pertinent to a specific organization

Verification of Candidates/Aspirants: All chapters conducting a membership intake process must submit an *Intent to Conduct Intake* form and an *Individual Intake Form*. Both forms must be submitted at least 10 days prior to the beginning of Intake. This form lists the individuals approved by your chapter whose names will be submitted to your regional or inter/national representatives as candidates/aspirants for membership. In cases where an inter/national intake team conducts the intake process, all correspondence sent to a regional or local representatives should also be shared with the OFSL.

All documents supplied to the OFSL are kept confidential from students, student employees, or student leaders, including council officers. They may be shared with university officials and inter/national organization staff as needed. In the event that any dates and times need to be changed on the intake calendar of events, the chapter president or intake director must notify the OFSL (via e-mail) no less than 2 business days prior to the new event time.
*Presentation of New Members (if applicable)*

All organizations must adhere to the following guidelines when presenting new members to the campus community.

*All new member presentations must be discussed with and approved by the Office of Fraternity and Sorority Life prior to scheduling.*

- Presentation of new members must take place within the same semester as intake and prior to the last day of classes.
- Presentation shows (i.e., probate, rollout, neophyte, etc.) are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.
- No explicit or revealing attire is to be worn by the new members or other show participants or performers.
- Disparaging comments about other organizations or use of foul language will not be tolerated.
- No alcoholic beverages will be permitted.
- No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of the performance, but may not be used as a weapon to harm another individual.
- Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc.
- Presentations must begin no later than 8 p.m. and last no longer than 2 hours. Following the show, members of the presenting organization must vacate the area within 30 minutes to assist with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
- All presentations must be planned and executed in accordance with Tufts University event policies. Information on how to properly plan an event can be found here: [http://ocl.tufts.edu/student-orgs/plan-events/](http://ocl.tufts.edu/student-orgs/plan-events/)

*Violations of Membership Intake Policies*

Violations of the policies regulating the membership intake process may result in probation or suspension of the violating chapter. The University will work closely with the inter/national organization to investigate and determine a course of action to resolve the situation. The chapter will either be placed on probation or receive automatic suspension, depending upon severity of the infractions, at the discretion of the Office of Fraternity & Sorority Life. During the period of probation, if the chapter commits any violation of the membership intake policies or any other rules set forth by the University or inter/national organization, the chapter will be placed on suspension. The suspension period will be determined by the Office of Fraternity & Sorority Life along with the inter/national organization.
Judicial

Overview

Is it the philosophy of the Office of Fraternity and Sorority Life that whenever possible, all conduct matters should be handled within a peer accountability system. It is of the utmost importance that all activities within the Fraternity and Sorority Community are consistent with the values and purpose of the department and the individual organizations. Violations of community standards and policies or illegal activity will not be tolerated. Organizations should implement internal accountability structures as well. In order to maintain a high level of standard within the community, individuals and organizations must be held accountable when violations occur. Individual members may have judicial action taken against them by the Dean of Students Office and organizations will either have a hearing through the IGC Peer Judicial Board or the Committee on Student Life (CSL) to determine sanctioning and/or educational outcomes.

IGC Peer Judicial Board

The IGC peer judicial board shall conduct hearings for cases brought against organizations in violation of Fraternity and Sorority Life Policy, Council Specific Policy and/or General Community Standards. All hearings will be conducted by the IGC VP of Governance and the IGC President and must follow the process as outlined in the IGC Constitution (http://uss.tufts.edu/studentAffairs/fraternitiesororitylife/documents/IGCConstitution.pdf). The IGC Peer judicial board shall determine sanctions and education for chapters which will provide accountability and opportunities to learn.

If at any time the IGC judicial board would like to refer a case to the Dean of Students Office or Committee on Student Life due to repeat offenses or severity of the case, they may do so. Situations in which the recognition of an organization is in question should always be seen by the CSL. Cases may also be heard by the CSL instead of the Judicial Board at the discretion of staff members in the Dean of Student Affairs Office.

Administrative Resolutions

The Dean of Students Office may offer an Administrative Resolution to an organization after an investigation is complete. The Administrative Resolution will consist of an outcome which the organization is eligible to accept fully, or take before the Committee on Student Life for a hearing.
**Committee on Student Life**

The Committee on Student Life (CSL) shall conduct hearings for cases brought against organizations which violate University Policy and/or State Law. In addition, if the recognition of an organization is in question or staff members in the Dean of Student Affairs Office determine that it is inappropriate for the IGC Judicial Board to hear a case, the CSL shall conduct the hearing. The CSL will provide background information about the case by a combination of the OFSL, the Dean of Students Office and the Tufts University Police Department and will use the provided information to sanction and provide educational outcomes in a matter that appropriately addresses the violation.

In cases where organizations recognition requires to be removed, it is the recommendation of the OFSL that short term suspensions not occur. The OFSL recommends that an organization either has limited opportunities for activity along with educational efforts to revamp, or that an expulsion from campus with an opportunity to return no less than four years later in a re-colonization effort in conjunction with the national headquarters.

Organizations with pending CSL cases will be put on temporary cease and desist until the hearing has occurred in an effort to protect the organization and its members. A cease and desist includes but is not limited to a ban on individual initiated member/new member gatherings, recruitment events, social events or all or new member meetings in the chapter house or at an off campus location. Any necessary fraternity business meetings must be pre-approved through the chapter officers to the OFSL. Organizations on Cease and Desist may participate in departmental and council led educational opportunities and business.

The OFSL recommends that the following list be used as a recommendation for determining judicial outcomes:

**Judicial Definitions**

**FYI:** A meeting with the Judicial Affairs Administrator and the Director of Fraternity and Sorority Life if an organization has been named in an incident report but no action needs to be taken.

**Warning:** An official written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct will be cause for additional judicial proceedings.
Social Hold: An organization for whom a hearing is pending due to a social policy violation will be put on temporary social hold—meaning they may not host any social events with alcohol until the hearing occurs. All other chapter activities may continue as usual.

Cease & Desist: If an investigation is being conducted or a hearing with the CSL is pending, a chapter will be put on a temporary Cease & Desist. This includes but is not limited to a ban on individual initiated member/new member gatherings, recruitment events, social events or all or new member meetings in the chapter house or at an off campus location. Any necessary fraternity business meetings may be pre-approved by the OFSL.

Educational Sanctions: Educational sanctions provide organizations an opportunity to improve and change internal culture. Educational sanctions should be relevant to the violation which occurred, and exist with the intention of helping the organization improve. Samples include but are not limited to:

- Internal educational programs with various campus departments or outside consultants/specialists
- Coordinating and funding a program for the greater fraternity & sorority community

Fines: Fines may only occur for measurable offenses that have been clearly stated ahead of time.

Social Restriction: The organization is limited to a specific number of social events with alcohol present.

Social Probation: The organization is unable to host social events with alcohol. During social probation, chapters are not permitted to coordinate and/or hold social events with alcohol. This includes social functions with alcohol in the chapter house, brothers’ homes, or third party venues. Social probation has no limit to minimum or maximum duration.

The following types of activities are permitted:
- Recruitment
- New member education
- Educational events
- Philanthropy events

Disciplinary Probation: When an organization is not in good standing with the University. This may be determined by a hearing through the IGC Judiciary or the CSL Judiciary. Violations of the terms of Disciplinary Probation (which are specified in the probation letter) may result in the revocation of the organizations recognition. It is recommended that disciplinary probation last at least one semester and not more than four semesters.

Suspension: The organization’s recognition is suspended by the University (CSL) for a specified period of time. The suspension may be deferred provided that the organization complete the
requirements outlined from a disciplinary hearing. Further violations could result in the revocation of the organization’s University recognition.

**Suspension of Residential Status:** The organization can lose its eligibility to be a residential chapter for a specified period of time (this can apply to any fraternity or sorority chapter, regardless of the ownership of the facility)

**Deferred Revocation of Recognition:** An organization may receive a deferred revocation of recognition from the CSL where they must complete requirements outlined from a disciplinary hearing in a defined amount of time, or they would be removed from campus.

**Revocation of Recognition:** The CSL may decide that an organization’s recognition is revoked by the University indefinitely. This decision may only come as a decision by the CSL. If an organization cooperates with the university in the revocation of recognition, they may have an opportunity to return to campus in a re-colonization effort no less than four years later. The revocation of recognition may be deferred provided that organization complete the requirements outlined from a disciplinary hearing.

*While this list includes many judicial outcomes and stages, it is not exhaustive of all possible educational and restorative practices and possibilities for chapters when a violation of policy has occurred.*

**Housing**

**Overview**

In an effort to improve the fraternity and sorority housing program at Tufts University, a set of common goals and policies must be established and adhered to. Fraternity and sorority housing at Tufts is one component of the Fraternity and Sorority Life program. Approximately 20% of the fraternity and sorority community lives in recognized fraternity and sorority housing. Whether they are owned and operated by Tufts, Walnut Hill Properties or are independently owned and operated, all of the houses are recognized as on campus housing for Tufts students and must adhere to the same set of expectations.

Fraternity and sorority houses should be providing a residential experience that is safe and secure and conducive to learning. Additionally, fraternity and sorority chapter houses play an important role in promoting community and providing opportunities for leadership development.

A fraternity or sorority chapter house is defined as a residential unit affiliated with Tufts University where all of the residents are members of a Tufts University recognized Fraternity
and Sorority as defined by the Office of Fraternity and Sorority Life. In order to maintain status as a recognized fraternity or sorority chapter house the following requirements must be met:

1. The facility must either be owned and operated by Tufts University or its affiliate Walnut Hill Properties (herein out referred to only as Tufts University owned houses) or be owned and operated by a House Corporation incorporated within the Commonwealth of Massachusetts or by a division of the (inter)national fraternity/sorority office or other designated authority recognized by the fraternity/sorority (inter)national office.

2. The property must be zoned appropriately for fraternity/sorority housing as specified by the City of Somerville. Independently owned and operated chapter houses are required to provide a valid and current Certificate of Inspection and Lodging House License to the Office of Fraternity and Sorority Life to be kept on file at the beginning of every academic year.

3. All chapter houses, regardless of ownership, are required to have fire alarm systems connected to the University Police. TUPD will respond to automatic emergency calls, as well as to any calls for assistance from chapter houses. Chapter houses where alarm systems are set up through a landline phone are required to make sure that service to that phone is uninterrupted. In times when service is out for the phone, a TUPD detail must monitor the house for safety at the chapter’s expense.

4. All residential chapters must present to the Office of Fraternity and Sorority Life, a valid and current certificate of insurance evidencing:
   a. Comprehensive general liability insurance with a limit of $1 million per occurrence
   b. Host liquor liability with a limit of $1 million per occurrence (If the chapter will be hosting social functions where alcohol is present)
   c. The Trustees of Tufts College must be named as additional insured for coverage “a” and “b” as stated above. This is to be indicated on the certificate of insurance.

5. The facility must be accessible for inspections by university officials as outlined in this policy.
   a. In addition, the University Office of Public Safety will conduct periodic inspections of fire and life safety requirements whenever deemed necessary.

6. Events at the chapter house must follow Office of Fraternity and Sorority Life all event management policies.

7. Residents of Tufts owned fraternity and sorority houses are required to abide by all Tufts University housing policies as outlined in Habitats: http://ase.tufts.edu/reslife/documents/Habitats.pdf. This includes abiding by all university move-in and move-out dates.

**Occupancy**
1. Only active, currently enrolled undergraduate members of the fraternity or sorority chapter are permitted to live in the chapter facility.
2. Students who are ineligible to live in University Housing will be ineligible to reside in chapter houses.
3. Chapters may establish which members will live in the chapter house and their room assignments and must keep and active roster of this information on file with the Office of Fraternity and Sorority Life.
4. First year students are ineligible to live in chapter houses.
5. Sophomores may complete their 2nd year housing requirement by living in approved fraternity or sorority housing. Sophomores will only be permitted to live in the approved house if all other housing requirements for the house have been met.

**Dining**

1. Sophomores who live in fraternity and sorority housing are still required to maintain an on campus meal plan unless the house is outfitted with the capacity to provide meal plans.
2. Chapter houses providing meal plans are required to provide a copy of a valid and current Common Victualers License issued from the City of Somerville to be kept on file with the Office of Fraternity and Sorority Life.

**Licensing and Taxes**

1. Tufts University will be responsible for the maintenance and procurement of House Lodging Licenses for Tufts owned properties.
2. All independently owned houses will be responsible for the maintenance and procurement of House Lodging license.
   a. Houses must past all inspections for the City of Somerville prior to opening in the fall, if a house has received signatures of passing inspection but have not obtained the Lodging License; they may open but may not have any events on the property until the Lodging License is obtained.
   b. If a house has not passed inspection prior to fall opening, residents are not permitted to move in until these inspections have been passed.
   c. Is it the responsibility of the House Corporation or Chapter to find alternate housing for residents in the case that they may not move in.
3. In the Commonwealth of Massachusetts, recognized fraternity or sorority houses are not tax exempt properties and will all pay a real estate tax. All chapters are responsible for paying the Real Estate Tax associated with being registered as a fraternity or sorority house.
   a. All Tufts Owned houses will receive a bill for this tax on a bi-annual basis.

**Safety**
1. All chapter houses must provide TUPD with a key or access code for emergency access.

2. **Fire Safety**
   a. Fire drills will be conducted in all chapter houses on a schedule similar to that of other University housing.
   b. All chapters are required to attend a house safety fire workshop every fall.
   c. All chapter houses must be furnished with California Fire Safety Rated 129 upholstered furniture in common areas. All mattresses must meet the university requirement for mattresses which is:
      i. All on-campus student housing operated by Tufts University, and all residential settings approved by the university as satisfying the on-campus housing requirement for undergraduate students, shall, in the entire dwelling, use only mattresses with an original manufacturer's label affixed indicating that the mattress meets the fire safety standards of California Technical Bulletin 129 (CAL129 or TB129) or Title 16 of the Code of Federal Regulations part 1633 (16 CFR 1633).
      ii. All privately owned houses must turn in a compliance form at the start of each semester indicating that the mattresses in the house meet this standard.
   d. Smoking is prohibited in all Fraternity and Sorority housing.

3. Access to unfinished basements in all university owned houses is prohibited.

**Billing**

1. The billing for all Tufts owned houses goes directly through the University Bursar office. Residents are charged the usual on campus room rate.
2. Currently, all billing for independently owned houses goes directly through the independent house corporation. It is the hope that this too will transition to go through the University Bursar, as well, in the future.
3. The University will not assist in the collection of dues or membership fees for any fraternity or sorority chapter.

**Appearance**

1. The exteriors of chapter houses are expected to be maintained to University and community standards. Failure to do so may result in disciplinary action.
2. Houses whose grounds are neglected will be provided a verbal and/or written warning. Following a prescribed, reasonable amount of time, if clean-up has not been completed as detailed, the Office of Fraternity and Sorority Life maintains the right to arrange for the clean-up at the chapter’s expense.
3. The Office of Fraternity and Sorority Life or the Dean of Students Office may, without notice and at the chapter’s expense, remove indoor furniture left outdoors or outdoor furniture in disrepair from chapter property.
4. Repair and improvements to Tufts and Walnut Hill owned facilities will be performed when required. Major repairs will be scheduled during the summer months when the buildings are not occupied. Minor repairs that need attention during the academic year should be reported via the on line work order system. The web address is: https://fsrequest.tufts.edu/WebMaint. Walnut Hill properties may submit a request by emailing walnuthillproperties@comcast.net.

**Conduct**

1. Chapters are expected to use chapter facilities for activities which best represent their organization and Tufts University at all times.
2. No illegal, nuisance or disruptive activity may occur on any fraternity or sorority property.

**House inspections for Tufts and Walnut Hill properties:**

1. House inspections will occur upon move-in and move-out each semester for all Tufts owned houses. The chapter should designate a house manager or similar to assist with this process.
2. House inspection process:
   a. Each individual will be required to fill out a Room Condition Card upon moving into his/her room. The house manager will be responsible for signing off on each of these cards and turning them into the Office of Fraternity and Sorority Life at the beginning of each semester. The house manager may then pick up the card at the end of the semester to be completed and turned back in after move out. Any damages that go unreported or are excessive will be the responsibility of the individual resident to pay for.
   b. A common area inspection form must be filled out twice a year and kept on file with the Office of Fraternity and Sorority Life. A staff member designated by the Office of Fraternity and Sorority Life will walk through the house with the chapter president and house manager then keep the form on file. Any damages that go unreported or are excessive will be the responsibility of the chapter to pay for.
   c. A list of all university sanctioned fees for damages can be found in Habitats.

**House Addresses and Type of Ownership:**

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<th>Organization</th>
<th>Address</th>
<th>Type of Ownership</th>
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<tbody>
<tr>
<td>Alpha Phi</td>
<td>14 Sawyer Ave</td>
<td>Walnut Hill</td>
</tr>
<tr>
<td>Alpha Omicron Pi</td>
<td>25 Whitfield Ave</td>
<td>Walnut Hill</td>
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<tr>
<td>ATO of MA</td>
<td>134 Professors Row</td>
<td>Private</td>
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<tr>
<td>Pi Delta</td>
<td>45 Sawyer Ave</td>
<td>Tufts</td>
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<tr>
<td>Chi Omega</td>
<td>106 Professors Row</td>
<td>Tufts</td>
</tr>
<tr>
<td>Fraternity/ Sorority</td>
<td>Address</td>
<td>Location</td>
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<tr>
<td>----------------------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
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<td>Delta Tau Delta</td>
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