

DARTMOUTH COLLEGE



Handbook & Policies

September 1, 2019-August 31, 2020

**Office of Greek Life
303C Collis Center HB 6196
Hanover, NH 03755
603 646 2399**

<http://students.dartmouth.edu/greek-life/>

Table of Contents

Policies, Expectations, and Privileges for Greek Letter Organizations	5
Preamble: Purpose and Scope	5
Definition	5
Greek Letter Organizations’ Mission Statement and Guiding Principles	5
Recognizing Department	6
Recognition of New Greek Letter Organizations	6
General Standards and Procedures	7
Petitioning for a Recognized Greek Letter Organization.....	8
Provisional Chapter Status	9
Provisional Chapter Recognition	10
Recognition Requirements for All Greek Letter Organizations	11
General Requirements	11
Fiscal Requirements	12
Recruitment/Eligibility Requirements	12
Membership Requirements	13
Annual Renewal of Recognition for Greek Letter Organizations and Societies	14
Privileges of Recognized Greek Letter Organizations and Societies	14
Revisions and Changes to the Document	17
Recruitment and New Members	18
Preamble	18
Definition	18
Recruitment	18
Timing of Recruitment.....	18
Eligibility Requirements	19
Recruitment Events	19
New Member Educators, Education, and Policies	19
New Member Educators.....	19
New Member Education	20
New Member Education Policy	20
New Member Contract.....	23
Hazing Policy	23
Dartmouth College Hazing Policy	23
Definition	23
Education and Prevention	25
Pre-Clearance of New Member Education Activities.....	25
Safety and Security Walk-Throughs	25
Hazing Reports.....	25
Individual Student Reporting and Immunity.....	26
Fresh Start Organizational Amnesty Policy.....	26
Hazing Outcomes and Accountability	26
Outcome Reporting	27
Civil Penalties	27
Purpose of the Policy	27
Hazing Checklist.....	27
Positive New Member Activities	28
Characteristics of Membership	28
Organizational Requirements.....	28
Resignation of Membership	29

Alumni Boards, Advisors, and National Headquarters	30
Preamble.....	30
Alumni Boards	30
Advisors and Advisory Groups	30
24 Hour Contact Policy	31
Policy Steps	31
Office of Greek Life Pledge to the Process.....	31
Communication with Alumni/ae	32
Guidelines for Obtaining Alumni/ae Mailing Labels or Email Addresses	32
Soliciting Alumni/ae for Non-Charitable Causes	32
Financial Oversight	33
Fiscal Responsibilities	33
Organization Budget Preparation	33
Insurance	34
Requirements.....	34
Group Purchase Policy.....	34
Fundraising	35
Sales and Sales Locations	35
Outreach to Businesses and Corporations.....	35
Use of the Dartmouth Name or Indicia	35
DASH Accounts.....	35
Physical Plant Finances.....	36
Organizations Occupying a College Owned Physical Plant	36
Organizations that Own a Physical Plant.....	36
Accounts Receivable Payment Procedures and Descriptions.....	37
Payment Procedures	37
General Liability and Property Insurance Premiums	37
Financial Assistance Fee	38
College Billing	38
Town of Hanover Property Taxes (Organizations that Own a Physical Plant).....	38
Housing Policies	39
Organizations Seeking Residential Space	39
Eligibility	39
Occupancy Requirements	40
Housing Contracts	42
Housing Assignment Requirements	42
Housing Assignment Deadlines	43
Interim Housing.....	43
Physical Plant Management.....	45
Preamble.....	45
Physical Plant Requirements	45
College Owned Physical Plants	46
House Manager	46
Fiscal Responsibilities.....	46
Terms of Occupancy in a College Owned Property.....	47
Physical Plant Safety Code	48
Physical Plant Standards for Regular Maintenance	50
Termination of Occupancy in a College Owned Property	52
Privately Owned Physical Plants	53

House Manager	53
Fiscal Responsibilities.....	53
Physical Plant Safety Code	54
Physical Plant Standards for Regular Maintenance	58
House Rules	60
Residential Operations Clean Grounds Policy	61
Residential Operations Housekeeping Inspection Policy.....	61
Disposal of Household Hazardous Materials.....	61
Fees and Assessments	62
Verification of Physical Plant Compliance and Accountability	63
Schedule of Physical Plant Inspections.....	64
Programming.....	65
Six Guiding Principles and Programming	65
Co-Sponsorship and Funding.....	65
Greek Leadership Council Funding	65
Additional Co-Sponsorship	65
Outdoor Activities	65
Obtaining an Outdoor Permit.....	66
Regulations and Guidelines Related to Rallies, Marches, and Vigils.....	66
Blocking of Webster Avenue	66
Accountability	68
Preamble.....	68
Dartmouth College Accountability Statement.....	68
Organizational Accountability	69

Policies, Expectations, and Privileges for Greek Letter Organizations

I. Preamble: Purpose and Scope

Recognizing that activities that occur outside of the classroom are valuable components to the mission of the College, Dartmouth chooses to support student organizations that promote individual growth within the overall context of the educational mission through granting College recognition.

Greek letter organizations at Dartmouth College exist at the pleasure of the institution. The mission of the College is supported by organizations that work actively to promote the free exchange of ideas in a manner consistent with the Dartmouth College Principles of Community ([Dartmouth College Student Handbook](#)).

The information in this document itemizes the policies and expectations that Greek letter organizations must uphold in order to continue receiving College recognition and the associated privileges that come with recognition.

A. Definition

Recognized Greek letter organizations are a subset of all recognized student organizations (campus groups that are initiated, organized, and run by students) that possess the following qualities.

1. Offer of membership described as “brotherhood or sisterhood” where affiliation extends beyond the undergraduate college years
2. Have a purpose that is generally more social than academic, athletic, or focused on a specific interest or talent
3. Have the discretion to conduct subjective membership selection as one of its privileges

B. Greek Letter Organizations’ Mission Statement and Guiding Principles

Adopted October 2001 by the Dean of the College

As participants in the Dartmouth College community, each Greek letter organization is responsible for seeking creative and innovative way of engaging in Campus Life while simultaneously serving as stewards of a common set of values. The Dartmouth College Greek community exists to complement the educational mission of the institution, to enhance the quality of campus life, and to provide opportunities for social interaction that result in personal growth. As members of the Dartmouth community, Greek members and their organizations agree to uphold the following commitments:

- **Scholarship:** to pursue the acquisition of knowledge, with the individual academic excellence as the primary goal
- **Leadership:** to teach skill development for use within the Greek community and the broader community

- **Service/Philanthropy:** to foster an ethic of support and care through community involvement and outreach
- **Brotherhood/Sisterhood:** to establish and nurture lifelong friendships among all members
- **Inclusiveness:** to build a community that embraces diversity and appreciates differences in thought and opinion
- **Accountability:** to act responsibly with regard to choice, decisions, and behaviors, and to maintain the integrity of these principles by insisting that all members live up to them both in spirit and action. It is understood that Greek letter organizations are accountable to Dartmouth College and the Dartmouth community, to the membership of each individual organization, and to their Greek letter peers.

C. Recognizing Department

The Department of Student Affairs is the recognizing department for Greek letter organizations. The Office of Greek Life Director and the Office of Greek Life staff are responsible to the Dean of the College, for administering the programs, activities, and procedures of the recognized Greek letter organizations. Oversight and assistance to Greek letter organizations is provided through the Office of Greek Life.

II. Recognition of New Greek Letter Organizations

The Office of Greek Life is responsible, on behalf of the Dean of the College, for overseeing the process for recognition of new Greek letter organizations. Organizations interested in joining the Dartmouth Greek community must demonstrate the ways in which the group will contribute positively to the Greek community and to the broader campus community in a manner consistent with the “Guiding Principles” and all applicable policies of Dartmouth College.

The following recognition policies and process apply to all new or returning organizations. The language contained in this document focuses on “recognition,” but can also be understood within the context of “expansion” as it is understood among national Greek organizations. New organizations are those that have never been recognized at Dartmouth College. Returning organizations are those that: 1) were once recognized at Dartmouth and closed or lost recognition for non-disciplinary reasons 2) were once recognized at Dartmouth but as a result of disciplinary action were closed or lost recognition for a period of time with the opportunity to return at a future date clearly articulated as part of the disciplinary action.

Organizations that have been permanently derecognized will not be considered for recognition. Organizations seeking recognition as new organizations will not be considered for recognition if their incorporation, name, leadership (student or alumni), and/or membership is substantially similar to that of an organization that was derecognized.

1. General Standards and Procedures

To ensure that Greek organizations seeking College recognition possess those qualifications deemed necessary for the continued strength of the Dartmouth College Greek community and for the success of the individual organization, the following standards and procedures have been established:

1. New Greek organizations seeking recognition on campus must affiliate with a national organization. The Office of Greek Life believe that affiliation with national organizations is required because they provide:
 - a. Valuable staff and alumni support during the formation process and long after the chapter has been established
 - b. Guidance and direction concerning ritual, and provide clearly stated values and stable governing documents which aid in the development of an organization's identity during formation and well into the future
 - c. Provide Dartmouth students with the opportunity to learn and then apply organizational practices from chapters throughout the nation and the world
2. National organizations continue to be created as desires and interests of students' change. Many recently formed national organizations meet the particular needs of students of color or those interested in community service. The College recognizes that there has been little growth in the area of national gender inclusive Greek organizations. As a result, the Office of Greek Life will consider an exception regarding national affiliation for gender inclusive Greek organizations. However, an exception will only be considered after the possibilities for affiliation with a national organization have been exhausted. Support of alumni and/or advisors, as well as, issues regarding financial stability may be difficult if not impossible to overcome without affiliation with a national organization due to the increasing costs associated with insurance, property taxes, etc.
3. New Greek organizations seeking recognition must petition to begin a new organization on campus. Once the petition has been granted these groups move on to "Provisional Chapter" status. If they meet all the requirements and stipulations of the Provisional Chapter status the Office of Greek Life Director will grant them full recognition at his/her discretion.
4. Due to the limited number of Greek Life staff working with Greek letter organizations and the amount of time and work involved in a successful recognition effort, the following restrictions apply:
 - a. Group recognition process may occur concurrently at the discretion of the Office of Greek Life Director
 - b. Governing councils may sponsor only one group for recognition at a time
 - c. It is recommended that governing councils defer sponsorship of additional groups for one year after the successful provisional period of a new organization

- d. An organization's provisional period process must not last longer than two years

2. Petitioning for a Recognized Greek Letter Organization

The process outlined in this section is the preferred process for the establishment of a new Greek organization at Dartmouth College. Following this process will place the new organization on track for recognition from the College:

1. Due to the different individual processes and national guidelines for the creation of Greek organizations, all processes of petitioning for new or returning Greek organizations seeking recognition must be approved by the Office of Greek Life
2. The Office of Greek Life reserves the right to dictate the date and time for initiating the formation of any Greek organization seeking recognition from Dartmouth College
3. Petitioning for the recognition of a new Greek organization can be initiated by a student interest group, an established national organization, or students working in conjunction with a national organization or nationally mandated process
4. A national organization will provide the Office of Greek Life with a completed application for interest group status prior to consideration for petition
5. Petitioning process:
 - a. Student interest groups must seek affiliation with a national organization as outlined under "General Standards and Procedures". The Office of Greek Life will assist groups with the search process for national affiliation and must approve the final selection.
 - b. Once the students and the national organization have partnered, an appointed representative of the national organization will work with the Office of Greek Life to create a binding agreement outlining appropriate timelines, the process for recruitment, council sponsorship, intake of new members, and Provisional Chapter status. This step must be taken prior to seeking out additional interested students.
 - c. Students working in conjunction with a national organization or a nationally mandated process will follow the same process outlined for a petition process started by a student interest group.
6. *For the Multicultural Greek Council (MGC) and National Pan-Hellenic Council (NPHC) Organizations:* Due to restrictions from MGC and NPHC which do not permit the establishment of interest groups on campuses prior to the national organization's involvement, the creation of these groups will differ. Members of an interested student group must submit a written petition to the Office of Greek Life expressing an interest in establishing a MGC or a NPHC chapter on campus. The Office of Greek Life will then contact group and inquire about expansion. At that point, the Office of Greek Life and the national organization will determine whether the organization will be viable

and a healthy addition to the campus. If both parties are in agreement and wish to move ahead the national organization will seek sponsorship approval from the appropriate governing council to pursue recognition by the College. If an appropriate governing council does not exist, the Greek Leadership Council will act as the sponsoring governing council. If the governing council approves the request, the process for seeking College recognition will continue.

7. Once the agreement between the petitioning organization and the Office of Greek Life has been finalized, the organization may move forward executing the plan outlined in the agreement. The following are required items for new Greek organization seeking recognition from Dartmouth College. Deadlines for the following items will be outlined in the join agreement between the petitioning organization and the Office of Greek Life.
 - a. A list of all interested undergraduate members, with their student identification numbers
 - b. A copy of each of the following governing documents (including National or International documents, where applicable):
 - i. Constitution and/or bylaws
 - ii. Code of conduct
 - iii. Risk management policy
 - iv. Crisis management plan
 - v. New member program
 - c. Signed Office of Greek Life membership contracts for each member
 - d. A list of advisor(s) names and contact information
 - e. A statement from an alumni board or corporation expressing their intentions and the manner in which they will support the new organization. A contact list that includes information for all persons involved with the alumni board or corporation must accompany the letter.
 - f. A preliminary budget and financial plan for the fiscal operation of the organization
 - g. The organization will be required to take out insurance with the college's insurance broker or with the national organization
 - h. A completed roster
 - i. A detailed description of the organization's recruitment or membership intake and the subsequent new member process
 - j. A completed national organization questionnaire
 - k. A chapter GPA average above the campus average
 - l. Steps the organization takes to combat hazing
8. The National/International organization must adhere to all Dartmouth College and Office of Greek Life recognition policies.

3. Provisional Chapter Status

1. After a petitioning group has met all administrative requirements above, obtained sponsorship by a governing council, and been granted approval by the Office of Greek Life they enter into “Provisional Chapter” status
2. Provisional Chapter status is a period by which organizations seek to bolster their viability and demonstrate to the College that they have the potential to persist and contribute positively to the Dartmouth College Community
3. A typical provisional period process will last two years to allow the organization to demonstrate sustainability within the Dartmouth College Community
4. An organization’s provisional period must not last longer than two year
5. Provisional Chapter status is marked by the following:
 - a. A potential reduction in the number of requirements of recognition needed to be performed by the provisional chapter
 - b. A reduction in privileges administered to the provisional chapter
 - c. An alcohol-free period of at least one year. During this time an organization may not sponsor and/or co-sponsor events where alcohol is present. If the organization owns a physical plant or resides in a college owned physical plant, there must not be any alcohol present in the physical plant or on its premises. The duration of the “dry” period is determined by the Office of Greek Life Director.
 - d. Additional stipulations places on the Provisional Chapter by the Office of Greek Life to contribute to the organization’s long term success
6. The Office of Greek Life will assist an established Provisional Chapter in creating a residential experience if desired. This should not be interpreted that a small house will be provided to the group. Based upon current availability it is likely that any group requesting a residential experience for their members will be placed on a floor or section of a traditional residence hall.

4. Provisional Chapter Recognition

1. The Office of Greek Life as the Dean of the College designate will be the entity granting recognition to new Greek organizations. For those organizations that meet the recognition criteria and are approved, they will receive confirmation from the office of Greek Life granting recognition status.
2. Upon receiving College recognition, a Greek organization will be entitled to all privileges afforded to student organizations and Greek organizations, along with the responsibility to continue to abide by the guidelines and policies of Dartmouth College and the Office of Greek Life.
3. The Office of Greek Life may grant recognition with additional terms or provisions for a new or returning group. These provisions will be established in order to ensure that the group is successful, and can demonstrate that it can perform effectively over time and in a manner that is compatible with the direction in which the current Greek community is moving.

4. To assist all groups involved in the recognition process, documents, guides, and other reference materials will be maintained by the Office of Greek Life and when appropriate printed in the Office of Greek Life Handbook.

III. Recognition Requirements for all Greek organizations

Recognition for all Dartmouth College Greek organizations & societies is conditioned on adherence to the following requirements, both at the time of initial recognition and on a continuing basis thereafter. A Greek organization must:

A. General Requirements

1. Ensure that its conduct, purpose, and activities are compliant with federal, state, and local laws and with Dartmouth College policies.
2. Ensure that its conduct, purpose, and activities are consistent with the mission of Dartmouth College and the [Dartmouth College Principle of Community](#).
3. Ensure that its conduct, purpose, and activities are consistent with the goals and mission of the Office of [Greek Life Mission Statement and Guiding Principles](#).
4. Create, maintain, and agree to abide by governing documents that include a written agreement to abide by the College's non-discrimination and anti-hazing policies. The following governing documents must be current and submitted to the Office of Greek Life (including National or International documents, where applicable):
 - a. Constitution and/or Bylaws
 - b. Code of Conduct (including Internal Adjudication procedures)
 - c. Risk Management Policy
 - d. Crisis Management Plan
5. Have one or more advisors: either an individual or a team of individuals from an alumni board or corporation board is responsible for providing the undergraduate organization with advice on financial, risk management, and College and organizational policy compliance matters, and (where applicable) physical plant oversight.¹
6. Complete all aspects of the Office of Greek Life Annual review process; including fulfilling the specified performance requirements.
7. Be in good standing in terms of conduct.
8. Respond to College and departmental requests for information in an accurate and timely manner. (Such requests include, but are not limited to: College Billing lists, Housing Assignment lists, roster information, annual review documentation, information concerning the status of the organization, changes in undergraduate or alumni leadership, incidents or accidents, and information regarding violations of policies, and other information deemed necessary by the office of Greek Life).

¹ All alumni advising expectations are outlined in the Alumni Boards, Advisors, and Nationals Section of this document.

9. Be in regular communication with the Office of Greek Life and the College. (This includes regularly monitoring email accounts, checking the organizational mailbox, attending Office of Greek Life meetings, etc.)
10. Cooperate fully and assist Dartmouth College, the Office of Greek Life, or any Greek letter organization governing council or judiciary committee, with any investigation of allegations that the organization has failed to comply with College, the Office of Greek Life or governing council policies, procedures, programs and decisions.
11. Positively contribute to the Dartmouth community.
12. Meet and continue to abide by both College policies and International or National policies in order to satisfactorily fulfill the requirements of College recognition.²

B. Fiscal Requirements

1. Be in good standing financially.³
2. All Greek letter organizations & societies are obligated to obtain and maintain a proper tax-identification number under the Internal Revenue Code as a not-for-profit, social organization.
3. All Greek letter organizations & societies, at their own individual expense, are required to obtain and maintain general liability, and property insurance (if the organization owns a physical plant) with coverage and limits determined by the Dartmouth College Office of Risk and Internal Controls Services. Historically, the Office of Risk and Internal Controls Services has been able to assist organizations by helping to coordinate a group purchase arrangement. Those organizations not participating in the group purchase must:
 - a. Obtain individual and aggregate limits equal to or greater than those provided through the group purchase. There must not be policy exclusions over and above those stated on the Dartmouth College group coverage.
 - b. The separate and/or individual policies shall name the “Trustees of Dartmouth College” as Additional Insured on each policy.
 - c. Provide the Office of Risk and Internal Controls Services with a Certificate of Insurance evidencing coverage effective date, limits, exclusions, and additional insured endorsement.
 - d. Provide the Office of Greek Life with a copy of the policy document upon renewal, along with an annual cost or the premium charged to the organization on an annual basis.

C. Recruitment/Eligibility Requirements

² Only applies to Dartmouth College Greek letter organization chapters of International or national organizations.

³ See Financial Oversight Section of this document for further information.

1. Abide by all regulations regarding membership recruitment and intake, including conducting all recruitment events and new member activities without alcohol.
2. Organizations may only offer membership to those students who are deemed eligible for recruitment according to the Dartmouth College Student Handbook.
3. In order to be eligible to go through recruitment, a Dartmouth student must have completed at least three terms of classes, have sophomore status, and be of good academic standing, with a cumulative or previous term's GPA of 2.5 or above.
4. In addition, you must have attended an Expectations of Membership session and a Dartmouth Bystander Intervention program. If you are going through the Inter-Sorority Council recruitment process, you must have also attended a Sorority Information Session.
5. Abide by all aspects of the new member education policy.

D. Membership Requirements

1. Have and maintain at least four members to maintain recognition. There must be at least four students enrolled and registered for classes during each of the fall, winter, and spring terms in order to maintain recognition.
2. Due to the Office of Greek Life's belief in the strength and importance of national support, if an organization fails to maintain four members they may retain recognition if their National organization will provide support for the organization's continued existence. (NOTE: All national organizations currently affiliated with Dartmouth College have a minimum membership number higher than four) The following steps must be taken for the National to provide support:
 - a. The national organization must consult with the Office of Greek Life to determine the factors that are preventing the increase or maintenance of membership.
 - b. The national organization will work with the Office of Greek Life to determine a deadline by which the chapter must reach the College's minimum membership standard.
 - c. The national organization must submit the following in writing to the Office of Greek Life:
 - i. A letter of support outlining steps that will be taken to improve membership in the organization.
 - ii. A timeline of plans to work with the local chapter.
 - iii. A statement declaring an end date of support decided in consultation with the Office of Greek Life at which point the national organization will remove support for the chapter's recognition.
 - d. Organizations granted this support must still execute and maintain all required actions and accountabilities of a fully recognized organization, including but not limited to meeting attendance, fiscal

responsibilities, participation in the Achieving Excellence in Standards process, active membership in the Governing Councils, etc. Failure to do so will affect an organization's recognition with the College.

3. Educate new and initiated members about the requirements of the organization's Constitution and Bylaws (including National or International policies, where applicable), all rules and policies of the Office of Greek Life, Dartmouth College, and applicable local, state, and federal laws.
4. Maintain current membership records with the Office of Greek Life. All new members must sign a membership contract with the College at the time he or she joins a recognized Greek letter organization.
5. Roster information must be submitted each Fall, Winter and Spring term.

IV. Annual Renewal of Recognition for Greek Letter Organizations & Societies

The Office of Greek Life administers the process of annual recognition renewal of Greek letter organizations & societies. A Greek letter organization's continued adherence to, or violation of College policies or the Recognition requirements, along with the Office of Greek Life Annual review, are the primary methods for which the Office of Greek Life determines recognition.

A Greek letter organization must have successfully fulfilled all aspects of the recognition requirements (organizations without a physical plant need not fulfill physical plant requirements) in order to have its full recognition renewed for the subsequent year.

Organizations that fail to meet membership or recruitment requirements will fall under a "Retention Status" which includes, but is not limited to, the following:

1. Additional support in the part of the Office of Greek Life to assist in bolstering membership.
2. Loss of privileges linked to membership numbers.

Any Greek letter organization choosing to change the status under which it originally obtained recognition (including, but not limited to: change in charter or purpose of organization; single-sex to gender inclusive membership selection or vice versa; etc.) will forfeit the original College recognition and will need to reapply for recognition, and subsequently be re-approved according to its new status prior to the status change occurring. [An organization will need to contact the appropriate administrative office (Office of Greek Life, Student Life, Tucker Foundation, etc.) to reapply for recognition under the new criteria in anticipation of the switch in status.] If an organization does not reapply for re-recognition under its new status, it will void its original College recognition.

V. Privileges of Recognized Greek Letter Organizations & Societies

College recognition connotes an affiliation with Dartmouth College, and therefore includes certain privileges. Specific Privileges for College Recognized Greek letter organizations & societies are as follows.

A recognized Greek letter organization:

1. May be identified as a recognized Dartmouth College organization
2. May recruit eligible Dartmouth College undergraduates based on the organization's individual subjective selective criteria
3. May host and register social functions with alcohol
4. May receive "college-approved" residential status, and thus accommodate undergraduate students in compliance with town ordinances and College policy
 - a. Greek letter organizations & societies residing in a College owned physical plant will be provided with accommodations that are at a minimum comparable with the physical plant expectations for privately owned facilities.⁴
5. May receive organizational membership lists and verification of membership status for individual members
6. May receive the privilege of receiving grade reports and academic information⁵
7. May have an organizational Hinman mailbox through the Office of Greek Life and use of the intra-campus mailing system
8. May use the college Design, Printing, Mailing and Copy Center services
9. May participate as an organization in intramural activities
10. May have the privilege of accessing the college's computer and data networks
11. May organize with other Greek letter organizations & societies into one or more various governing councils to address issues of common interest to the council's member organizations, operate and organize inter-organizational events, and to regulate and/or govern the behaviors and activities of the member organizations
12. May post the appropriate individual member dues, rent and fees to the College Bill
13. May request funding through various funding sources at the College⁶
14. May fundraise and solicit on campus according to College and departmental guidelines
15. May rent facilities or equipment, and make purchases through the use of College accounts
16. May receive assistance with financial management, such as:
 - a. Assisting with receivable collections
 - b. Assisting with the preparation of budgets (including setting rents for students)

⁴ See Physical Plant Management Section for complete details.

⁵ Per the Family and Education Rights and Privacy Act of 1974 and Senate Bill 1845

⁶ Note: Regardless of the source, money in Dartmouth College accounts belongs to Dartmouth College. Use of that money is subject to approval by the recognizing department. Examples include revenue from endowments, fundraising, gifts, performance fees, and fund-raising events.

- c. Providing information on tax returns when requested
 - d. Maintaining organization records
 - e. Quicken (financial software) training
17. May receive assistance from the Office of Greek Life and appropriate other College financial officers in the organization's financial planning and in arranging with bank or others the financing required for the acquisition, construction, expansion or renovation of the organization's facilities
 18. May rent VOX cars
 19. May use the facilities, properties, and services of Dartmouth College subject to availability, payment of any charges, and according to policies for their usage
 20. May request allocation of office space or storage space
 21. May receive technical support and event planning advice
 22. May receive assistance with contracts and services
 23. May receive crisis support
 24. May receive the assistance of the Department of Safety and Security in protecting the organization and its property from disruptions, thefts, damage and other intrusions by persons who are not members or guests of the organization
 25. May use technical services, including an email account, email bulletins, space for a website on the college server, a central file server location, and electronic mailing lists (listserv)
 26. May receive the assistance of the college in communicating with organization alumni and/or alumnae (access to contact information on a case by case basis; consultation with college staff regarding fund-raising among alumni members, etc.)
 27. May receive assistance from the Facilities Operations and Management department at Dartmouth College, including: contracted services; emergency service and troubleshooter after hours; fire system connection to the College; general maintenance services; heat watch; and recycling assistance
 28. May participate in a group insurance purchasing program, organized through the Office of Risk and Internal Controls Services
 29. May receive assistance from the Office of Greek Life in the organization's operation, maintenance and renovation of its facilities, and in the conduct of its business affairs. Such assistance shall include:
 - a. The pooling and negotiation of certain purchases (i.e. group bulk trash removal program, group fuel oil program, group snow removal and sanding program, sprinkler maintenance work, landscaping maintenance, etc.),
 - b. Physical plant inspections and evaluations,
 - c. Fire, Safety and Health Code Inspections,
 - d. Housekeeping inspections
 30. This list does not necessarily include every privilege that a recognized Greek letter organization will receive. Other appropriate privileges may

arise from time to time depending upon specific circumstances of a situation.

VI. Revisions and Changes to the Document

The Office of Greek Life staff will review this document as needed and make appropriate and timely updates in consultation with Greek letter organizations and their advisors.

Recruitment and New Members

1. Preamble

Organizations that are fully recognized by Dartmouth College and the Office of Greek Life are granted the privilege of recruiting and retaining new members to their respective organizations. The processes by which these individuals are recruited and inducted into organizations are governed by requirements set down by the recognizing body. These requirements ensure that students on campus are treated with respect and have an understanding of the choices they are making. Violation of these requirements will be considered a violation of the Office of Greek Life and College policy.

A. Definition

1. Recruitment: This term has replaced the term “Rush” and refers to the period of time in which recognized Greek letter organizations & societies may approach individuals with an offer of membership within their respective organizations.
2. New Member: This term has replaced the term “Pledge” and refers to an individual that is newly inducted as a member of an organization. The term pledge is no longer used as it has the connotation of servitude or obedience.
3. Membership Intake: This term refers to the process of granting membership to eligible students at Dartmouth College.
4. Membership: This term is used to indicate as student’s affiliation with an organization.
5. New Member Educators: This term refers to the officer positions that the Office of Greek Life recognizes as having the responsibility for conducting an organization’s new member program

2. Recruitment

A. Timing of Recruitment

1. Continuous Membership Intake: Recognized organizations at Dartmouth College are allowed the privilege of engaging in continuous membership intake. This means that organizations are allowed to engage in membership intake of eligible students during any term the College is in session.
2. Each council will establish a timeline for the selection of new members in consultation with the Office of Greek Life Director.
3. For Multicultural Greek Council (MGC) and National Pan-Hellenic Council (NPHC) organizations that have formal interest processes, non-eligible students may engage in these processes but cannot seek membership in the organization nor be offered membership in the organization prior to the end of the drop/add day of their sophomore fall term or if they are not deemed an eligible student.
4. MGC and NPHC organizations that have a membership intake process that is carried out in conjunction with a national timeline or mandate, may

request an exception to conduct membership intake prior to the drop/add day if the following criteria are met:

- a. All exceptions will need approval from the Office of Greek Life with consultation from the Greek Leadership Council.
- b. Organizations looking for this exception are responsible for providing all appropriate information and taking all appropriate steps prior to start of their membership intake process.
- c. The approval of the exception must be granted separately for each request and may be granted up to a term prior to the membership intake.
- d. The national organization submits to the Office of Greek Life a formal letter outlining the need for the membership intake to occur prior to the end of the drop/add day and request the exception be granted.
- e. The Office of Greek Life will need to approve the exception prior to the projected membership intake start.
- f. This exception will only exist for the start of a membership intake process – any requests for changes in student eligibility or having membership intake prior to sophomore fall will not be granted under current policy.

B. Eligibility Requirements

1. Organizations may only offer membership to those students who are deemed eligible for recruitment according to the Dartmouth College Student Handbook.
2. To be eligible to participate in membership recruitment and intake, students must have attained at least a Sophomore Fall status as defined by the Undergraduate Deans Office and have a cumulative GPA of at least 2.50.
3. All students wishing to participate in recruitment for any council must complete an “Expectations of Membership” program facilitated by the Office of Greek Life.

C. Recruitment Events

1. Recruitment procedures are agreed upon by each Governing Council within the Greek community
2. Events must abide by all regulations regarding membership recruitment and intake, including conducting all recruitment events and new member activities without alcohol.

III. New Member Educators, Education and Policies

A. New Member Educators

New member educators are responsible for filing new member education plans with the Office of Greek Life and making their organizations fully aware of all new member policies.

B. New Member Education

1. New member education is an organization's means of specifying plans and programs for membership intake.
2. New member education serves as the organization's agreement with the College, and therefore must outline details of the new member program.
3. New member education must:
 - a. Be submitted every term that an organization wishes to participate in membership intake.
 - b. Be submitted and reviewed prior to start of recruitment activities. (Deadlines for filing reports will be determined by the Office of Greek Life for each term).
 - c. Have the signatures and approval of the new member educator, the presiding chapter president, and the chapter advisor.
 - d. Be approved by the Office of Greek Life prior to proceeding with the outlined program.
4. Any activity that occurs outside the parameters described in the approved new member education program is not permitted.

C. New Member Education Policy

Before New Member Education begins, each new member educator within a chapter must attend a training session sponsored by the Office of Greek Life. Training sessions will take place at the beginning and/or end of each academic term. Exceptions to this policy can be granted by the Office of Greek Life Director. The absence will only be approved when documentation regarding the absence from the training session is submitted. If a training session is not offered before you would like to conduct new member education, an individual training session can be requested by the new member educator. These policies and procedures are applicable to all New Member Education periods for all groups.

1. New Member Education Guidelines
 - a. "New Member" means pledge, associate member, aspirant, etc.
 - b. New member education shall begin immediately after the end of formal recruitment, sink night or pledging ceremony.
 - c. Greek chapters have six weeks from the date of affiliation/induction to conclude all new member education and initiation activities. Initiation for these chapters must be completed no later than one week before the week of final exams.
 - d. No more than fifteen (15) hours of activities per week may be required, not including study hours.

- e. Because members and new members must be allowed time for sleep and study on evenings prior to classes, no activities may occur between midnight and 7 a.m. Sunday through Thursday.
 - f. No overnight activities are allowed without prior written permission from the Office of Greek Life, and must be included on the calendar submitted to and approved by your chapter advisor.
 - g. Academic performance by new members must take priority over new member activities. No required new member activities may be scheduled which conflict with academic commitments.
 - h. No alcohol shall be present at any new member program, activity or ritual of the chapter.
 - i. Hazing is prohibited; please see Dartmouth's Hazing Policy.
 - j. The chapter must provide each new member with a copy of the new member education guidelines on the first day of new member education and submit for each new member a signed membership card within the first week of joining the organization.
2. New Member Education Program Content
- Contents of the new member education program must be approved by the Chapter Advisor and the Office of Greek Life Director. Once approved, the program may not be altered without prior approval. Contents of the new member education program that must be filed with the Office of Greek Life and must be provided to all new members at the beginning of the program, include the following:
- a. *Statement of Purpose*: including mission and goals of the program. This should be a paragraph introducing the principles of the chapter, and the primary objectives of the new member education program.
 - b. *Expectations of a New Member*: New members must be told in the beginning everything they will need to accomplish as a new member. Examples include GPA requirement, community service hours, study hours, dues, chapter activities, etc.
 - c. *Expectations of a Current Member*: Before new member education begins, each chapter should discuss with all members the role(s) each member plays during new member education and what is acceptable and what is not. All members should take responsibility for member education.
 - d. *Scholarship Program*: Academics should be the new member's first priority during new member education. Programs should be designed in a way that emphasizes the importance of academics, and new member activities should never interfere with studying for serious projects or exams. Study hours/tables should be included on the calendar.
 - e. *Big Brother or Big Sister Program*: A Big Brother or Big Sister, when used correctly, can provide valuable resources for the new member, and can help the new member become better acclimated to fraternity or sorority life. A list of expectations should be articulated

- in the program for the big brothers/sisters, including academic support and integrating the new members into the chapter.
- f. *Membership Card*: Each new member must sign a member card online within one week of joining.
 - g. *Letter to Parents Sent at the Beginning of the Process*: Communication with parents is critical in the new member education process. Fraternities and sororities should communicate with them on a regular basis. Each new member educator should send a letter immediately following rush introducing him or herself to the family, discussing financial obligations, and providing contact information. Parents should be encouraged to contact the fraternity or sorority if there is perceived problems with the new member process. The initial letter that will be sent by the new member educator must be submitted with the program.
 - h. *Internal Judicial Procedures*: to ensure all members are following the program. Each chapter should have an internal judicial procedure to deal with violations of the new member education program. Members should be held accountable for going against the ideals of the program and engaging in any hazing activities.
 - i. *Calendar of All New Member and Chapter Events (including dates and locations)*: All new member activities (including dates and times) should be listed on a calendar of events for the entire duration of new member education.
 - j. *Explanation of Confidential Reporting*: system for hazing violations within chapter. New members should have the ability to talk with members regarding any hazing activities. The chapter should have a system in place that encourages new members to come forward to members regarding hazing incidents that may have occurred. The system must include a prohibition on any form of harassment or retaliation against a member or new member who in good faith reports possible hazing activities to the chapter or its officers, the national organization, the College, or law enforcement officials.
2. The following sections must be detailed and approved by the Office of Greek Life but do not need to be included in the new members' information binders:
- a. Goals of the new member program. Explain the overarching values, mission or principles of the new member program and how the activities new members participate in teach and reinforce those values, mission or principles.
 - b. Detailed description of all new member activities. The program must include a detailed description of all new member activities and how those activities relate to the goals of the program. As some activities are ritualistic in nature, please indicate those on your calendar.
 - c. *Chapter and Organizational History*: Education about your fraternity or sorority is very important. Please include the basic information you

plan to teach the new members, including the methods that you plan to use to test them.

- d. *Leadership Development*: Leadership is an important aspect of fraternity and sorority life. Leadership should be nurtured in new members from the beginning of new member education. New members can learn leadership skills through responsibility (such as planning a service project), or by holding elected positions in the new member class, and pairing the new member officers with their chapter counterparts.
3. Members of an organization or team who are concerned that some of its activities do not comply with Dartmouth's new hazing policy may consult the Office of Greek Life Director confidentially for guidance. Under the Fresh Steps program, an organization that fully discloses past or recent behavior in violation of the Hazing Policy will receive assistance as the group develops a new plan to replace the activities in question. With this disclosure, and full implementation of the program, the organization will not face College disciplinary action for the previous activities disclosed.

D. New Member Contracts

1. New Member Contracts are forms that are signed online by the new member
2. New Member Contracts must be signed by all new members of organizations for the Office of Greek Life to recognize membership in the organization.
3. Sections of New Member Contracts:
 - a. A copy and acknowledgement of New Hampshire and Dartmouth College's Hazing Policy.
 - b. A release form allowing the Office of Greek Life, scholarship chair, president and advisor access to member GPA's.
 - c. A release form allowing the Office of Greek Life, housing assignment coordinator, president and advisor access to member D-Plans.
 - d. A release form allowing the Office of Greek Life access to the Office of Judicial Affairs outcomes involving sexual harassment or misconduct.

IV. Hazing Policy

Dartmouth College Hazing Policy

Hazing is strictly prohibited at Dartmouth College, by both College policy and New Hampshire law. Dartmouth College is first and foremost an educational institution. College hazing prevention policies and response procedures for hazing incidents are based on that educational mission.

Definitions

Dartmouth College's definition of hazing includes but is not limited to activities that would fall within the New Hampshire statutory definition of hazing (RSA 631:7).

Under New Hampshire law and College policy, hazing is defined as: "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in an act, when

1. Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
2. Such act is a condition of initiation into, admission into, continued membership in or association with any organization."

Dartmouth's definition of hazing also includes the following activities if they occur as part of initiation or admission into an organization, group or team, or are required for continued membership in an organization, group or team:

- the consumption of alcohol, drugs, or other substances
- removing, damaging or destroying property
- behavior that disrupts College or community activities
- violating any Standard of Conduct or College policy.

Even when demeaning or embarrassing behaviors do not appear overtly harmful in themselves, as where the participants appear to engage in them willingly, they may constitute hazing if they are part of an organization's initiation or activities involving members and if they are likely to produce mental or physical discomfort, stress, embarrassment, harassment, or ridicule. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring.

The definition of hazing applies whether or not the participants or others perceive the behavior as "voluntary." The implied or expressed consent of any person toward whom an act of hazing is directed is not a defense. Assertions that the conduct or activity was not part of an official organizational event or was not officially sanctioned or approved by the organization are also not a defense. This definition applies to behavior on or off College property or organization premises.

Accomplice Responsibility

No student, College employee, College volunteer, student organization, athletic team, or other College-recognized group or association should participate in, solicit, direct, aid, conduct or participate as a witness in hazing.

A student is responsible for behavior when he or she solicits, aids or attempts to aid another person in planning or committing the behavior.

Group Accountability

An organization or team can only haze through the actions of individual students. However, as outlined in the [Group Accountability Statement](#), organizations have an obligation to uphold the [Standards of Conduct](#) and applicable policies, including the Hazing Policy. Organizations that engage in hazing can expect to be held accountable as an organization or team for that activity.

Additional sanctions may apply to an organization, group or team which fails or refuses to identify individual members involved in hazing and/or retaliates against anyone who acts to stop or report hazing activity.

Education and Prevention

Educational Programs

Dartmouth Athletics, Student Life, Residential Education and other departments responsible for overseeing student organizations and groups are conducting ongoing educational activities to promote positive group identity and prevent hazing behavior. Educational activities will occur throughout the academic year.

Pre-Clearance of Member Education Activities

All member education programs must be approved in advance by the appropriate department responsible for overseeing the organization, group or team involved. In deciding whether to approve the program, the department will consider whether the proposed activity constitutes hazing as defined above and also whether the activity is likely to produce or would be perceived by a reasonable person as likely to produce mental or physical discomfort, stress, embarrassment, harassment, or ridicule. Organizations, groups and teams may not engage in any member activities that have not been approved by the responsible department.

Safety and Security Walk-Throughs

To promote student safety throughout the year, Safety and Security will conduct unscheduled and unannounced walk-throughs, similar to those currently conducted under the AMP policy. Random walk-throughs will follow existing protocols, but will be unscheduled and unannounced.

These walk-throughs will cover common spaces in all Dartmouth residential buildings, including residence halls, affinity houses, undergraduate societies and Greek-letter organizations. Private rooms will not be subject to walk-throughs, consistent with current practice, and student guides will accompany officers at walk-throughs conducted in fraternities and sororities whenever possible. Random walk-throughs of common residential spaces will occur several times a week across the campus, throughout the year.

Hazing Reports

Allegations of hazing, including anonymous allegations, may be reported 24 hours a day via the Dartmouth LiveSafe app, the online reporting form, the Hanover Police (603-646-2222 or 911 in an emergency), or to [Safety and Security](#) (603-646-4000).

Dartmouth students and employees are required to notify appropriate College officials of any perceived instance of hazing, as defined by College policy and/or New Hampshire law. Reports may be made directly to the Department of Safety and Security or local law enforcement, or to coaches, advisors, undergraduate deans or other College officials who have responsibilities for student organizations. Employees receiving such reports must share them with the Department of Safety and Security,

which is responsible for determining whether the alleged behavior must be reported to law enforcement authorities. Under state law, the College is obliged to report hazing to law enforcement.

Any Dartmouth undergraduate identified as a potential witness must cooperate fully in the course of the investigation or disposition of possible violations of this policy or any Standard of Conduct. Cooperation may include meeting or communicating with Safety and Security, the Office of Judicial Affairs, deans, or other College officials as requested. It is an expectation of citizenship in this community that students with information about possible violations of community standards respond and participate when called. Failure to do so may result in disciplinary action.

Individual Student Reporting and Immunity

A student who reports activity that may fall within the definition of hazing and who cooperates fully as a witness in the investigation and disciplinary process will not be subject to College disciplinary sanctions even if his or her own conduct violated the hazing policy, unless the conduct the student engaged in caused physical harm to another. Students who choose to report and request immunity for their own conduct under this policy should know that they may be liable for criminal and civil penalties that are beyond Dartmouth's control.

Fresh Start Organizational Amnesty Policy

Members of an organization, group or team who are concerned that some of the organization's activities do not comply with Dartmouth's hazing policy may consult their supervising department head (e.g. Athletics, Collis, Greek Life, OPO) confidentially for guidance. Under the Fresh Start program, an organization that fully discloses past or recent behavior in violation of the Hazing Policy will receive assistance as the group develops a new plan to replace the activities in question. With this disclosure, and full implementation of the program, the organization will not face College disciplinary action for the activities disclosed, unless the conduct contributed to causing physical harm to others. Organizations, groups or teams who choose to report and request amnesty for their conduct under this policy should know that they may be liable for criminal and civil penalties that are beyond Dartmouth's control.

Hazing Outcomes and Accountability

Students and organizations may be subject to criminal prosecution for violation of the New Hampshire law prohibiting hazing. Conduct or events that may constitute hazing and that could result in disciplinary sanctions will be referred to the Judicial Affairs Office for possible adjudication by the Committee on Standards and/or the Organizational Adjudication Committee.

Individual undergraduate students found responsible for violations of this policy should be prepared for significant individual sanctions, up to and including suspension or permanent separation from the College.

Student organizations, groups or teams found responsible for violations of this policy should be prepared for significant organizational sanctions, up to and including, loss of member recruitment privileges, suspension or revocation of organizational activity and/or recognition. The full range of possible sanctions for individual and organizational violations of this policy and the College Standards of Conduct can be found in the [Dartmouth College Student Handbook](#).

Civil Penalties

Hazing harms individuals, limits the development of genuine and trusting relationships within an organization, and is a violation of College policy and State law. Additionally, students, coaches, advisors, corporation members, and parents can be sued in civil court for damages that result from the mental and/or physical harm caused by hazing. According to the [Fraternal Information and Planning Group](#), most insurance policies exclude damages caused by hazing from coverage.

The information that follows, adapted from [stophazing.org](#), provides a framework for considering whether certain behaviors may constitute hazing.

Outcome Reporting

As a further means of holding an organization or team that hazes accountable for its actions, the details of hazing violations, and the consequences to the organization or team, will be reported publicly on an annual basis, provided that a public report would not cause additional harm to the students who have been hazed.

Purpose of the Policy

Hazing is an unproductive and hazardous custom that is incongruous with organizational and community values. It has no place in college life, either on or off campus. No policy can address, in specific fashion, all possible situations which may take place. Students and organizations are expected to conduct themselves and their activities in a spirit of social responsibility and respect for others.

Students should ask themselves if they could satisfactorily explain a questionable activity to parents, the parents of a fellow-student, a College official, a police officer, or a judge. If not, then the activity probably constitutes hazing. When in doubt about an activity, students should ask a dean, coach, or other College employee who works with student organizations, groups or teams. They can provide additional examples of behaviors that might constitute hazing, examples of positive group-building activities, assistance with organizing non-hazing events to foster teamwork and cohesiveness, and other relevant information and support.

Hazing Checklist

- Did the incident involve physical abuse?
- Sleep deprivation, physical strain, hitting/slapping?
- Was alcohol consumed? Drugs?
- Would the student be willing to describe the event to the President or in a public forum?

- Was safety at risk? Could it have been?
- Was there an injury?
- Is there the possibility of psychological effects from the event?

Positive Member Activities

There are member activities that are positive and educationally valid. There is a wide array of activities in which members of College-affiliated groups, organizations, and teams can engage that positively nurture camaraderie and team building, promote the development of self-esteem, and develop unity, connectedness, and a sense of belonging.

Because it is not always clear to individuals which activities are unacceptable and constitute hazing, student leaders and members of student groups are required to consult with groups' advisors, coaches, or other College officials responsible for the program or activity in advance of the planned event. Activities which detract from the goal of fostering the personal and intellectual development of our students have no place on our campus.

Characteristics of Membership

In addition to the definitions of membership outlined with each organization's Constitution and Bylaws, the Office of Greek Life at Dartmouth College recognizes anyone retaining the following privileges and criteria as a member of an organization:

- Attendance at members' only events (i.e. house meeting, social events, community service outings, etc.).
- Financial and/or personal contributions to an organization (i.e. dues, donated items, etc.).
- Engagement in new member processes.
- Having big brothers, big sisters or iterations thereof.
- Being referred to or recognized by any member of an organization as a brother or sister.
- Any behavior that would lead the Office of Greek Life to believe and individual has become affiliated with an organization.

Organizational Requirements

Have and maintain at least four members to either be granted recognition, or to be eligible to maintain recognition thereafter. There must be at least four students enrolled and registered for classes during each of the fall, winter, and spring terms.

Educate all of its new and initiated members about the requirements of the organization's constitution and bylaws (including National or International policies, where applicable), all rules and policies of the Office of Greek Life, Dartmouth College, and applicable local, state, and federal laws.

Maintain current membership records with the Office of Greek Life (all New Members must sign a [membership contract](#) with the College at the time he or she joins a recognized Greek letter organization; all resignation paperwork from the

Office of Greek Life must be completed when individuals terminate their membership with the organization).

Resignation of Membership

In addition to any forms and procedures that an individual must undertake in accordance with their organization's constitution and by-laws, the following steps must be taken to resign membership in a recognized Greek letter organization.

Completion of the Greek Letter Organization Resignation form – obtained from the Office of Greek Life.

The form must be signed by the treasurer, president, and advisor of the organization prior to being presented to the Office of Greek Life administration for final approval.

Alumni Boards, Advisors, and National Headquarters

I. Preamble: Purpose and Scope

The stability of any organization is often directly related to the degree to which national organizations and alumni involve themselves with the business and activities of the undergraduate organization. Therefore, in order to receive and maintain recognition, all Greek letter organizations & societies must have an active non-undergraduate advisor, and active advisory committee or a corporation board. Organizations in ownership of a physical plant are required to have a corporate board as the title for the physical plant must be held by a corporate board in the State of New Hampshire. This document outlines the responsibilities and type of oversight required of all advisors, committees, graduate chapter overseers, Corporation Boards, etc. (hereafter referred to as 'The Advisor').

II. Alumni Boards

Alumni and alumni boards exist to support and advise the undergraduate organization, and to maintain communication between the undergraduate members and the alumni members regarding all matters related to the organization, its finances, activities, risk management, and dealings with the College.

1. The alumni board must meet annually to review the status of the undergraduate organization.
2. The alumni board works to provide advice and consultation to ensure that the organization is operating in accordance with all federal, state, and local laws, as well as all College and Office of Greek Life policies.
3. The alumni board will cooperate and fully assist, as requested by the Office of Greek Life, if an organization has failed to comply with any of the College policies, regulations, or procedures.
4. Alumni must work in consultation with the undergraduate officers to ensure their organization is in financial "good standing" and therefore compliant with fiscal responsibilities.

III. Advisors and Advisory Groups

Some organizations function with local, regional, or national advisors or advisory boards. For these groups the Office of Greek Life looks for these advisors to support and advise the undergraduate organization, and to maintain communication between the undergraduate members and the alumni members regarding all matters related to the organization, its finances, activities, risk management, and dealings with the College.

1. Advisors and advisory groups work to provide advice and consultation to ensure that the organization is operating in accordance with all federal, state, and local laws, as well as all College and Office of Greek Life policies.

2. Advisors and advisory groups will cooperate and fully assist, as requested by the Office of Greek Life, if an organization has failed to comply with any of the College policies, regulations, or procedures.
3. Advisors and advisory groups must work in consultation with the undergraduate officers to ensure their organization is in financial "good standing" and therefore compliant with fiscal responsibilities.

IV. 24 Hour Contact Policy

In our quest to maintain strong communication among advisors, alumni, and national headquarters, staff of the Office of Greek Life will be following a model of communication that extends beyond our undergraduate and immediate campus community.

As an educational institution, Dartmouth College seeks to instill a sense of community in its members. We believe in educating the whole being and aiding students in their moral development. We also believe the students of Dartmouth College are bright individuals who make well-informed decisions. Students should be commended on the amount of responsibility they take on as leaders. The Office of Greek Life wishes to support these students and their organizations as much as possible and hope that this increased communication will help these students in their growth.

A. Policy Steps

In the case that a significant behavioral issue arises within an organization, the organization's leadership will follow the following steps:

1. Will first meet with a staff member from the Office of Greek Life to determine the situation and how the organization and/or organizational individual(s) will be held responsible.
2. As these meetings take place, and the level of seriousness of the situation is determined; the student leaders may be asked to contact alumni, advisors, or their national organization headquarters staff, or a combination.
3. The students will have 24 hours (or another agreed upon time) to notify the appropriate individuals. At that point there will be a follow-up call from a staff member from the Office of Greek Life.

B. Greek Letter Organizations & Societies Pledge to the Process

1. We recognize each situation will be handled on an individual basis, decided upon by the College or Office of Greek Life staff member and with the students.
2. Dartmouth College will continue to follow all state and national laws (FERPA, HIPPA) regarding privacy and will only communicate information which is allowed by the law.

V. Communication with Alumni/ae

All information requests related to Greek letter organizations & societies for mailings to alumni/ae must be approved by the Office of Greek Life Director.

A. Guidelines for Obtaining Alumni/ae Mailing Labels or Email Addresses

1. A representative from a Greek letter organization may to obtain a mailing request [form](#) available on the Office of Greek Life website.
2. A copy of the mailing must be submitted to the Office of Greek Life for approval, along with the completed form.
3. The form and the copy of the mailing will be reviewed and approved by the Office of Greek Life Director prior to being sent to Alumni Relations for processing.

B. Soliciting Alumni/ae for Non-Charitable Causes

1. Undergraduates are not permitted under any circumstance to solicit alumni/ae for the purposes of raising funds.
2. Soliciting funds from alumni/ae must be done by organization alumni/ae advisors or corporate officers.

Financial Oversight

I. Fiscal Responsibilities

1. The organization must obtain and maintain a proper tax-identification number under the Internal Revenue Code as a not-for-profit, social organization.
2. Both alumni and undergraduate members of the organization shall insure that funds managed by the undergraduate officers are properly kept within the College accounting system.
3. At the end of each term, organizations must submit to the Office of Greek Life and in the official format, information on all financial transactions managed by the undergraduates for the term. (Official format includes, but is not limited to the following: the organization uses the audited file, proper account categories, and has proper receipts for all transactions.)
4. The financial auditor will audit all financial information for accuracy.⁷ (Each term the financial report will be prepared by the financial auditor, and distributed to the undergraduate financial officer and appropriate alumni representative. The report can be used in assessing the financial stability of the organization, determining dues, fees, rents, and preparing tax forms.)
5. Organizations must pay their Accounts Receivable bill in full, and may not carry a balance more than 30 days past the due date before privileges are revoked.
6. Organizations must consistently balance revenues and expenditures. (Specifically, an organization must reconcile accounts and there are to be no bounced checks.)
7. Organizations may not misuse funds, such as embezzling funds, or making illegal purchases.
8. Organization financial officers must keep a notebook detailing proper financial procedures, attend the Office of Greek Life financial meetings, and ensure that there is always a member that is registered and enrolled in classes with signatory authority on the organization's bank accounts.

II. Organization Budget Preparation

Each organization must develop a comprehensive yearly budget for the operation of the organization. If an organization chooses to have more than one account (i.e. organization account, social account, etc.), all accounts must have prepared budgets. A budget will reflect all revenues, expenses and liabilities associated with:

1. *Activities Expenses*- programming, charitable donations, brotherhood / sisterhood events, academic or faculty events, sports equipment, new member orientation, diversity or cultural programs, audio/visual equipment, educational speakers, soda and refreshments, awards, etc.

⁷ Dartmouth College works with the Greek letter organizations to hire a financial auditor who works with the entire Greek letter community. The organizations each pay a small fee for the auditing services, and the College administers the auditor's paycheck and Greek-letter expenses.

2. *Chapter/ Organization-* national dues and fees (where applicable), general liability insurance, recruitment expenses, alumni/ae publications or newsletters, attendance at leadership conferences or meetings, etc.
3. *Social Expenses-* food, supplies, beverages, banquets, transportation, venue rental fees, security, rental equipment, advertising, etc.
4. *Administrative Costs-* photocopying, savings account contributions, office supplies, fines, interest/bank charges, postage, computers/software, etc.

III. Insurance

A. Requirements

All recognized Greek letter organizations & societies are required to maintain insurance with coverage and limits determined by the guidelines established by the Office of Risk and Internal Controls Services.

1. All Greek letter organizations & societies, regardless of residential status, must carry general liability insurance coverage.
2. All Greek letter organizations & societies occupying a property owned by the College are required to carry general liability insurance. It is also recommended that the organization carry coverage for the property (i.e. contents) owned by the organization itself (ceremonial or ritual equipment, composites, computers, records, historical documents, pool tables, artwork, etc.).
3. All organizations residing in a privately or non-College owned physical plant must carry general liability insurance and property insurance for the physical plant. It is also recommended that the organization carry coverage for the property owned by the organization itself (ritual equipment, composites, computers, records, historical documents, pool tables, artwork, etc.).

B. Group Purchase Policy

Coverage is available to all organizations through a group purchase arrangement coordinated by the Office of Risk and Internal Controls Services. Those organizations not participating in the group purchase must:

1. Obtain individual and aggregate limits equal to or greater than those provided through the group purchase. There must not be policy exclusions over and above those stated on the Dartmouth College group coverage
2. The separate and/or individual policies shall name the "Trustees of Dartmouth College" as Additional Insured on each policy
3. Provide the Office of Risk and Internal Controls Services with a Certificate of Insurance annually evidencing coverage, effective date, limits, exclusions, and additional insured endorsement

C. Special Insurance Needs

Those organizations wishing to purchase insurance to meet any special needs (special event, concert, personal property protection, etc.), can purchase insurance on-line through the following website: <http://www.marshcampus.com/dartmouth> and/or contact the Office of Risk and Internal Controls Services for assistance.

IV. Fundraising

Greek letter organizations & societies may raise funds for their own use or for donation to charitable causes. These funds can be generated by earning money or by soliciting donations. The following section outlines the means by which organizations may earn money or solicit donations.

A. Sales and Sales Locations

1. Recognized student organizations may sell items to raise funds from the following locations:
 - a. Hinman Post Office Area
 - b. Collis Center Lobby
 - c. Class of 53 Commons Lobby
 - d. Novack Café
 - e. Privately owned organizations may use their own private property for sales
2. These locations must be reserved through EMS scheduling
3. Door to door sales are prohibited
4. Outside vendors are prohibited
5. Organizations may not act as a “front” for an outside vendor.

B. Outreach to Businesses and Corporations

1. Local merchants may be approached for donations of funds, goods, or services.
2. Approaching National Corporations
 - a. Local offices or stores of National Corporations may be approached at the local level.
 - b. To solicit corporations at the national or corporate level contact the Office of Greek Life.
 - c. Solicitations at the national or corporate level will be reviewed by the college Office of Corporate and Foundation Relations.

C. Use of the Dartmouth Name or Indicia

1. Indicia refer to all official logos and marks that represent the college.
2. All use of Dartmouth name and indicia must be approved by the Office of the General Counsel before they are printed.

D. DASH Accounts

The steps necessary to use DASH as a tool for fundraising are listed below:

1. You may obtain hard copies of the fundraising form which requires student signatures at 303A Collis center or from OrgSync.
2. Please ensure that students write their full ID number legibly on the form and sign for the amount they are donating.
3. To process the DASH please make an appointment with the Office of Greek Life. Each page of donations can take approximately 20 minutes to input.
4. All fundraising efforts and DASH charges must be processed in the term they were collected.
5. A reimbursement for administrative cost may be requested from the total funds generated and may be made out to the organization providing that receipts are supplied to verify the cost incurred.

V. Physical Plant Finances

A. Organizations Occupying a College Owned Physical Plant

1. Reserve Security Fund: Organizations must maintain a reserve security fund at all times. The minimum amount that must be maintained in the fund will be 10% of the total annual individual room rental fee multiplied by the standard occupancy number for the specific property.⁸
2. Rent: The College determines appropriate annual rent amounts by regularly analyzing the costs associated with operating and maintaining College-owned physical plants. If any rent changes are necessary, the College will inform affected Greek letter organizations & societies of their anticipated costs no later than 60 days prior to the start of a new fiscal year. (The fiscal year runs from July 1-June 30.) Current housing costs may be found at the Undergraduate Housing website.

B. Organizations That Own a Physical Plant

1. *Physical Plant Operations Budget*: The corporation board must work with the undergraduate members to ensure that a proper annual budget for the operation and management of the physical plant facility is prepared and followed. The Operations budget will reflect all revenues, expenses and liabilities associated with the following:
2. *Building Expenses*: such as corporation and common area rent, taxes, property and contents insurance, furnishings / equipment, capital improvements, etc.
3. *Room Rents*: Termly room rents must be at least 85% of the College average room rent per term and all residents must be College billed.

⁸ The formula for calculating the minimum level= 10% x [(4 terms) x (individual room rent) x (standard occupancy number)]. When an organization plans to use its reserve fund, it must save for the cost of the planned or/purchase over and above the minimum level. The minimum reserve level must not go below the state requirement.

4. *Room Furnishings*: Private corporations managing a physical plant must provide each student residing in a private room with a bed frame and mattress, bureau, desk, chair, and a wardrobe or closet space.
5. *Utility Expenses*: such as fuel oil, electricity, telephone, cable, ethernet, water, trash/snow, etc.
6. *Operations Expenses*: such as custodians, contractors, maintenance, supplies, materials, equipment, inspections
7. *Liabilities*: such as loans, mortgages
8. *Administrative Expenses*: such as interest/finance charges, financial/legal expenses, fines, bank charges
9. *Reserve Security Fund*: Organizations must maintain a reserve security fund at all times. The minimum amount that must be maintained in the fund will be 15% of the total annual individual room rent fee multiplied by the minimum standard occupancy number for the specific property.⁹ This money is to be used for major capital improvements and major deferred maintenance. The Reserve Security Fund may be either a separate account from the Operations account, or it may be a reserve fund held separately from the undergraduates by the alumni board.
10. *Major Capital Improvements and Deferred Maintenance*: are defined as expenditures exceeding 2% of the annual House Operations income for such items as any furniture or equipment purchases (including new, replacement, or repairs) and house improvement project(s).

VI. Accounts Receivable Payment Procedures and Descriptions

A. Payment Procedures

1. The Dartmouth College Accounts Receivable (AR) bill is distributed (through the organization's mailbox on the 3rd of the Collis Center) monthly.
2. The organization has 30 days until payment is due.
3. The organization returns AR payments to the Cashiers Office/AR (Hinman Box 6163).
4. Organizations that are 15 days past due will receive a letter warning of impending loss of privileges if payment is not received on or before 30 days past due.
5. Organizations that are 30 days past due will lose privileges until payment is received. Privileges lost will include at least the following: the loss of social hosting privileges and the ability to make further charges to the A/R account.

B. General Liability and Property Insurance Premiums

⁹ The formula for calculating the minimum level = 15% x [(4 terms) x (85% of the college individual room rent) x (minimum standard occupancy number)]. When an organization plans to use its reserve fund it must save for the cost of the planned work/purchase over and above the minimum level. The minimum reserve level must not go below the stated requirement.

Organizations participating in the group purchase insurance option have an insurance policy that runs from April 1 – March 31. The annual insurance premium is posted to each organization's Accounts Receivable bill during the spring term. These bills become due within 30 days upon receipt (to be paid in accordance with the Accounts Receivable Payment Procedures). Organizations should budget for a minimum annual increase of 5%-7% of the previous year's premium.

C. Financial Assistance Fee

Each term organizations are assessed a fee to cover the costs of the auditing services that are offered by the Greek letter organization financial auditor. This assessment is posted to each organization's Accounts Receivable bill and becomes due according to the standard Accounts Receivable Payment Procedures.

D. College Billing

Organizations have an opportunity to bill their members for dues and rent (or other applicable charges) at the beginning of each term. These lists are submitted to the Office of Greek Life and then the charges are posted to the individual student accounts. The total money collected on behalf of the chapter is then dispensed to the organization via a check.

E. Town of Hanover Property Taxes (Organizations That Own a Physical Plant)

The Tax Department collects three kinds of taxes: property tax, yield tax, and land use change tax. In addition, this office collects sewer rents and issues vendor permits.

1. Property taxes are billed on or around June 1 and November 1, and payable on or before July 1 and December 1 each year. Tax rates vary depending on the district in which the property is located. The tax bills do not get posted to the College Accounts Receivable Bill. All tax bills are the individual responsibility of the organization / corporate entity who owns the property. Contact: assessor@hanovernh.org
2. Property assessment can be accessed [here](#).

Housing Policies

I. Residential Space

1. Organizations may only occupy College-approved housing.
2. Organizations seeking to enter a lease for any type of physical plant which is not owned by the College (i.e. former fraternity property, off-campus property, etc.) or purchase a physical plant must obtain approval from the College and the town, so that the organization does not violate the terms of its recognition.
 - a. Organizations may only reside in properties that carry property insurance which is equivalent to the property insurance coverage offered in the Dartmouth College Office of Greek Life Group Insurance Policy.
 - b. Organizations that reside in a non-College owned property are expected to meet all requirements described under the Physical Plant Management section for "Organizations which own a Physical Plant."

II. Eligibility

1. Dartmouth undergraduate students are eligible to reside in their organization's physical plant when they have met all of the following criteria:
 - a. The student is an undergraduate member of the organization that is occupying the physical plant in which s/he seeks to live
 - b. The student has an 'R' (defined as registered for classes) as his/ her Dartmouth enrollment status for the term in which housing is sought
 - c. The student is eligible to reside in college housing¹⁰ and is in good standing (as defined by College disciplinary proceedings) with the College. (Students who have been prohibited from living in College housing are not eligible to reside in any Greek letter organization physical plant.)
 - i. Leave term (or other actively enrolled) students may be eligible to reside in a Greek letter organization physical plant only after the organization has completely met its required occupancy level by housing students who have 'R's in their D-plans, and with the express permission of the Office of Greek Life.
 - ii. Students can live in College-recognized Greek houses beginning in the winter term of their sophomore year, and in undergraduate society houses beginning in the fall term of their sophomore year.

¹⁰ [Housing policy states](#): "Upper-class students who are in good standing with the College are eligible to apply for on-campus housing. Priority is given to on-time applicants with a D-plan indicating that they will be enrolled on campus for the term(s) for which they seek housing. If a student's enrollment pattern later changes, the assigned will be canceled and the student notified. It is each student's responsibility to monitor his/her enrollment pattern."

2. Graduate student, fifth-year Thayer BE students, and alumni/ae members of the organization are eligible to reside in a Greek letter organization physical plant if the following criteria are met:
 - a. The Office of Greek Life gives express permission, which shall not be unreasonably withheld, for such an individual to reside in the physical plant before the organization houses the person
 - b. The organization has completely met its required minimum occupancy number by housing members who have an 'R' in their D-plan
 - i. Seniors who complete college work early may continue to reside in the facility until graduation as long as they remain in good standing with the college
 - c. The individual is enrolled as a student at Dartmouth College
 - d. The individual is: 1.) an advisor to the organization, or 2.) serving as part of a specific programmatic aspect of the organization
 - e. The individual is required to purchase either a [Smart Choice or a Block Choice dining plan](#).
3. Any chapter found housing non-members without following the explicit expectations in this policy will be fined twice the current standard college housing room rent per violation

III. Occupancy Requirements

College recognized Greek letter organizations & societies that reside in physical plants of any kind must meet their required occupancy numbers each term by the Housing Occupancy Deadline each term, please refer to the [Undergraduate Housing website](#).

1. Recognized organizations with any type of physical plant must maintain a membership size that ensures compliance with the required occupancy.
2. During the summer term only when the sophomore class are the primary residents, Greek letter organizations & societies may deviate from their required occupancy number for the term as indicated below.
 - a. Organizations with College-owned physical plants must fill to at least 75% of their required occupancy in order to remain open for summer term. These organizations may house leave term students during summer term provided that the students are working on campus or conducting research on campus for a minimum of 30 hours per week. Documentation of campus work must be provided to the Undergraduate Housing office along with the roster and contract. College-owned physical plants that are not filled to 75% of required occupancy by the housing deadline will be closed for summer term.
 - b. Organizations with privately-owned physical plants do not have an occupancy requirement for summer term.
3. An organization has the obligation to fill its house with its current membership.
 - a. If an organization is below its standard occupancy number, and has members with 'R's in their D-plans who are living somewhere other

- than the house, the organization is responsible for having these members fill the housing vacancies until the required occupancy number is met. There are to be no vacancies in a house when an organization has enough members with 'R's in their D-plans to comply with the required occupancy number. This is applicable during every term- summer, fall, winter, and spring.
- b. In special instances, an organization may be granted permission from the Undergraduate Housing office to fill its vacant spaces with non-members, provided both conditions (i-ii below) are satisfied:
 - i. Any non-member resident must be a Dartmouth undergraduate who has completed four terms at Dartmouth. (Transfer students must have successfully completed one term at Dartmouth).¹¹
 - ii. In the case of a privately-owned facility, the alumni board must grant permission for any non-member residents to reside in its physical plant.
4. If an organization falls below the required occupancy number, the College will help the organization fill vacant spaces in order to ensure that the undergraduate residential system in its entirety continues to accommodate the maximum number of enrolled students in any given term (subject to conditions a & b above).
- a. If an organization has members with 'R's in their D-plan living in College housing, these members may be reassigned to spaces in the organization's physical plant to fill the vacancies.
 - b. After vacancies have been filled by members, and an organization has exhausted the possibility of filling the vacant spaces with non-members, the College may assist the organization in filling those vacant spaces with other undergraduate student(s) as appropriate (subject to conditions a & b above).
 - c. In the case of a College-owned facility, the College may require a change in the member to non-member room ratio to best meet the needs of the residential life system OR the College may reassign the organization to a space that more appropriately suits the size of the membership; or the College may withdraw the organization's residential status if its membership size cannot support occupying a physical plant.
 - d. In the case of a privately-owned facility, the College may work with the alumni board to lease the vacant spaces for a given amount of time, and then sublease these spaces back to students who apply through the Housing Application process.
 - e. No organization can house students without an active student affiliation with Dartmouth College

¹¹ Any non-member residing in a Greek letter organization physical plant shall have the same obligations, rights, and privileges as members with respect to the common areas in the building. The Greek letter organizations may from time to time use areas of the house for business purposes, and exclude non-members from designated areas, provided that non-member residents and their personal guests shall at all times have reasonable access to their rooms.

5. In all circumstances, if an organization falls below its required occupancy number, social restrictions may be revoked until the occupancy number is met.
6. The undergraduate organization's president, house manager and financial officer (treasurer) must reside in the organization's designated residential space during their current term of office. These students count towards the required occupancy number even if they are on a leave term.

IV. Housing Contracts

1. All individuals residing in a Greek letter organization physical plant must complete a Greek letter organization housing contract, available online from the Undergraduate Housing Office.
2. Only students with contracts on file with the Dartmouth College Undergraduate Housing office may be billed for rent.
3. All individuals residing in a Greek letter organization physical plant (including leave term residents) are required to purchase either a Smart Choice or a Block Choice dining plan.
4. Students who have signed a contract to reside in a Greek letter organization physical plant for a given term are not eligible to participate in other campus housing processes for the term (e.g. Room Draw). Students can only be released from the contract with written permission from the organization's Housing Coordinator or President and approval from the Undergraduate Housing office.
 - a. Students may not be released from a Greek letter organization housing contract to reside in an undergraduate residence hall if the release would result in the organization falling below its required occupancy number.
 - b. For fall term housing only, students may be released from a Greek letter organization housing contract to participate in Room Draw only if the release is granted at least one week prior to the first Room Draw event for the relevant fall term.
 - c. For Fall Term: Students who cancel an assignment in a Greek letter organization physical plant before the cancellation deadline will be subject to a \$250 [contract cancellation fee](#). Students who cancel an assignment in a Greek letter organization physical plant after the cancellation deadline, but before the start of term will be subject to a \$500 contract cancellation fee.
 - d. For Winter/Spring/Summer Term: Students who cancel an assignment in a Greek letter organization physical plant after the cancellation deadline for the term will be subject to a \$500 [contract cancellation fee](#).
 - e. A student must sign a new Greek letter organization housing contract each academic term.

V. Housing Assignment Requirements

1. Each organization must designate a member to serve as the housing assignment coordinator for the organization. The housing assignment coordinator is responsible for submitting room assignment rosters and contracts to the Dartmouth College Undergraduate Housing office by the scheduled housing deadline each term.
2. The Dartmouth College Undergraduate Housing office will provide each organization with a roster template that lists all of the available rooms in its physical plant and outlines the information necessary for the Housing Office to make housing assignments. This roster template must be used when submitting room assignments to the Undergraduate Housing Office.
3. To facilitate planning, organizations must submit housing lists for the upcoming term. A full roster must be submitted including the room assignment, Dartmouth ID number and class year for each resident, as well as a list of the president, house manager and treasurer.
 - a. Any resident not listed as an active Dartmouth-affiliated student must have permission from the Office of Greek Life Director to reside in the facility before they move in. Organizations submitting rosters that do not include all residents face a fine twice the college room rate.
4. During spring term, organizations will be asked to submit housing assignments for both summer term and fall term. Officer elections and room draw meetings for these terms should be held prior to the housing assignment deadline.
5. Any additions, cancellations or changes to room assignments made after a room assignment roster is submitted should be sent in writing via email to the Associate Director of Undergraduate Housing. Changes should be reported promptly as they affect billing, meal plans, keys, etc.
6. Students are expected to reside in the rooms designated on the roster or as reflected in any subsequent room changes submitted in writing and approved by the Associate Director of Undergraduate Housing.

VI. Housing Assignment Deadlines

1. Housing assignment deadlines may be found at the [Undergraduate Housing website](#).
2. Organizations that fail to submit complete housing information by the deadlines outlined above are subject to the following penalties:
 - a. A fine of \$1,000.00
 - b. For fall term only, no member of a Greek letter organization may participate in Room Draw for fall term until the organization has met its required occupancy for the term by submitting a complete roster with room assignments and signed contracts for all residents.
 - c. Any changes or updates may be found [here](#).

Interim Housing

1. Students residing in a college-owned Greek letter organization physical plant must abide by the [Interim Housing procedures](#) as outlined at If officers are required to stay during the interim period to perform duties for the organization they must apply for interim housing through the normal process. Documentation of house-related responsibilities during the interim period must be sent to the Undergraduate Housing office by the organization's advisor or the Office of Greek Life Director.
2. Permission must be sought from the Housing Assignment Coordinator, President and/or Alumni Corporation for interim housing in private physical plants.
3. Any student/students occupying and/or utilizing space in a private or college-owned physical plant must adhere to all rules outlined for physical plant upkeep.

Physical Plant Management

I. Preamble

The policies in this document clarify all requirements and responsibilities of recognized Greek letter organizations & societies that have the privilege of being residential or occupying a physical plant. These policies cover the care and maintenance of facilities, fiscal management, safety codes, and housing occupancies.

II. Physical Plant Requirements

1. Properly care for the physical facility, attend to all maintenance and cleaning issues, and abide by the appropriate use of and occupancy requirements for its specified physical plant. Furthermore, a Greek letter organization must abide by the statements as outlined below. (Applies to all Greek letter organizations & societies that have the privilege of occupying a physical plant.
 - a. A Greek letter organization or undergraduate society must maintain and operate the organization's residential facility (or other property) at all times in compliance with those laws, regulations, rules and other requirements relating to fire safety, fire prevention, general safety, and health which shall from time to time be imposed with respect to such facilities by any governmental agency or by the college
 - b. A Greek letter organization or undergraduate society must maintain and utilize the grounds and exterior of its building in a manner consistent with Dartmouth College policies and the Dartmouth College Residential Operations, Alumni Advising and Physical Plant Policies
 - c. A Greek letter organization or undergraduate society must maintain an adequate membership size in order to be in compliance with the standard occupancy number and the housing policies
 - d. A Greek letter organization or undergraduate society must comply with the directive that college officers may enter an organization's physical plant as they deem necessary
 - e. Any Greek letter organization or undergraduate society renting a physical plant that is not owned by the college must provide the Office of Risk and Internal Controls Services with a certificate of insurance for property coverage that is equal to or greater than the coverage offered through the group purchase plan. (Property insurance for college-owned buildings will be maintained by the College's blanket property coverage.)
2. Disruptions to neighbors coming from the house or outside grounds including the parking areas should not occur. Most neighbors are willing to tolerate noise from events coming from inside the house during reasonable hours. For those living near your facilities "reasonable hours" generally do not go beyond 11 pm or midnight. While the college allows events beyond these hours each organization is expected to control their

environment in such a way that neighbors are not disturbed. In addition, members and guests entering and leaving your facilities or using the parking lots are expected to respect the neighbors and not to disturb them. Organizations will need to develop internal mechanisms which ensure that noise from the house or exterior areas do not cause a disruption

3. Vomiting, urination or defecation outside on your property is a health hazard and by most neighborhood standards in any community rude and offensive. Organizations are expected to ensure that members, guests and other visitors to their property do not engage in this behavior outside of the facility on the grounds, from windows, porches or fire escapes. (Fire escapes are safety devices and are only to be used in the event of an emergency).

III. College Owned Physical Plants (For Privately Owned Physical Plants see Section IV)

In addition to complying with the policies outlined for all organizations, ‘the Advisor’ of an undergraduate organization that resides in a college-owned property must work in consultation with the undergraduate officers to ensure compliance with the following policies:

A. House Manager

Organizations occupying a college physical plant must designate an undergraduate member of the organization to serve as the liaison to Residential Operations staff, specifically a ‘House Manager’ for the physical plant. The House Manager is responsible for coordinating the maintenance and care of the physical plant to ensure the organization is in compliance with Residential Operations and Undergraduate Housing guidelines, and making sure safety hazards are eliminated.

1. The house manager must live in the physical plant while serving in that role.
2. The house manager must fulfill all requests, attend required training sessions, and cooperate with all inspections as determined by Residential Operations staff.

B. Fiscal Responsibilities

1. Reserve Security Fund: Organizations must maintain a reserve security fund at all times. The minimum amount that must be maintained in the fund will be 10% of the total annual individual room rental fee multiplied by the standard occupancy number for the specific property.¹²
2. The college determines appropriate annual rent amounts by regularly analyzing the costs associated with operating and maintaining college-

¹² The formula for calculating the minimum level = 10% x [(4 terms) x (individual room rent) x (standard occupancy number)]. When an organization plans to use its reserve fund, it must save for the cost of the planned work/purchase over and above the minimum level. The minimum reserve level must not go below the state requirement.

owned physical plants. If any rent changes are necessary, the college will inform affected Greek letter organization of their anticipated costs no later than 60 days prior to the start of a new fiscal year. (The fiscal year runs from July 1-June 30.)

C. Terms of Occupancy in a College Owned Property

(The terms of occupancy of college-owned property are set forth in this section.)

1. Organizations must abide by all terms and conditions specified in this agreement to maintain the privilege of being a residential organization.
2. Organizations, its members, invitees or licensees, shall utilize the premises in a manner consistent with the guidelines specified in Policies, Expectations, and Privileges for Greek Letter Organizations (first chapter of this document).
3. Any previous legal agreements between a specific Greek letter organization and the college regarding housing and property will be honored to the prearranged guidelines.
4. All college housing policies must be adhered to by the organization (and its individual room occupants) occupying a college owned property. These policies are listed in full detail [here](#).
5. Organizations shall not make any alterations, additions or improvements in or to any part of the premises without the college's prior consent.
6. Organizations shall indemnify and hold the college harmless for any loss, cost, or damage, including attorney's fees and expenses of litigation, resulting from the negligence or willful acts of the organization, its members, guests, or licensees.
7. Organizations occupying a college property will have access to cable service and ethernet or wireless computer service that is comparable to that service provided to residents living in other college operated facilities.
8. Organizations may not lease, sublet, underlet, license, or assign the property or physical plant or any part thereof, including parking spaces, for any duration of time. (Organizations may however, lend their space to other organizations for programming and campus events. If alcohol is involved, organizations must obtain permission from the Office of Greek Life before allowing another group to use the space.) Organizations may not permit any other person, firm or corporation to occupy the premises or any part thereof without consent of the college.
9. The college will supply each student in a private room with a single bed frame and mattress, bureau, bookshelf, desk, chair, and a wardrobe or closet space. When an organization changes to a full-sized bed frame and mattress, this bed becomes the responsibility of the organization when either or both parts of the bed frame need to be replaced.
10. Common Area Furniture:
 - a. Organizations occupying a college property will be supplied with furniture for the common areas of the facility (common areas may

- include, depending on specific property: a living room/ lounge, library, kitchen, laundry room).
- b. The size and amount of furniture will be determined by Residential Operations and based on the standard occupancy rate of the specific property.
 - c. Organizations will be expected to properly care for the furniture (as determined by Residential Operations staff). Any furniture damages or replacement costs (due to mistreatment) will be assessed to the organization, or in some circumstances the individual residents of the physical plant.
 - d. Misuse or persistent damage to college property of any kind will result in the loss of organizational privileges.
 - e. Organizations may use their own funds (separate from their required minimum reserve security funds) to purchase additional decorations and furniture for property it occupies. These purchases must be approved by Residential Operations to ensure code compliance.
11. Custodial Service: The college will provide regular custodial services in its physical plants. (The duties of the custodian are to keep the common areas clean, provide routine maintenance, empty trash in common areas, and otherwise keep the building up to college standards. It is not a custodian's job to clean a student's room or excessive messes left in common areas.)

D. Physical Plant Safety Code

1. Exterior
 - a. *Fire Escapes*: They must be neat and clear at all times.
 - b. *All Means of Egress*: There must be clear access, without obstructions, to the outside and to all fire escapes. All exits shall be clearly marked. (Any variance from this standard must be approved by Residential Operations in order to ensure compliance with town codes. Similarly, all means of egress must be addressed as defined in the Fuller Physical Plant audit.)
 - c. *Roof System*: No one will be allowed on the roof unless it is an area approved by Residential Operations.
 - d. *Waste Disposal*: Dumpsters may only be used for appropriate waste. Environmental or toxic waste must be disposed of properly according to college, local, state, or federal regulations.
2. Interior
 - a. *Furniture*: Each piece must be of heavy-duty quality, intact, clean, and free of odors and stains. There must be no holes in cushions and upholstery. All furnishings must be constructed of UL approved fire-retardant materials and meet California Technical Bulletin 117.
 - b. *Open Flames*: The burning of incense, candles, or any other item with an open flame is prohibited in private rooms. An organization may

- burn candles in the common areas for such things as ritual and ceremonies provided the flame is attended to at all times.¹³
- c. *Fireplaces*: Inoperable fireplaces will be sealed off and be duly marked by Residential Operations. Fireplaces that remain in use must be equipped with suitable fireplace tools and screens. Fireplaces in private rooms may not be used.
 - d. *Electrical System*: All extension cords must be UL approved heavy duty with ground (3 prong) or contain a circuit breaker. Use of multiple extension cords and the use of “splitters” or “octopuses” are prohibited. Overloading or the placing of wires under rugs through doorways, or where they can be stepped on is prohibited. Defective wiring on lamps, radios, stereos and other room appliances must be repaired or replaced.
 - e. *Fire Extinguishers*: There must be a monthly check conducted by either FO&M or a college designated company to determine that each fire extinguisher is fully charged and in operable condition, and has a valid inspection tag. Any time a fire extinguisher is discharged and/or empty FO&M must service it.
 - f. *Sprinkler Systems*: There must be clear, lighted and unlocked access to the main sprinkler valve. All sprinkler pipes throughout the house must be clear of articles and hanging items. Nothing may be stored higher than 18" to any sprinkler head. This means an 18" plane extending out at least 7 ½ feet from any sprinkler head.
 - g. *Heating System*: The room enclosing the heating unit must be kept free of all articles and must not be used for a storage area for combustibles, flammables or explosive items (soda, aerosol cans, etc.). Space heaters are prohibited in all spaces. An operable ten-pound ABC fire extinguisher must be hanging outside the door to the boiler room.
 - h. *Basement and Common Areas*: At no time may common areas have a quantity of occupants that exceeds the code designation for that area (See Appendix F for Fire Code Capacities).
 - i. *Stairways and Hallways*: Areas must be kept clear of all obstructions.
 - j. *Private Rooms*: All spaces must comply with code designated numbers of occupants. Furniture and curtains, etc., must be positioned to not obstruct sprinkler operation. Lofts are prohibited in college-owned buildings. Stoves, space heaters, hot plates, warmers and cooking equipment are prohibited in private rooms.
 - k. *Storage Spaces*: Storage spaces must be neatly organized with labeled articles, clear access lanes and 18" sprinkler head clearance. All sprinkler pipes throughout the house must be clear of articles and hanging items. Nothing may be stored higher than 18" to any sprinkler head. This means an 18" plane extending out at least 7 ½ feet from any sprinkler head. Storing anything in a boiler room or oil tank room is prohibited.

¹³ *Dartmouth College Student Handbook* advises use of open flames by insisting that someone must be in the presence of the flame at all times. Greek letter organizations must make sure flames are always attended.

- l. *Heating System*: The room enclosing the heating unit must be kept free
- m. *Means of Egress*: There must be no bikes or other obstructions stored, parked or kept in any portion of the means of egress, to include corridors, stairways, hallways, entries, ramps or sidewalks leading from a building to a public way.
- n. *Waste Material*: Ashes or combustible waste materials may not remain on the premises unless in a safe enclosure of bricks, stone, or metal, and in consultation with college staff. Hazardous, toxic, or waste that is potentially harmful to the environment (paint/paint cans, lead, etc.) may not remain on the premises, and must be disposed of immediately and according to the proper environmental safety standards in consultation with college staff.
- o. *Flammable Material*: Any flammable or combustible liquid (such as oil based paint, thinner, or solvent) that is not in active use must be stored in the physical plant in an approved fire-rated cabinet.

E. Physical Plant Standards for Regular Maintenance

All Greek letter organization must show reasonable care in the maintenance and upkeep of the premises including individual rooms and the common areas. Willful abuse or destruction of property by members or guests shall constitute a violation of the terms of occupancy in a college property, which may result in the loss of privileges, compensatory fees, or other disciplinary action.

- 1. Exterior
 - The exterior areas of the facility including the grounds around the property, porches, and parking areas are to be kept neat and well cared for. This means that the grounds should be checked daily for trash and debris on the yard. Furniture should be kept neat and orderly in appropriate locations and not left strewn about the yard after their use. No interior furniture should not be taken outside or used outside at any time.
 - a. *Grounds*: Must be free of all litter at all times. Trash cans may be on the lawns during an event only, and then removed when the event is over. All post-event clean-up must be completed by 8:00 am the morning immediately following the event. There may not be any vehicles or motorcycles parked on the lawns at any time.
 - b. *Shrubs, flowerbeds*: The college will provide care for existing shrubs and flowerbed areas by making sure they are weeded, trimmed, mulched and winterkill replaced. If an organization wishes to make any changes or additions to the current landscaping, it must be approved by Residential Operations before an organization may alter the surroundings of the physical plant in any manner.
 - c. *Porches*: Porches must be clean, neat and free of litter and hazardous debris. Barbecue units are prohibited on wooden porches. Appropriate outdoor furniture must be used on porches. At no time may interior furniture be used on the exterior.

- d. *Walkways*: All walks must be free of litter, articles, or debris.
- e. *Parking*: All student vehicles must be registered and a list of all occupants submitted to the Parking Office at the beginning of each term. Parking must be in designated spaces only and inoperable vehicles must be moved immediately. The parking office may ticket vehicles where no parking is allowed (lawns, fire lanes, etc.).
- f. *Dumpsters*: Dumpsters must have covers on at all times. The area around the dumpster must be free of litter or bulk trash.
- g. *Bicycle Racks*: Bicycles must be parked at a bike rack when not in use. Bikes may not be parked in hallways, entryways, access ramps, or stairways. Bicycles must be registered with the Department of Safety and Security.
- h. *Exterior Doors*: Lock code combinations or keys will be accessible and on file with Residential Operations, Department of Safety and Security, and the Hanover Fire Department. All changes to locking mechanisms must go through Residential Operations staff.

2. Interior

The care and maintenance of the interior of the physical plant is both the responsibility of the college as the owner and the responsibility of the organization as occupant of the facility. All concerns pertaining to the physical plant must be reported to Residential Operations staff as soon as they arise.

- a. *Floors*: They must be clean and free of dirt, stains, litter, odor and residue.
- b. *Carpets*: All carpets must be intact, free of holes, without dirt, stains or residue.
- c. *Walls and Ceilings*: All surfaces must be intact, free of holes, damaged wallboard or plaster. Organizations may only paint walls with the express approval of Residential Operations staff.
- d. *Basement and Common Areas*: All floors, walls and ceilings must be clean and free of residue, odor and stains.
- e. *Bars*: Mass refrigeration units (keg refrigerator, alcohol refrigerator) and tap systems (Carbon dioxide pumping units) are not permitted at any time in the physical plants.
- f. *Bathrooms*: All areas in bathrooms must be free of litter, dirt, odors and standing water. Floors must be free of water and litter. Wastebaskets must be clean and odor free.
- g. *Kitchen Areas*: All kitchen counters, stove and food preparation areas must be clean, free of perishable foods, grease and dirty dishes and utensils. The fire extinguisher must remain in the kitchen in case of fire while cooking.
- h. *Recycling*: Trash cans and Zero Sort recycling containers may not be stored in the enclosed stair area. They must be kept in the corridors on either side of the stair enclosure, and there must be no more than one trash can and one Zero Sort recycling container per side. Any other trash cans and Zero Sort recycling containers must be in a location that

is approved by Residential Operations staff and/or the Hanover Fire Department.

F. Termination of Occupancy in a College Owned Property

1. The organization shall give the college a written notice at least 30 days prior to the date that it desires to no longer reside in the premises assigned.
2. The Office of Greek Life Director will give at least 30 days written notice to an organization residing in a college owned property should any one of the following events occur:
 - a. Recognition of the organization is revoked pursuant to the Dartmouth College Policies, Expectations, and Privileges for Greek Organization Recognition (first chapter of this handbook)
 - b. The Dartmouth College Board of Trustees shall have determined that the overriding demonstrated needs of Dartmouth College require the use of the property for purposes other than Greek letter organization housing
 - c. Recognized Greek letter organizations at Dartmouth College shall have been discontinued by the Dartmouth College Board of Trustees
 - d. The college shall have determined that there exists a facility that is better suited to the needs of the organization in light of the size of its membership and space required for its activities¹⁴
 - e. The organization materially breaches the terms of occupancy or otherwise materially defaults with respect to the terms outlined in this document and fails to cure such breach of default after notification from the college¹⁵
 - f. The property becomes un-tenantable¹⁶
 - g. Surrender at Termination. The organization shall not make or suffer any damages on the premises, and it shall peaceably quit or deliver up

¹⁴ Refer to II, C, of the Physical Plant Management Section of this Document.

¹⁵ This includes all terms outlined in this document; additionally, if the organization's property shall be taken on execution or other process of law, or if any assignment shall be made of the organization's property for the benefit of creditors, or if any receiver or other similar officer should be appointed to take charge of its property or to wind up its affairs, or if a petition in bankruptcy or insolvency is made, such event shall constitute a breach of the terms of occupancy.

In the case of the breach of the conditions of occupancy, the College may terminate the lease by giving 30 days written notice of termination in writing to the organization. Upon delivery of such notice of termination the College may enter upon the premises or any part thereof in the name of the whole, and repossess the same as of the College's former estate, and expel the organization and those claiming through of under the organization and remove the effects of either or both (forcibly if necessary) without being deemed guilty of any manner of trespass and without prejudice to any remedies the College has to repossess itself of the premises by process of law or to recover damages for such breach or default. The organization shall pay to the College all of the College's damages, costs, and expenses, including attorney's fees, caused, resulting from, or necessitated by the organization's failure to perform its obligations as outlined in this document or by the organization's failure to surrender possession of the premises as such time as the College may lawfully demand possession thereof.

¹⁶ A property may become untenable by suffering substantial damage by fire or other casualty to the extent that the College in its sole discretion determines that it is uneconomical to restore or repair the facility; or the property may be apportioned, condemned, or taken under the power of eminent domain by any public or quasi-judicial authority and therefore the organization shall be released from any further liability.

the premises when required to do so, in as good order and condition, reasonable wear and tear excepted, as when the property was provided (and with improvements that were made throughout its occupancy).

III. Privately Owned Physical Plants

In addition to complying with the policies outlined for all organizations, an alumni/corporate board advising an undergraduate organization that resides in a private property must work in consultation with the undergraduate officers to ensure compliance with the following policies.

An alumni board that serves as the corporation for a physical plant is responsible for overseeing the care and management of its property.

Alumni boards must maintain regular communication between the undergraduate members and the alumni members regarding all matters related to the physical plant, including convening regular meetings, distributing minutes, and updating alumni bylaws. In most cases, an alumni board has both legal and fiscal responsibility for the undergraduate organization that it oversees.

An organization's alumni board must work in consultation with the undergraduate officers to ensure compliance with the following policies:

A. House Manager

Organizations that own a physical plant must designate an undergraduate member of the organization to serve as the liaison to the alumni board, Residential Operations and the Office of Greek Life staff, specifically a "House Manager" for the physical plant. The House Manager is responsible for coordinating the maintenance and care of the physical plant to ensure the organization is in compliance with the Residential Operations and Office of Greek Life guidelines and make sure safety hazards are eliminated.

1. The House Manager must live in the physical plant while serving in that role. In the case of an out-going House Manager wanting to remain in the house, he or she must assume all responsibilities of the newly-elected house manager for the term.
2. The House Manager must fulfill all requests, attend required training sessions, and cooperate with all inspections as determined by Residential Operations staff.

B. Fiscal Responsibilities

1. Physical Plant Operations Budget (hereafter referred to as "Operations"): The corporation board must work with the undergraduate members to ensure that a proper annual budget for the operation and management of

the physical plant facility is prepared and followed. The Operations budget will reflect all revenues, expenses and liabilities associated with the following:

- a. *Building Expenses*: corporation and common area rent, taxes, property and contents insurance, furnishings / equipment, capital improvements, etc.
 - i. Room Rents: Termly room rents must be at least 85% of the college average room rent per term and all residents must be college billed.
 - ii. Private corporations managing a physical plant must provide each student residing in a private room with a bed frame and mattress, bureau, bookshelf, desk, chair, and a wardrobe or closet space.
- b. *Utility Expenses*: oil, electricity, telephone, cable, ethernet, water, trash/snow, etc.
- c. *Operations Expenses*: custodians, contractors, maintenance, supplies, materials, equipment, inspections
- d. *Liabilities*: loans, mortgages
- e. *Administrative Expenses*: interest/finance charges, financial/legal expenses, fines, bank charges
- f. *Reserve Security Fund*: Organizations must maintain a reserve security fund at all times. The minimum amount that must be maintained in the fund will be 15% of the total annual individual room rent fee multiplied by the minimum standard occupancy number for the specific property.¹⁷ This money is to be used for major capital improvements and major deferred maintenance.
 - i. The Reserve Security Fund may be either a separate account from the Operations account, or it may be a reserve fund held separately from the undergraduates by the alumni board.
 - ii. Major capital improvements and deferred maintenance are defined as expenditures exceeding 2% of the annual House Operations income for such items as any furniture or equipment purchases (including new, replacement, or repairs) and house improvement project(s).

C. Physical Plant Safety Code

1. Exterior
 - a. *Chimney*: The outside brickwork must be pointed and intact. The flue liner must be free of creosote and intact. There must be a separate flue and damper for each operable fireplace or heating unit. An inoperable

¹⁷ The formula for calculating the minimum level = 15% x [(4 terms) x (85% of the college individual room rent) x (minimum standard occupancy number)]. When an organization plans to use its reserve fund it must save for the cost of the planned work/purchase over and above the minimum level. The minimum reserve level must not go below the stated requirement.

fireplace shall be defined as one completely sealed off so as to prevent any accidental use.

- b. *Fire Escapes*: All fire escapes must be constructed of non-combustible materials and be of the stair or ladder type of construction with balconies or platforms at each floor. They must be neat and clear at all times including the removal of snow and ice. Organizations are required to develop rules and regulations regarding the use of fire escapes that are consistent with college policy.
- c. *All Means of Egress*: All doors leading to the outside or to fire escapes must open outward, be equipped with panic hardware and have no locks. There must be clear access, without obstructions, to the outside and to all fire escapes. All exits shall be clearly marked. (Any variance from this standard must be approved by Residential Operations in order to ensure compliance with town codes. Similarly, all means of egress must be addressed as defined in the Fuller Physical Plant audit.)
- d. *Exterior Lighting*: Adequate units must cover all outside exits, roadways, and parking lots and be UL-approved.
- e. *Exterior Doors*: All egress doors must be intact and operable. They must be equipped with panic hardware, exit signs to a second means of egress, entry locks with keys or combinations, self-closing devices and weather-stripping. Lock code combinations or keys must be on file with Residential Operations, Department of Safety and Security, and the Hanover Fire Department. All changes to locking mechanisms must be updated within 24 hours from when the change has gone into effect.
- f. *Waste Disposal*: Dumpsters may only be used for appropriate waste. Environmental or toxic waste must be disposed of properly according to college, local, state, or federal regulations.

2. Interior

- a. *Furniture*: Each piece must be of heavy-duty quality, intact, clean, and free of odors and stains. There must be no holes in cushions and upholstery. All furnishings must be constructed of UL approved fire-retardant materials and meet California Technical Bulletin 117.
- b. *Fireplaces*: All fireplaces must have pointed brickwork, intact mantel, operable flue, 100% screen coverage and be equipped with suitable fireplace tools. Inoperable fireplaces must be sealed off and be duly marked. In which case, they are not required to have the previously mentioned equipment. Fireplaces that remain in use must carry an annual inspection certificate from a professional chimney sweeping company.
- c. *Open Flames*: The burning of incense, candles, or any other item with an open flame is prohibited in private rooms. An organization may

- burn candles in the common areas for such things as ritual and ceremonies provided the flame is attended to at all times.¹⁸
- d. *Doors*: All doors leading to boiler room enclosures must be of 1-1/2 hour UL approved construction with self-closing devices.
 - e. *Electrical System*:
 - i. All electrical systems must meet current code requirements including adequate grounded and/or convenience outlets, and adequate panel, feeder and switch gear capacity. The main panel must be enclosed with a fireproof door, with a flashlight and extra fuses.
 - ii. All circuits must be according to wire size; oversize fuses or substitutes such as wires, pennies, etc. are prohibited. Fuses must be no larger than 15 amps without written permission from a licensed electrician. All fixtures must be intact, with bulbs installed and UL approved.
 - iii. All extension cords must be UL approved heavy duty with ground (3 prong) or contain a circuit breaker. Use of multiple extension cords and the use of "octopuses" or "splitters" are prohibited. Overloading or the placing of wires under rugs, through doorways, or where they can be stepped on is prohibited. Defective wiring on lamps, radios, stereos and other room appliances must be repaired or replaced.
 - f. *Fire Extinguishers*:
 - i. There must be a monthly check conducted by either FO&M or a college designated company to determine that each fire extinguisher is fully charged, in operable condition, and has a valid inspection tag. Any time a fire extinguisher is discharged and/or empty, FO&M must service it.
 - ii. It is the responsibility of each organization to arrange for and to fund the correction of discrepancies noted. (Residential Operations will maintain master files for each property tracking the frequency of inspections. Alumni boards are also encouraged to do the same.)
 - iii. All pressurized water extinguishers and all CO2 extinguishers require hydro-testing every five years.
 - iv. All dry chemical extinguishers require hydro-testing every twelve years with additional specific maintenance performed every six years
 - g. *Sprinkler Systems*:
 - i. There must be clear, lighted and unlocked access to the main sprinkler valve.
 - ii. Hangers and pipes must be intact and secure.
 - iii. All sprinkler pipes throughout the house must be clear of articles and hanging items. Nothing may be stored higher than

¹⁸ *Dartmouth College Student Handbook* advises use of open flames by insisting that someone must be in the presence of the flame at all times. Greek letter organizations must make sure flames are always attended.

18" to any sprinkler head. This means an 18" plane extending out at least 7 ½ feet from any sprinkler head.

h. *Heating System:*

- i. All heating units must be maintained in good working order and cleaned annually by the fuel oil supplier.
- ii. The room enclosing the heating unit must be kept free of all articles and must not be used for a storage area for combustibles, flammables or explosive items (soda, aerosol cans, etc.).
- iii. Space heaters are prohibited in all spaces.
- iv. An operable ten-pound ABC Fire extinguisher must be hanging outside the door to the boiler room. All units must be enclosed with fireproof sheetrock and UL approved 1 1/2 hour self-closing fire door.
- v. Heating units and heating fuel storage facilities must meet minimum standards required by the state, town and insurance company. The insurance company inspects these units every 2nd year and issues a permit.

i. *Basement and Common Areas:*

- i. All areas must be equipped with emergency lighting, illuminated exits with panic hardware, and posted fire safety occupancy limits.
- ii. At no time may common areas have a quantity of occupants that exceeds the code designation.

j. *Stairways and Hallways:*

- i. All areas must be kept clear of obstructions, articles, etc.
- ii. All areas must have exit signs, emergency lighting, and a closed stairwell with a self-closing UL-approved fire door.
- iii. All hallways on each floor must be equipped with a Class "A" fire extinguisher and each house must have a house phone.
- iv. Stairways must have intact banisters, rails, rugs and stair treads.

k. *Private Rooms:*

- i. All spaces must comply with code designated numbers of occupants.
- ii. Each room must have intact, 20 minute fire rated doors with self-closing devices or an existing 1 3/4 inch solid wood door approved by the Hanover Fire Department.
- iii. Lofts and curtains, etc. must be positioned to not obstruct sprinkler operation (lofts are prohibited in college-owned buildings.) All lofts in privately owned buildings must have a sprinkler head above and under for proper coverage.
- iv. Stoves, space heaters, hot plates, warmers and cooking equipment are prohibited from use in private rooms.

- l. *Storage Spaces*: Storage spaces must be neatly organized with labeled articles, clear access lanes and 18" sprinkler head clearance. Storing anything in a boiler room or oil tank room is prohibited.
- m. *Waste Material*: Ashes must be scooped into metal bucket and removed. Combustible waste materials may not remain on the premises unless in a safe enclosure of bricks, stone, or metal and in consultation with college staff. Hazardous, toxic, or waste that is potentially harmful to the environment (paint/paint cans, lead, etc.) may not remain on the premises and must be disposed of immediately and according to the proper environmental safety standards in consultation with college staff.
- n. *Flammable Material*: Any flammable or combustible material combustible liquid (such as oil based paint, thinner, or solvent) that is not in active use must be stored in the physical plant in an approved fire-rated cabinet.
- o. *Means of Egress*: There must be no bikes or other obstructions stored, parked or kept in any portion of the means of egress, to include corridors, stairways, hallways, entries, ramps or sidewalks leading from a building to a public way.

D. Physical Plant Standards of Regular Maintenance

1. Exterior
 - a. *Foundation*: All masonry must be intact, without cracks, settlement or deterioration. Adequate drainage must be provided to prevent leaks.
 - b. *Exterior Paint, Trim*: Walls, trim and shutters must be clean and intact, without signs of peeling, chipping, blistering or other damage to the integrity of the surface. All gaps and openings must be caulked and/or filled with suitable sealing compound.
 - c. *Porches*: Porches must be in good condition, clean, neat and free of litter and hazardous debris. Barbecue units are prohibited on wooden porches. Appropriate outdoor furniture must be used on porches. At no time may interior furniture be used on the exterior.
 - d. *Brickwork*: Exterior brick and cement work must be clean, pointed, intact, waterproof and without gaps or loose bricks.
 - e. *Windows*: All windows must be functional, with the exception of basement level windows, which may be sealed with permission from Residential Operations. Existing storm windows must be kept in operable condition to reduce heat loss. All windows must be puttied, caulked, and painted.
 - f. *Roof System*: Shingle and slate roofs must be free of leaks, broken or worn shingles. Valleys, peaks and drip edges must be intact and properly drained. No one will be allowed on the roof unless it is an area approved by Residential Operations. All roofs should be inspected yearly by a qualified roofing company or FO&M.

- g. *Gutters*: Where applicable, all gutters must be attached, clean, intact and free of leaks. They must direct water away from the foundation or into a drainage system.
- h. *Grounds*: Must be free of all litter at all times. Trash cans may be on the lawns during an event only, and then removed when the event is over. Lawns must be kept neatly trimmed. All post-event clean-up must be completed by 8:00 am the morning immediately following the event. There may not be any vehicles or motorcycles parked on the lawns at any time.
- i. *Shrubs, Flowerbeds and Trees*: Dead, diseased and dangerous trees must be removed. Shrubs and flowerbed areas must be weeded, trimmed, mulched and winterkill replaced.
- j. *Walkways*: All walks must be of cement, gravel, slate or asphalt construction. They must be intact and without cracks, holes, chips on stairs, free of litter and articles, and clear of snow and ice in winter.
- k. *Parking*: All student vehicles must be registered and a list of all occupants submitted to the Parking Office at the beginning of each term. Parking must be in designated spaces only and inoperable vehicles must be moved immediately. Surface must be of gravel or asphalt construction, without potholes and with adequate drainage. The parking office may ticket vehicles where no parking is allowed (lawns, fire lanes, etc.).
- l. *Dumpsters*: Dumpsters must have covers on at all times. If the dumpsters have cracks or holes, the organization must notify the trash hauler to repair or replace the dumpster. The area around the dumpster must be free of litter or bulk trash.
- m. *Bicycle Racks*: On a daily basis, bicycles should be parked at a bike rack when not in use. Bikes may not be parked in hallways, entryways, access ramps, stairways. Bicycles must be registered with the Department of Safety and Security.
- n. The exterior areas of the facility including the grounds around the property, porches, and parking areas are to be kept neat and well cared for. This means that the grounds should be checked daily for trash and debris on the yard. Furniture should be kept neat and orderly in appropriate locations and not left strewn about the yard after their use. college furniture should be returned to interior locations after use.

2. Interior

- a. *Floors*: The floors must be structurally intact and meet design load requirements. All vinyl composite tiles must have adequate floor finish for maintainability. All wood floors must be polyurethane coated (or the equivalent) on a yearly basis (or per college staff recommendations). They must be clean and free of dirt, stains, litter, odor and residue.
- b. *Carpets*: All carpets must be intact, odorless, and clean, without dirt, stains or residue.

- c. *Walls and Ceilings*: All surfaces must be intact, free of holes, damaged wallboard or plaster. They must be adequately painted, clean and of UL-approved construction.
- d. *Pets*: If an alumni corporation board permits pets or animals in the facility, the pets must be properly cared for and attended to at all time. Organizations must comply with all local ordinances and laws regarding animals. If a pet appears to pose a threat or harm to others (people, other animals, etc.), the college may revoke an organizations' privilege to have animals as part of the terms of its recognition.
- e. *Basement and Common Areas*: All floors, walls and ceilings must be clean and free of residue, odor and stains.
- f. *Bars*: Mass refrigeration units (keg refrigerator, alcohol refrigerator) and tap systems (carbon dioxide pumping units) are not permitted at any time in the physical plants.
- g. *Bathrooms*:
 - i. All bathroom sinks, toilets and showers must be functional, without leaks, and meet code requirements per occupant. All areas in bathrooms must be free of litter, dirt, odors and standing water. Tile and porcelain must be intact and free of dirt and spots. Floors must be free of water and litter. Wastebaskets must be clean and odor free.
 - ii. Each bathroom must be equipped with toilet paper holders, UL-approved grounded outlets, adequate lighting and where appropriate, exhaust fans, toilet cubby holes for toilet articles, sanitary napkin dispensers and paper towel holders.
- h. *Kitchen Areas*:
 - i. All kitchen counters, stove and food preparation areas must be clean, free of perishable foods, grease and dirty dishes and utensils.
 - ii. The area must include a five-pound CO2 or ABC fire extinguisher and adequate grounded UL-approved electric circuits for each appliance in use.
 - iii. The areas must include a window or exhaust fan or other proper ventilation or air purification equipment.
- i. *Recycling*: Trash cans and aluminum can recycling containers may not be stored in the enclosed stair area. They must be kept in the corridors on either side of the stair enclosure and there must be no more than one trash can and one aluminum can recycling container per side. Any other recycling container must be in a location that is approved by Residential Operations staff and/or the Hanover Fire Department.

E. House Rules

1. Alumni boards are strongly encouraged to develop rules and regulations regarding proper use of the physical plant. These rules may include guidelines for such things as: interim housing, types of activities held in the physical plant, fire evacuation and safety plans, storage, pets, opening

and closing the facility, decorations and furnishings, halogen lamps, space heaters, candles, guests, through hikers, etc.

2. Alumni boards are encouraged to submit copies of these house rules along with the corporate bylaws to the Office of Greek Life anytime they are changed or updated.

IV. Residential Operations Clean Grounds Policy

1. Grounds must be free of litter at all times. Trash cans may be on the lawns during an event only, and then removed when the event is over. Lawns must be kept neatly trimmed. All post-event clean-up must be completed by 8:00 am the morning immediately following the event.
2. If Residential Operations Clean Grounds Policy is violated the following sanctions will occur on a termly basis.
 - a. First offense: The organization will receive a Warning and the organization will be required to write and plan of action for keeping the grounds litter free and submit the plan to the Associate Director of Residential Operations.
 - b. Second offense: The organization will be assessed a \$200 fine.
 - c. Third offense: The organization will receive social probation for two weeks immediately after notification. (No social events with alcohol will be allowed). No alcohol will be allowed in any common area space of the facility.
 - d. Third offense and beyond: Extension of social probation.

V. Residential Operations Housekeeping Inspection Policy

1. Housekeeping inspections occur on Monday and Friday afternoons. If Residential Operations Housekeeping Inspection Policy is violated the following sanctions will occur on a termly basis.
 - a. First offense: The organization will receive a Warning and the organization will be required to write and plan of action for keeping the physical plant clean and submit the plan to the Associate Director of Residential Operations.
 - b. Second offense: The organization will be assessed a \$200 fine.
 - c. Third offense: The organization will receive social probation for two weeks immediately after notification. No alcohol will be allowed in any common area space of the facility.
 - d. Third offense and beyond: Extension of social probation.
2. If an organization fails a Housekeeping Inspection, a re-inspection will occur within a 72 hour period. It is an expectation that an organization pass the re-inspection.

VI. Disposal of Household Hazardous Materials

It is everyone's responsibility to manage household hazardous waste safely and properly. In an effort to keep your buildings clean, Environmental Health and Safety (EHS) asks that you please do the following:

1. If a container has the words "corrosive", "flammable", "combustible" or "toxic/poison" this means that the material is hazardous and must not be disposed as regular trash.
2. Recycle all batteries, fluorescent light bulbs, computers and televisions.
3. Always purchase non-mercury thermometers. If you can't tell, a mercury thermometer contains gray liquid.
4. Always buy latex paint. If you have leftovers, the paint must be dry but it can be disposed of in the regular trash. No liquid paint can be disposed into regular trash.
5. Never buy more than you need. Larger quantities may be cheaper but if you don't use it all then you must dispose of it. Or it accumulates as clutter in your buildings.
6. Never dispose of oil-based paints, thinner, motor oil in the regular trash or leave next to a dumpster. It is an environmental crime to leave this material for regular trash pick-up.
7. When you hire outside contractors to do work in your buildings, ask them to take any unused materials with them.
8. Purchase metal cabinets so that all materials can be housed in one location. If you have oil-based paints, special flammable storage cabinets are required. These are expensive.
9. If you change the oil in your automobile, dispose of the oil at the Hanover Coop gas station to be recycled.
10. If you do have "household hazardous wastes" or recyclables, please notify Bernard Haskell in Residential Operations at least two weeks before the end of the term.

VII. Fees and Assessments

1. Fire Safety Assessments are determined by the Associate Director of Residential Operations and may be made as a result of the Associate Director of Residential Operations scheduled Fire Safety and Health Code Inspections, weekly housekeeping inspections or spot checks. These assessments are applied to the organization's Accounts Receivable bill.
 - a. There is a mandatory \$100 assessment for any life safety/health code violation. This may be reduced to \$50 if the infraction is due to a faulty or unapproved extension cord and the organization corrects the problem within one week of notification. In order to be considered for this reduction, an organization must provide the Associate Director of Residential Operations with a receipt of purchase for an approved extension.

- b. At times, the fire alarm in a Greek letter organization physical plant rings. If it is determined after an investigation that the incident was malicious (i.e. a false alarm was intentionally caused, etc.) the organization will be assessed by the Town of Hanover per Hanover regulations. The counter for these offenses resets to zero on January 1 of each year. For more information please click [here](#).
 - i. 1st Offense: Free
 - ii. 2nd Offense: \$100
 - iii. 3rd Offense: \$200
 - iv. 4th Offense and beyond: \$300 per response
- c. Re-inspection assessments are determined by the Associate Director of Residential Operations when more than one Residential Operations Fire Safety and Health Code Inspection or weekly housekeeping inspection of the physical plant is warranted. The re-inspection assessment is \$75.
- 2. Missed Housekeeping Inspection Assessments are determined by the Associate Director of Residential Operations. Organizations are assessed \$25 if a House Manager fails to fulfill his/her obligation to conduct two Greek letter organization housekeeping inspections during the term.
- 3. Other physical plant assessments may be applied to an organization's Accounts Receivable bill according to the standard protocols for billing for damage or for violating the Office of Greek Life terms and conditions of occupancy. For an explanation of any particular assessment contact the Office of Greek Life directly.

VIII. Verification of Physical Plant Compliance and Accountability

The Office of Greek Life has responsibility for the implementation and enforcement of policies.

- 1. Any person that observes or is aware of a violation of these stated policies shall report the violation to the Associate Director of Residential Operations for action.
- 2. College officers may enter an organization's physical plant as they deem necessary.
- 3. The Associate Director of Residential Operations will conduct regular inspections to evaluate fire safety, health codes, and cleanliness to ensure compliance with physical plant management.
- 4. The college may institute additional expectations and rules with respect to the fire, health and safety matters, appearance, condition and maintenance of these properties.
- 5. The Associate Director of Residential Operations reserves the right to demand timely adherence by organizations to all areas pertaining to the physical plant and property expectations. An organization found to be in non-compliance in any area will be given a reasonable period of time to correct the deficiency. Failure to correct noted deficiencies within the specified period of time will be viewed as a violation and will result in the

Associate Director of Residential Operations taking appropriate measures to ensure that work is completed. The organization will be billed for all work contracted by Associate Director of Residential Operations and may also be subjected to the loss of privileges.

IX. Schedule of Physical Plant Inspections

Type	Frequency	Inspector
FISH (Fire, Safety, Health Code Inspections), smoke detectors, private rooms	Termly	Residential Operations Town of Hanover
Housekeeping	3 per term	Residential Operations Peer House Manager
Extinguisher	Monthly	Facilities Operations and Management
Sprinkler Systems/Compressors	Termly	Third-Party Vendor specializing in sprinkler systems
Grounds/Premises	Daily	Residential Operations/Any College Officials Peer House Manager
Fire Alarms and Emergency Lights	Termly	Facilities Operations and Management/Residential Operations
Residential Operations Audit	Spring Term	Residential Operations/College Officials
Safety Checks (Walk- Throughs)	Weekly	Safety and Security Officers

Programming

I. Six Guiding Principles & Programming

In addition to addressing the needs of the membership of an organization and adding to their overall experience at Dartmouth College, the programming that occurs within Greek letter organizations & societies should reflect the Six Guiding Principles listed below:

1. to pursue the acquisition of knowledge, with individual academic excellence as the primary goal (Scholarship)
2. to teach skill development for use within the Greek Life community and the broader community (Leadership)
3. to foster an ethic of support and care through community involvement and outreach (Service/Philanthropy)
4. to establish and nurture lifelong friendships among all member (Brotherhood/Sisterhood)
5. to build a community that embraces diversity and appreciates differences in thought and opinion (Inclusion)
6. to act responsibly with regard to choices, decisions, and behaviors, and to maintain the integrity of these principles by insisting that all members live up to them both in spirit and action. It is understood that Greek organizations are accountable to Dartmouth College and the Dartmouth community, to the membership of each individual organization, and to their Greek Life peers (Accountability).

II. Co-sponsorship and Funding

A. Greek Leadership Council Funding

1. The Greek Leadership Council distributes a portion of the funding to each governing council for appropriate use towards their programming efforts.
2. Organizations may approach each governing council or the Greek Leadership Council to request co-sponsorship for events being planned by a Greek letter organization.
3. GLC funds may not be used for events with alcohol.

B. The following types of events will be given priority

1. Events sponsored by multiple Greek organizations
2. Events that outwardly improve the image of the Greek community at Dartmouth College
3. Events that have an educational focus
4. Events beyond the funding capability of an individual organization

III. Outdoor Activities

A. Obtaining an Outdoor Permit

Please complete and email the [form](#) to Conferences and Special Events at least two weeks before your event. Once approved by the Conferences and Special Events office, the permit will be forwarded to the Hanover Town Offices, which need a minimum of 10 business days before final approval.

A permit is required for any of the following: amplified sound, outdoor gatherings of more than 20 people, tents, blocking of roads or sidewalks, parades, or races.

B. Regulations and Guidelines related to Rallies, Marches, and Vigils

Click [here](#) for more information.

C. Requesting a tent

Click [here](#) for more information.

D. Blocking of Webster Avenue

This information was provided by the Conferences and Special Events Office to assist in the planning of activities that may require the blocking of Webster Avenue. Should you have any questions, please contact the Conferences and Special Events Office.

In our endeavor to continue being a good neighbor we are establishing new procedures regarding the blocking off of Webster Avenue. Please adhere to the following procedures listed below

Please complete and email the [form](#) to Conferences and Special Events at least six weeks before your event. Once approved by the Conferences and Special Events office, the permit will be forwarded to the Hanover Town Offices, which need a minimum of 10 business days before final approval.

1. Please notify the President's Office; the Aquinas House; and the Roth Center so all parties are aware of your upcoming event. Please e-mail each person and copy the Conferences and Special Events Office. Conferences and Special Events staff can help you word the email.
2. A written notice must be sent out to the private residents around Webster Ave. to inform them of any road closing in conjunction with your event. The Conferences and Special Events Office will send this letter on your behalf, but you must first provide a brief description of the nature and purpose of the event and the reason it requires Webster Avenue to be closed. The information provided will be included in the letter to the residents.

3. At least six weeks prior to the event arrange with the Hanover Police Department to have two (2) officers at the event.
4. At least six weeks prior to the event arrange with Safety and Security to have the number of officers recommended by the department present at the event. Please e-mail the Department of Safety and Security and copy the Conferences and Special Events Office.
5. At least six weeks prior to the event arrange with the Conferences and Special Events Office for the delivery of road horses required to block off the road.

Accountability

I. Preamble

The Office of Greek Life staff shall be responsible to the Dean of the College, for overseeing the implementation and enforcement of the policies for all Greek letter organizations & societies outlined in this document. The Dean of the College, may amend these policies following consultation with the Office of Greek Life.

II. Dartmouth College Group Accountability Statement

Dartmouth College has always emphasized the importance of individual responsibility and accountability in the lives of its students. Additionally, the rights and duties of recognized student organizations also carry with them an obligation on the part of their members, collectively, to uphold the Dartmouth Community Standards of Conduct. The Dartmouth College Student Handbook has detailed information about [Group Accountability and the Standards of Conduct](#).

This statement of group accountability acknowledges that unacceptable behaviors by individuals functioning as members or officers of a student organization may have consequences for those individuals as well as for the organization. Also, the privilege of being an officer of a student organization carries with it particular responsibility for the reasonable anticipation and prevention of foreseeable violations of Dartmouth College policies, resulting from either deliberate or negligent behavior of the organization's members or guests.

In general, a recognized student organization may be held accountable for the behavior of its members and guests on its premises, at events sponsored (or co-sponsored) by the organization, or when a group including significant numbers of members or guests violates college policies. Organizations that violate college policies and Standards of Conduct are subject to sanctions. It is the responsibility of organizational officers or those in charge of an event to identify foreseeable problems that may arise and to take timely corrective action.

Sometimes it is appropriate for an organization's officers or members to ask for assistance from college offices (Department of Safety and Security) or outside agencies (police, fire department, ambulance).

The conditions under which an organization maintains responsibility for violations of college policies and standards include (but are not limited to):

1. the actions constituting the violation were tacitly or overtly condoned by the organization or its officers
2. the organization or its officers should have foreseen yet failed to take reasonable precautions against such actions
3. a policy or practice of the organization was responsible for a violation

4. the behavior in question was committed by, condoned by or involved organization officers or a significant number of organization members or guests.

In determining whether an organization or its officers failed to take reasonable precautions under clause (b), the college may take into account the repeated occurrence of relevant other incidents involving the organization.

In general, reported organizational violations of Departmental policies and standards should be addressed, and appropriate sanctions imposed, by the college office with administrative oversight of the organization. Possible violations of Dartmouth College Standards of Conduct should be reported to the Department of Safety and Security or the Undergraduate Judicial Affairs Office for disciplinary action.

III. Organizational Accountability

1. The continued success of the Greek letter community depends on the willingness of students and advisors, individually and collectively, to maintain and uphold the Greek letter organizations' Guiding Principles. These principles can best be fulfilled by maintaining a positive working relationship between the Office of Greek Life and Greek letter organizations that is based on the qualities of mutual respect, integrity, and honesty.
2. Each Greek letter organization is required to establish and abide by its organizational constitution and bylaws, code of conduct, internal adjudication policy, risk management policy, and crisis management plan which includes following all [rules and expectations articulated by Dartmouth College](#).
3. All Greek letter organizations & societies must comply with all Dartmouth College regulations and policies outlined in the Student Handbook. Individual students and recognized organizations are subject to the [rules, regulations, and policies that apply to all members of the Dartmouth community](#).
4. Greek letter organizations & societies will be held accountable for irresponsible behavior when it occurs inside or outside the confines of the house, on or off campus, when an individual or group is engaged in an [organization-sponsored or organization-related activity](#).
5. Greek letter organizations & societies will be held accountable through Dartmouth College's [Organization Adjudication Committee \(OAC\)](#) and/or by the Dean of the College for violations of Standards of Conduct and College policy (including any policy contained in this document) that occur at any time.
6. The privileges of a Greek letter organization may be restricted or suspended by the Dean of the College, pending the completion of an investigation or hearing due to alleged violations of the [Standard of Conduct](#), Dartmouth College policy or items enumerated within this document.

7. All alleged violations of the Dartmouth College Standards of Conduct will be adjudicated through the Organization Adjudication Committee.
8. The college will adjudicate alleged violations of [Residential Life policy](#) through an administrative Dean's hearing. Repeated violations may be referred to the OAC.
9. Violations of the Standards of Conduct, Terms of Recognition, Dartmouth College and/or Residential Life policies may result in but are not limited to:
 - a. The loss of privileges, up to and including the possible loss of college recognition
 - b. Educational sanctions as applicable to the alleged violation
 - c. The Dean of the College, or the Dean of the College's designee, will determine the appropriate consequence if a Greek letter organization is found to have violated a Residential Life policy or Terms of Recognition.
 - d. In some instances, an organization found to be in non-compliance in any area may be given a reasonable amount of time to correct the deficiency. Failure to correct noted deficiencies within the specified period of time will be viewed as a violation and will result in the loss of privileges, up to and including the possible loss of Dartmouth College recognition.
10. The Dean of the College, or the Office of Greek Life may withdraw Dartmouth College recognition or add additional stipulations for recognition of any Greek letter organization at any time, if the Dean of the College, or the Office of Greek Life Director determines that doing so would be in the best interest of the Dartmouth College community.

