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University Contact Information

Clay Coleman, Director of Student Activities and Greek Life

Provides primary support for Greek Life including National Organizations, House Corporations (Alumni Greek Council), House Directors, and Chapter Advisors. Oversees Greek Housing in conjunction with Facilities Management. Advises Inter-fraternity Council (IFC), Panhellenic Council, and Chapter Officers in conjunction with the Associate Director of Student Activities and Greek Life. Advising includes professional development, educational and social programming, and conduct administration.

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Teri Cugliari, Associate Director of Student Activities and Greek Life

Provides support for Greek Life including National Organizations, House Corporations (Alumni Greek Council), House Directors, and Chapter Advisors. Oversees Greek Housing in conjunction with Facilities Management. Advises Panhellenic Council, Inter-fraternity Council (IFC), and Chapter Officers in conjunction with the Director of Student Activities and Greek Life. Advising includes professional development, educational and social programming, and conduct administration.

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540-458-4054

Work order submission: <http://www.wlu.edu/x32772.xml> or 540-458-8490

Public Safety: 540-458-8400 (Emergency contact: 540-458-8999)

Health and Counseling: 540-458-8590

For all other major emergencies: Dial 9-1-1

For more information: <http://www.wlu.edu/x21635.xml>

2011-2012 GREEK HOUSING GUIDELINES

I. General Greek Housing Rules

Students May Not

- Have animals in the house
- Be on roofs
- Park in front of the dumpsters or fire hydrants at any time including weekends
- Have firearms, shells or bullets in Greek Housing at any time--such items may be stored with University Public Safety
- Have air conditioners unless a written doctor's note is provided and approved by the Director of Health and Counseling prior to installation
- Change light bulbs in bedroom ceiling lights
- Touch sprinkler heads or valance units at any time
- Make repairs
- Remove doors from their hinges
- Remove furniture from their rooms
- Block walkways with furniture, boxes, or other items

Early Arrival & University Break Procedures

Pre-approval for early arrival requires that the student have a legitimate University-associated reason and have approval from the Associate Dean of Students.

****House Directors are expected to be living in the house when students begin moving in. It is the responsibility of the House Director to be aware of residents approved for early arrival. The Office of Student Activities and Greek Life will provide this list.***

Living In-House During Breaks (Thanksgiving, Winter, Washington, Spring)

The House Director will provide a list to the Director of Student Activities & Greek Life on the Monday before each break listing the house, name, room, dates of occupancy, and reason for every student living in-house during break. This information is necessary for safety reasons. It is the STUDENT'S PERSONAL RESPONSIBILITY to make sure they are on the House Director's list when it is submitted. The list will be given to Public Safety before each break. If you are not on the list then Public Safety has the right to ask you to leave the premises during break.

Students moving in before the official move-in date or staying in the house during a break for any reason should understand and conform to the following behavior:

- 1) Use of the house should be no more than a place to sleep and use the bathroom.
- 2) Use of the house does not extend to other students or guests (no social events or gatherings).
- 3) Students must cooperate with the House Director and the Facilities Management staff to keep the house secure and to allow the timely completion of Facilities Management tasks.
- 4) No house activity requiring custodial services should be found prior to the official move in date.

Move-in Guidelines

- Take all trash to the nearest dumpster and all cardboard to the nearest recycling area.
- All bed configuration changes must be made by the Facilities Management Department. Please notify the House Director or House Manager to request any changes. There is a minimum \$50.00 charge per unit for any changes made from the Bluebook requests submitted in May. These charges will be billed directly to the Greek organization occupying the house.
- University room furniture must remain in the rooms and cannot be moved into hallways or taken out of the building for any reason.
- A physician's order requesting the use of an air conditioning unit for medical reasons must be submitted to the Student Health Center before air conditioners can be used in any student room. The Student Health Center will forward approved requests to Facilities Management. All air conditioners must be installed by Facilities Management. Any air conditioning units found not to be in compliance with the above will be removed at the occupant's expense.
- If you have any problems or issues with your room such as missing screens, broken thermostats, malfunctioning locks or doors, missing window blinds, etc., please notify the House Director or House Manager so a work order can be generated to the Facilities Management Office for the needed repairs.
- Do not remove any room doors or closet doors from their frames or window screens from windows for any reason. Non-compliance will result in additional charges.

The 3-M Command removable hanging devices are the appropriate way to mount items to any of the walls, doors, or ceilings in University housing. The approved 3-M removable products can be purchased from the University Store, Wal-Mart, or Lowe's. The use of any other method may subject occupants to additional charges to facilitate repairs that are often necessary after the use of pins, nails, screws, poster putty, or tape of any kind. Please use the 3-M devices.

Move-out Process

The school policy for Greek housing is the same as the residence hall policy. No personal items can be left in the house other than on the stage in the party room of fraternities. When vacating premises, anything left in the house will be discarded. The University will not be held responsible for any items left, nor guarantee against theft.

II. Maintenance

Property and Lease Agreement

- Any changes or additions to W&L property must be approved by the University prior to proceeding forward. Examples include painting, satellites, purchasing furniture, purchasing equipment, etc. Requests should be sent to the Office of Student Activities and Greek Life.

Capital Requests such as painting, refurbishing, or major repairs should be submitted to the Office of Student Activities and Greek Life each fall. Capital projects are generally funded by the end of Winter Term.

House/Property Damage:

- Students are to inform the House Director of any damages to property. The House Director then informs Facilities Management via the established work order system.
- Facilities Management will inspect and make a list of all inventory and repairs to be made.
- If by neglect, abuse, vandalism and/or noncompliance to the University's "Standards for Fraternities/Sororities" as stated in the Student Handbook, additional custodial and/or maintenance services are required, these services will be billed to the lessee by Facilities Management.
- If non-routine services (custodial and/or maintenance/repair) are required, due to neglect, abuse, vandalism and/or noncompliance to the University's "Standards for Fraternities/Sororities" as stated in the Student Handbook, a Discrepancy Report will be filled out and sent to the Director of Student Activities & Greek Life who will in turn distribute copies to the Dean of Students Office, House Director, Housing Corporation and/or any other appropriate officials.
- If deemed appropriate, photographs and/or other documents will be included with the written reports as attachments.

Housekeeping/Maintenance:

Facilities Management

Role: Maintain the chapter house at a level which meets University standards and the conditions of the lease. Work to meet the needs and expectations of the House Corporation, House Director, and chapter members.

Expectations:

- Make CERTAIN the chapter house is in compliance with the most recent building codes.
- Provide the House Director and House Manager written procedures for generating work orders and filing quality complaints.
- Repair damage, assess repair costs, and bill the Chapter as needed. Inform Director of Student Activities & Greek Life of damages.
- Perform routine maintenance. Status reports will be provided with blue slips of paper.
- Provide Housekeepers that will:
 - Sanitize bathrooms daily (no weekend service)
 - Clean common areas (sweep/mop floors, dust, remove trash)
 - Replace light bulbs as needed

- Clean windows during breaks
- Identify maintenance needs
- Provide approved Capital Improvements annually. Refresh furnishing per the University schedule. Replace kitchen and heating equipment if repair is not feasible.
- Provide Grounds Crew that will:
 - Cut grass
 - Remove leaves
 - Remove storm damage
 - Trim and replace shrubs (after communicating with the House Director and House Corporation)
 - Maintain parking lot (including snow removal)
 - Provide a dumpster and empty the dumpster on a regular basis
 - Provide centralized recycling containers and empty on a regular basis
- Provide preventative maintenance such as
 - Clean gutters
 - Paint interior and exterior per schedule
 - Maintain kitchen equipment, heating system, hot water heaters, urinal valves (filter clogs), etc.
 - Maintain fire safety and suppression systems

Daily Cleaning Tasks (Greek Housing):

- Trash Removal:
 - Remove all trash from the building and take trash bags to the dumpster.
 - Housekeeping staff is not responsible for cleaning personal messes or items left by chapter members and/or guests in common areas.
 - Check front and back porches, sweep and pick up trash as needed.
 - All trash must be properly disposed of in the university-provided trashcans.
 - The grounds are to be maintained and picked up by the students.
- Front entrance, hallways, and foyers:
 - Areas are swept and mopped.
 - Area rugs are vacuumed.
- Steps and upper floor hallways:
 - Areas are swept and mopped.
 - Handrails and pickets wiped down as necessary.
- Bathrooms:
 - Sweep and mop floors.
 - Clean all mirrors, sinks, and shelves.
 - Toilets and partitions cleaned and sanitized.
 - Shower stalls cleaned (walls cleaned once a week).
- Dining Room:
 - Sweep and mop floors.
 - Table tops cleaned and sanitized.
 - Check chairs and clean as necessary.
- Lounge/T.V. Room:
 - Vacuum carpets.
 - Sweep and mop floors.
 - Wipe off furniture and dust as needed.
- Party Room/Bar area:
 - Checked daily.

- Clean restrooms once a week.
- Sweep and mop floors once a week.
- Students are required to clean the basement after parties. Housekeeping will check to ensure students comply with this requirement.
- Chapter Room:
 - Vacuum, sweep and mop floors.
 - Dust as needed.
- Living Room area:
 - Vacuum, sweep and mop floors.
 - Clean and wipe down furniture as necessary.

Discrepancy Reports

Purpose: Discrepancy Reports make sure proper notification is given to the appropriate University officials regarding events, issues, and or discoveries made in any University owned student residence that may be in violation of University policies.

Report Format: The Discrepancy Report format is as follows:

1. Distribution List: Listing of all parties that are receiving the report.
2. From: Person completing the report.
3. Report Date: Date the report is completed.
4. Reported By: Name of individual completing the report.
5. Purpose of Report: Lists the suspected university policy infraction. More than one may be listed.
6. Location: Location of the suspected infraction.
7. Date of Occurrence: If the exact date of the occurrence is known it is listed. If the exact date is not known then an approximate date is given.
8. Individuals Involved: If the responsible parties are known they are listed. If the responsible parties are not known then the listing should be “Not Known.”
9. Description: As accurately as possible the findings should be described. Each possible infraction should be included.
10. Cost Estimate: As accurately as possible the cost to facilitate repairs should be listed. If replacement of furnishings and /or fixtures is required then those cost should be listed as well. When possible university building trades should be consulted regarding repair costs.
11. Photos Included: If photographs are taken then they should be list here and all photographs will become a part of the report.
12. Other Information: If there is any additional information pertinent to the report then it should be listed here. This area may also be used for the reporting individual to make comments.

Standards

- Facilities Management will be solely responsible for establishing and defining the standards of cleanliness to be maintained for each facility to ensure consistency in Greek Housing.
- Yards and parking lots are to be free of debris at all times. There is no grace period on trash in yards.
- Extra Cleaning: If extra cleaning is necessary (including spit and/or vomit), a contractor may be called in to clean and additional charges will be incurred.
- Bathrooms: All personal items such as toothpaste, shampoo, contacts etc. should be kept in cubby holes provided, not in showers or on shelves above sinks.
- Common Areas: These areas must be kept free of personal items so proper cleaning can be performed and all Life Safety Codes are met.
- Lost Keys: Replacement keys will cost \$25.00 per key.

Inspections

- Inspections will be conducted by Facilities Management Personnel on a regular basis as part of the normal routine cleaning assignments.
- The University will have the right to inspect the property twice a year with a representative of the Lessee and at other times as may be necessary and deemed expedient by the University.
- University officials are permitted entry to the property at any time when there is reasonable concern for safety or security.

Fire Drill Information for Houses

Purpose

- The purpose of this procedure is to provide guidelines for conducting fire drills in University Greek Housing. It is the assumption of the University that our students are adults and should be treated as such. Therefore, fire drills are to be conducted as planned educational events so that all residents of the houses will be aware of what is expected of them in the event the fire alarm sounds in their house. There will be no unplanned fire drills, therefore every time the alarm sounds it must be considered that there is an actual fire and every resident must leave the building immediately.

Scope

- These guidelines apply to all University Fraternities and Sororities.

Procedures

- During the first month of classes all Fraternities and Sororities will conduct a fire drill.
- Fraternity and Sorority officers will establish a time when the fire drill will be conducted. After a time has been decided, Public Safety must be contacted and arrangements made to have a Public Safety Officer available at the time of the drill to reset the alarm after the drill.
- Once arrangements have been made with Public Safety and a time established, all residents are to be informed of the date and time. All residents are expected to be in the Fraternity or Sorority at the prescribed time of the drill unless they have a legitimate reason to be absent and have informed an officer that they need to be absent at that time.
- The officers are to establish a location where they want all of the residents to meet. This location is to be at least 50 feet away from the building. In the event of an actual fire this meeting will allow the officers to have an idea if there are people still in the building and to provide that information to the fire department.

- Once all preparations have been made and coordination with Public Safety is completed, the fire drill is to be conducted following these steps.
 - The fire alarm will be pulled.
 - Once the alarm has been sounded, a designee on each floor should go by the rooms and knock on the doors to insure that all residents are out of the building. In the event of an actual alarm, the same action should be taken unless smoke or fire make it not advisable to try to reach all the doors, don't put your life at risk. In addition, if an actual fire or smoke is discovered, the Fire Department is to be notified immediately by calling 911. **DO NOT MAKE THE ASSUMPTION THAT SOMEONE ELSE IS CALLING, DO IT YOURSELF UNLESS YOU KNOW FOR SURE THE CALL IS BEING MADE.**
 - After attempting to clear the building, go to the meeting location and conduct a head count to insure that all residents have made it out. Again, in an actual fire, tell the fire department which rooms residents might still be in.
 - Once all residents are safely out of the building and a head count has been made, the Public Safety Officer can reset the alarm and residents can re-enter the building.
- After the fire drill has been conducted, a report is to be sent to the Director of Environmental Health and Safety concerning the drill. Information such as: date and time the drill was conducted; if there were any residents that did not leave during the drill; any problems noted; any suggestion for future drills, or any other information that might be helpful. You can send a copy of the report to Paul Burns in the Safety Office through campus mail or you can e-mail it to pburns@wlu.edu.

Fines for Violations of Life Safety Rules and the Disabling of Life Safety Equipment

Due to continued unsafe behavior in relation to Life Safety Equipment and violations of University regulations for Residential Housing, the University has created a fine structure to help mitigate further damage. Below are descriptions of the violations and the assessed fine:

Description of violation.	Propose fines.
1. Pulling a fire alarm pull station in situations where there is not an actual emergency.	\$1,000.00 for first violation. Fines then double thereafter. (If the individual that pulled the alarm is identified, it is recommended that they be suspended.)
2. Disabling or destruction of fire protection devices, i.e. Smoke detectors, Sprinkler heads, or any other life safety equipment, i.e. exit signs, emergency lights, etc. Examples: Smoke detectors – removal of devices; putting the device in a bag; and, putting tape over the smoke sensor. Sprinklers – covering the device with anything or hanging items from sprinkler heads and sprinkler piping. Sprinklers and Smoke Detectors – hanging tapestries, foam, plastic or anything else that hampers the activation of the smoke detectors or sprinklers.	\$500.00 for first violation Fines then double thereafter.

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|--|---|
| 3. Discharging of a fire extinguisher for any reason other than an emergency. | \$250.00 for first violation then doubled thereafter. |
| 4. Removal of a fire extinguisher from its location | \$250.00 for first violation then doubled thereafter. |
| 5. Damage of Fire Extinguisher Cabinets to the point the door may not open properly in case of a fire. | \$100.00 for first violation then doubled thereafter. |
| 6. Use of candles or other open flames unless approval for special events is given by the Director of Student Activities and Greek Life and the Director of Environmental Health and Safety. | \$250.00 for first violation then doubled thereafter. |
| 7. Propping open fire doors. | \$100.00 for first violation then doubled thereafter |
| 8. The use of decorations or other materials that increase the fire load in the buildings..
Examples of such materials: sawdust; bales of hay or straw; loose hay or straw; bamboo, anti-static (Styrofoam) peanuts, plastic materials that are not fire retardant, and cloth material that is not fire retardant. Any other questionable items should be cleared through the Director of Environmental Health and Safety. | \$250.00 for first violation then doubled thereafter. |
| 9. Residents getting up on roofs. This includes getting up on the roofs of buildings or the roofs of porches while, partying, sunbathing or decorating. | \$250.00 for first violation then doubled thereafter. |

Summary

This is not meant to be an all inclusive list of safety guidelines. The violations listed above have presented problems in the past and are known hazards. If directed by the Director of Environmental Health and Safety or a Public Safety Officer, please respect their authority as not all possible violations are covered above and additional fines may be imposed for other serious safety infractions.

III. Social Events

Registered Social Events

Social Events (aka. parties) with alcohol in fraternity houses must be registered. Registered Social Events are allowed only on Wednesday, Friday, and Saturday and not during academic hours. Registered Social Events are only approved if registered completely and accurately by **noon on Wednesday in Commons 250** the week of the event. The [Social Event Registration Form](#) is available online at greeklife.wlu.edu or in Commons 250.

Registered Social Events are required to have the following (all separate people):

- * **2 Event Managers**
- * **2 Sober Drivers**
- * **1 Tips Trained Bartender (over 21 years, not an undergrad) or 2 Tips Trained students**
- * **1 Security (over 21 years, not an undergrad) or 2 students over 21 years old**
- * **Food**, clearly available in a visible location near the bar. This must include items that are individually packaged, such as cheese and crackers, chips, pretzels, etc. Event Managers must make sure these items are available throughout the event.
- * **Water**, clearly available in a visible location near the bar. This must include sealed bottles in plastic tubs of ice. Event Managers must make sure these items are available throughout the event. Other non-alcoholic beverages in sealed containers are encouraged.
- * **Wristbands**, attained from the Director of Student Activities & Greek Life-Commons 250.

Registered Social Events in fraternity houses do not require third party vendors because the event properly utilizes Tips Trained Bartenders and the chapter is using their national risk management policies. The **guest list** for every Registered Social Event is the Washington & Lee Directory unless otherwise stipulated. Anyone who will be attending, and is not in the directory, needs to be added to the guest list by notifying the Event Managers and Event Security in writing. People who are not on the guest list should not be allowed at a social event.

An **amplified sound permit** must be obtained from the Lexington Police Station in City Hall. Lexington rules stipulate they may be obtained only by the person registering the event taking a copy of the social event registration form to the station during business hours (before 5pm). An amplified sound permit means that the first time a Lexington police officer asks you to quiet down is simply a warning instead of a summons. Receiving a summons will make it unlikely the City will provide a noise permit to you or your organization for a period of time. The permit should be posted clearly at the entrance.

Decorations for Social Events may only include inherently flame retardant material with a Fire Retardant rating of NFPA 701-CA per University Fire Code. Plastic materials including tarps, drapes, and false ceilings are strictly prohibited from use. To order flame retardant material, you may contact Syracuse Scenery & Stage Lighting Co. at 315-453-8096 or <http://www.syracusescenery.com/>

Hard alcohol is not permitted at open events. Hard alcohol is permitted at cocktail parties if:

- 1) Guest list must be provided.
- 2) Third party, certified, licensed bartender must pour and distribute the drinks.
- 3) No hard alcohol can be served after 9pm.

*No event may be scheduled within one academic week of examination periods.

*No event may be scheduled at a time that conflicts with an All-Campus event.

*Alcoholic beverages cannot be purchased with chapter funds or otherwise provided by the chapter.

*No beer kegs, grain alcohol, or other communal sources of alcohol may be present at parties.

*Drinking games (Beirut/beer pong, flip cup, quarters, etc.), funnels and organized group shots are not permitted.

*Alcohol must be contained to the party room.

*Alcohol cannot be served after 2am.

Wristbands will be kept by a Chapter Officer in a locked area of each house until taken from that locked area and handed to the Security who is in charge of them the night of the event. Unattended wristbands at any time are not allowed.

The **Contact Information Sheet** available at <http://www.wlu.edu/x37940.xml> or in Commons 250 must be properly filled out (correct information written legibly) and posted at the entrance and near the serving area.

Security for the event will be at the entrance/exit and actively supervising. Security is responsible for getting wristbands from the locked area, keeping them secure during the event, and distributing them only to people who are of legal drinking age and want to drink. People who appear intoxicated should not be allowed to enter. No one should be allowed to carry alcohol outside.

The **Tips Trained Bartenders** must be the only people behind the bar and the only people distributing alcohol. They must only hand alcohol to people who show them their wristband and do not appear intoxicated.

1 **Event Manager** should stand at the entrance/exit with Security. They should periodically walk around the event checking in with the bartender, other event manager, and sober drivers. They should actively look for overly intoxicated people and remove those people from the house in the calmest possible effective manner with the help of Sober Drivers and/or Chapter Officers. They should be communicating with Public Safety and/or Lexington Police if they stop by.

1 **Event Manager** should stand at the bar to assist the bartenders with crowd control. They should keep people calm and orderly when waiting to be served. They should ensure that bottled water and packaged food items are always available and easily accessed by anyone. They should be actively monitoring the party room for intoxicated individuals who need to be removed from the event.

If an Event Manager needs assistance or needs a break, they should get a Sober Driver to help or fill in until they return. **Sober Drivers** must be easily found at all times and should be actively assisting Event Managers to identify and remove intoxicated individuals from the event.

W&L Public Safety will monitor compliance with these procedures. IFC will periodically perform site inspections. Violations will be an IFC conduct issue. Recurring violations, regardless of severity, will result in progressive sanctions.

The Office of Health Promotion, Elrod Commons Room 232, is available to help you plan a safe social event. **BE SAFE, HAVE FUN!**

These expectations will be monitored and enforced. Organizations will not provide alcohol to underage people.

If an organization fails to do any of the above, then they are not following the policies determined by IFC and will be held responsible for their actions. If an organization does all of the above, they are making a reasonable effort to do the right thing.

If an individual decides to provide alcohol to someone underage then they have made a personal decision to circumvent the organization's efforts to do the right thing.

If an underage individual decides to accept alcohol then they have made a personal decision to circumvent the organization's efforts to do the right thing.

If an individual decides to provide a wristband to someone underage then they have made a personal decision to circumvent the organization's efforts to do the right thing.

If an underage individual decides to wear a wristband then they have made a personal decision to circumvent the organization's efforts to do the right thing.

If any of the individuals in the scenarios above are event managers, sober drivers, bartenders or security, then the organization is responsible for their actions.

For Bartenders and/or Security please consider:

Thomas Bane
Kristen Breitenbach
John Coffey
Melvin Davis
Brenda Hartless
Paul Henderson
Larry Stuart
Suzanne Wade
Susan Wager
Nina Watts

Risk Management Checklist

Risk Management teams should meet before the event to review this checklist!

Names and phone numbers posted at main entrance and at bar
(event managers, sober drivers, bartenders, security)

Noise Permit – taped to front door / main entrance

Security – at front door / main entrance
(no one drunk enters, no alcohol leaves the event)
(University ID may be required)

Event Manager – 1 with security

Sober Driver – 1 with security

Bartender – behind bar
(wristband required to receive a drink)
(no one drunk gets served, they should be asked to leave the event)
(keep the bar clean and orderly, do not be in a hurry)

Event Manager – 1 with bartender

Water – must be individually packaged, on ice, available at all times (multiple cases to begin)

Snacks – must be individually packaged and available at all times (multiple cases to begin)

Recycling Bins – 2 by the bar, 1 opposite the bar, 1 at the exit

Trashcans – 1 by the bar, 1 opposite the bar, 1 at the exit, 1 at all potential exits

Wristbands must be worn by any of age person drinking alcohol

NO HARD ALCOHOL without a licensed 3rd party vendor

NO KEGS and NO COMMUNAL SOURCES

NO DRINKING GAMES, NO ORGANIZED SHOTS and NO DEVICES (beer bong, etc.)
NO ALCOHOL UPSTAIRS during the event

Guests should put cans in recycling bins and trash in trashcans as the event is going on. Event Managers should make sure they are doing this or do it for them. Event managers should make sure full trash cans are emptied promptly and appropriately and returned for continued use. (Cleanliness communicates control)

Guests who are drunk should be politely escorted outside where event security can coordinate their ride home. Do not hesitate to call public safety at x8999, even as a precaution.

Security, Bartenders, Event Managers, Sober Drivers, AND Chapter Members (especially officers) must confront inappropriate behavior immediately and effectively.

Clean-up

- Wednesday Night Events: outside and all areas inside, with exception of the event room (basement), must be cleaned by 7:00 a.m. Thursday morning. Event Room: floors, walls and ceilings - students have until 7:00 a.m. on Friday morning to clean.
- Friday/Saturday Night Events: outside and all areas inside, with exception of the event room (basement) must be cleaned by 7:00 a.m. the following morning. Event Room: floors, walls and ceilings - students have until 7:00 a.m. on Monday morning to clean.
- Hardwood Floors: Students should not use harsh chemicals, such as bleach, ammonia, etc.
- Supplies: Students must supply their own cleaning supplies. Washington and Lee University is not responsible for these items or equipment to clean with.

Decorations

- Straw, bamboo, hay, sawdust, sand, leaves or any organic materials are not allowed to be used on the floors or walls as a covering or party decorations inside the houses. These items cause damage to other areas of the houses as well as plumbing problems, bug problems, and can be fire hazards. When these materials are used, it is very hard to clean properly and the equipment the University has in the houses is not designed for these circumstances.

Christmas Tree Guidelines

Selection

When selecting a tree, do a freshness test. Grasp a branch between your thumb and forefinger and pull it toward you. Very few needles should come off in your hand if the tree is fresh. Shake or bounce the tree on its stump. You should not see an excessive amount of green needles fall to the ground. Some loss of interior brown needles is normal and will occur over the lifetime of the tree. Once you have chosen your tree, keep it in a sheltered, unheated area such as a porch or garage in a bucket of water to protect it from the wind and sun until you are ready to decorate it.

Installation

Before you set up your tree, make a fresh, straight cut across the base of the trunk, at least a half inch up from the original cut, and place the tree in a support device (tree stand) that meets the following criteria:

- The device shall hold the tree securely and be of adequate size to avoid tipping over of the tree.
- The device shall be capable of containing a minimum 2-day supply of water (approx. 3 gallons).
- The water level, when full, shall cover the tree stem at least 2 inches. The water level shall be maintained above the fresh cut and checked at least once daily.

- A tree will absorb as much as a gallon of water or more in the first 24 hours and one or more quarts a day thereafter. Water is important because it prevents the needles from drying and dropping off and the boughs from drooping. Water also keeps the tree fragrant.
- Test your light cords and connections before hanging them on the tree to make sure they are in good working order.
- Do make sure that all electrical wiring and lights used on the trees are UL listed.
- Do not use cords with cracked insulation or broken or empty sockets.
- Do be sure to unplug the lights before you go to bed or leave the house.
- Never overload electrical circuits.
- Contact Paul Burns, Director of Environmental Health and Safety at pburns@wlu.edu or 540-458-8175 with questions or concerns.

Warning: Keep the tree stand filled with water. A seal of dried sap will form over the cut stump in four to six hours if the water drops below the base of the tree, preventing the tree from absorbing water later when the tree stand is refilled. If a seal does form, another fresh cut will need to be made. Keep your tree away from heat and draft sources like fireplaces, radiators and television sets. Natural cut trees shall be kept a distance from heat vents and any open flame or heat producing devices at least equal to the height of the tree.

Maintenance

- Trees are to be watered daily.
- Trees are to be checked daily to insure they have not dried out. If the green needles fall off readily when the tree branch is shaken or if the needles are brittle and break when bent between the thumb and index finger the tree is to be taken down and removed.
- Prior to leaving for the holidays, the trees must be taken down and removed from the building.

Furniture

- All house furniture belonging to W & L is never permitted to be outside or leave the premises at any time for any reason; all furniture will be inventoried at the beginning and the end of the school year. Facilities management conducts this process
- Any doors replaced cost approx. \$380.00.
- Mechanical rooms and custodian's closets are off limits for storage and student use.

Emergency Maintenance Procedures

In case of any emergency after hours call W&L Public Safety 540-458-8400. During business hours call Facilities Management at 540-458-8490. Any issue with the:

- Sprinkler system
- Main electrical disconnect
- Ventilation fans in party rooms.

IV. Emergencies

Handling Student Emergencies within the House

When a student emergency arises within the house, the University requests assistance from House Directors.

In the case of a physical injury within a house:

- Emergency personnel should be secured immediately, via 911
- University requests that University Public Safety also be notified to respond and write an official University report for the incident.

In the case of a personal crisis for a student, like a death in the family,

- House Director must notify personnel in Student Activities and Greek Life.

For a student with possible mental health/emotional issues,

- House Director should notify personnel in Student Activities and Greek Life to arrange support for the student (note: the University cannot discuss specific mental health issues of a particular student without student consent because of federal regulations. However, the information a House Director might have is important for the University to have to assist in meeting student need).

In times of student crisis for one individual, this sometimes has a residual effect on others in the house (for example, if one student loses a parent, it may bring up bad memories for another student in the house when s/he lost a parent). House Directors should feel comfortable referring student(s) to University Counseling or working with personnel in Student Activities and Greek Life to arrange for support through Counseling Services.

Greek Life Protocol List

In the event of an emergency, please follow the procedures listed below, The Office of Student Activities and Greek Life must be notified of any and all emergencies.

Accident/Serious Injury, Hospital/Ambulance, Fire, Police, Any Other Emergency or an event that will require contact with Headquarters

If an emergency call 911

- Then contact Public Safety and House Director.

If not an emergency contact:

- House Director
- Chapter Headquarters

Stranger in/near the House

If an emergency call 911

If not an emergency contact campus security 24 hours a day at x8999

V. Expectations:

House Manager

The House Manager, Chapter President, and House Director are primarily responsible for maintaining the property.

Expectations:

1. Know the Greek Housing Manual
2. Make certain all of the chapter members know the Greek Housing Manual
3. Make certain residents take personal responsibility for maintaining the high standard of quality required for the facility.
4. Be aware of any damage to the property or maintenance needed and report it immediately to the House Director. Prompt reporting pays off by indicating to the University that lessees are concerned for the well being of the premises and willing to work to that end. It can save extra charges. The House Director is responsible for relaying reports to the University in the form of Work Orders. The House Director is responsible for following through with Facilities Management and the University.
5. Make certain events are held in accordance to *W & L Standards for Fraternities and Sororities*.
6. Make certain all main floor doors are locked and that this area of the house remains off limits to members and guests throughout the entire evening on nights that parties are scheduled.
7. Make certain cleanup is accomplished within the allotted time following parties.
8. Make certain all common areas remain clear of obstacles that would create a hazard, fire or otherwise.
9. Make certain all common areas are clear of things that impede cleaning personnel from attending to their routine duties (such as coats, shoes, backpacks, cups, glasses, bottles, cans, food, books, papers, boxes, etc.). Housekeeping staff is not responsible for cleaning personal messes or items left by chapter members and/or their guests in common areas.
10. Determining, with the assistance of the House Director and the approval of Facilities Management, what cleaning items and/or supplies are required to accomplish house cleanup. Maintain safe and sanitary storage of such items.
11. Make sure clean up after social events is completed properly

House Director

Role: Establish and maintain an environment consistent with the needs of the students and the requirements established in the "*Standards for Fraternities & Sororities*".

Expectations:

Role: Establishes and maintains an environment consistent with the needs of the students and the requirements established in the "Standards for Fraternities and Sororities." Develops relationships with members of the chapter and promotes the University Mission.

Expectations:

1. Resides in the chapter house when students are present. Notifies Public Safety and Office of Student Activities and Greek Life when necessary to be away from campus.
2. Supports University initiatives and stays involved in the Campus Community.
3. Attends House Director Trainings or other meetings as scheduled by the Office of Student Activities and Greek Life.
4. Communicates expectations for use of the chapter house in collaboration with the chapter officers, the University, and the House Corporation.
5. Notices when a student appears to need assistance and refers them to the proper resource. If the House Director perceives potentially life-threatening issues developing they should contact local authorities, Public Safety (x8999) and Counseling Services (x8590). The House Director should not act as a counselor for issues concerning mental health or substance abuse, but rather refer the individual to a trained University staff member.
6. Submits work orders in accordance with Facilities Management guidelines and ensures work orders are completed successfully in a timely manner.
7. Has basic computer knowledge, including the skills necessary to access email.

Appendix I: Timeline of Greek Life at Washington and Lee

1855: Phi Kappa Psi chapter established on campus

1856: Beta Theta Pi chapter established

1865 : Kappa Alpha Order founded at W&L
Alpha Tau Omega founded at VMI

1869: Sigma Nu founded at VMI

Late 1800s: Fraternity membership rises and falls. Most students board with families around the town of Lexington. Fraternities occasionally rent meeting rooms.

1920s: Fraternities seek to build chapter houses. W&L has the land and loans fraternities the funds to purchase the land and build. Houses built at Red Square, Davidson Park, and along Lee Avenue. On campus, dorms are provided only for freshmen. Over 400 students live in fraternity housing, 300 others board in private homes

1920s-1960s: 95-98% of students are members of fraternities (including law school); Almost all students eat lunch and dinner in their fraternity houses.

1960s: Fraternity membership declines as students believe the system linked to the industrial-military establishment that sent Americans to Vietnam.

1972: Fraternity membership bottoms out at 54% of students.

1970s: The decline in membership means tight finances. The SAC drops the requirement to have House Mothers as a way to save money. Most frats go without House Mothers and the Fraternities begin a downward spiral...dramatic physical decline of the houses, parties on every night of the week.

1980: Faculty seeks more control over student social life. SAC prohibits parties on Sunday, Monday, Tuesday, and Thursday.

1983: W&L Board of Trustees votes to admit women.

1985: Women join W&L, at first in such small numbers that they felt a sisterhood that made sororities unnecessary.

1985: National Drinking Age is raised to 21

1986-1987: With 17 bankrupt fraternity houses, national fraternity organizations are invited to campus for conferences on what to do with W&L fraternity system. Without fraternities, the University would have to feed and house 50% more of the student body than it was prepared to accommodate.

1989: Kappa Kappa Gamma, Kappa Alpha Theta, and Chi Omega are colonized on campus. Almost every female student joins, making membership over 100 each. "Rush" is held in the Winter Term so that seniors could join groups before they graduated. This institutionalizes sorority winter recruitment. Attempted expansion of a 4th sorority fails.

1989: Fraternity Renaissance begins: “total commitment to support and strengthen the fraternity system at W&L”. W&L takes over the title on all fraternity property in exchange for renovating the houses to the tune of \$13 Million. The University restores 16 frat houses and creates Standards for Fraternities to ensure long term success of the system.¹

The purpose of the Standards for Fraternities was to create a partnership of the various organizations crucial to the existence of fraternities at Washington and Lee –national fraternities, house corporations, Inter-fraternity Council, fraternity officers, and the Alumni Fraternity Council. The SAC was given responsibility for overseeing Greek life, including the maintenance and review of the Standards for Fraternities.¹

House Mothers return to houses for first time in almost 20 years.

1992: Pi Beta Phi is colonized as the 4th sorority.

1993: Physical rehabilitation of fraternity houses is completed.

1996: Sophomore on-campus housing requirement is enacted, making it necessary to build equitable housing opportunities for sorority women.

1997: Men’s Rush/Recruitment moved to the Winter Term.
Kappa Delta colonized as the 5th sorority.

2000: Sorority houses completed.

2009: Alpha Delta Pi colonized as the 6th sorority.

2011: Alpha Delta Pi House Completed

Other Information

Governing Bodies:

IFC = 7 Executive Council members and the Presidents of each fraternity

Panhellenic = 7 Executive Officers and 1 delegate representing each sorority

Each Fraternity and Sorority belongs to its National Organization, like a franchise.

Each national fraternity organization has officers and standards that include programs, behavior, and finances.

Each chapter also has a House Corporation, and possibly also an alumni advisory board: a group of W&L alums that is involved in the financial management and mentoring of the local chapter.

¹ Quoted from the “History of Student Self-Governance at Washington and Lee” written by David L. Howison, Dean of Students in 1997.

All other historical information compiled from [Come Cheer for Washington and Lee](#)

Appendix II: Standards for Student Organizations

Standards of all Student Organizations

As stated in the Policy Statement Relating to Campus Life, the University desires a community of student self-governance that balances student privilege and responsibility. Students involved in organizations are expected to adhere to the same standards of conduct to which students are held on an individual basis.

Standards for Fraternities/Sororities

Preamble

Washington and Lee University continues to affirm that "fraternities/sororities are a valuable and integral part of both the University and Lexington communities." The University also continues to recognize that fraternity/sorority chapters "have important privileges as well as responsibilities to those communities." In keeping with the letter and spirit of these statements as set forth in the documents adopted by the Board of Trustees on May 25, 1985 - the "Policy Statement Relating to Campus Life" and the "Statement Relating to Fraternities," which incorporates the "Policy Statement on Fraternities" adopted by the University Council on February 25, 1976 - the University has developed the following standards for fraternity/sorority life at Washington and Lee University.

These standards are established in order to give direction and support to those entities crucial to and responsible for the vitality of the fraternity/sorority community:

- I. The University
- II. The National Fraternity/National Sorority
- III. The Interfraternity Council/The Panhellenic Council/ The Multicultural Greek Council
- IV. The Alumni Greek Council
- V. The House Corporation
- VI. The Local Chapter
- VII. The Chapter House
- VIII. Maintenance and Review of These Standards

The following standards define the privileges, responsibilities, and interrelationships of each of these fraternal entities; they also specify the physical standards to be met for the interior and exterior condition of its chapter house if the local chapter expects to remain an integral part of the University and Lexington communities. The historically black Greek organizations will have a governing body known as the Multicultural Greek Council (MGC). Only the relevant parts of these standards apply to organizations without chapter houses.

These standards provide guidance for construction, renovation, maintenance, and preservation of the chapter houses as part of the goal of strengthening the fraternity/sorority system at Washington and Lee. The University realizes that this goal can only be achieved when alumni and student fraternity/sorority members themselves adhere in practice as well as in rhetoric to their fraternal ideals, seek a higher standard of group living, and create a climate of fraternity/sorority life compatible with Washington and Lee's institutional philosophy and objectives.

These standards, then, are not to be construed as optional guidelines, but rather as reasonable requirements necessary for the local chapters to realize the University's expectations enumerated in the Board's "Statement Relating to Fraternities":

Chapters ... are expected to maintain adequately the physical appearance of fraternity/sorority property and to assure the structural integrity of chapter houses. Chapter members are expected to conform to standards of honorable conduct and to exhibit a concern for the rights and sensibilities of others.

- I. The University
 - A. Shall maintain these standards for all fraternity/sorority chapters at Washington and Lee.
 - B. Shall recognize each local chapter upon the recommendation of the Interfraternity Council/Panhellenic Council/Multicultural Greek Council and the Student Affairs Committee.
 - C. Shall recognize each alumni house corporation upon the recommendation of the Alumni Greek Council.
 - D. Shall require adherence to the fraternity/sorority standards.
 - E. Shall provide:
 - 1. Financial support to individual fraternity/sorority chapters through:
 - a. Programs to generate revenue for construction, renovation, repair and maintenance.
 - b. Loan assistance at favorable rates.
 - 2. Maintenance support and advice.
 - 3. Periodic inspection services.
 - 4. Guidance for the Interfraternity Council/Panhellenic Council/Multicultural Greek Council.
 - 5. Support for the Alumni Greek Council.
 - 6. Recognition and support of a University and/or Alumni Adviser for each chapter.
 - 7. Recognition and support of a House Director for each chapter.
- II. National Fraternity/National Sorority
 - A. Shall set forth standards for its local chapter.
 - B. Shall recognize the local chapter.
 - C. Shall require strict adherence to the National by-laws and regulations.
 - D. Shall provide:
 - 1. For the chapter's participation in the National governing structure.
 - 2. Guidance through:
 - a. National and regional leadership training programs.
 - b. Annual visits to the local chapter.
 - E. Shall notify immediately if local chapter is not in good standing.
- III. Interfraternity Council/Panhellenic Council/Multicultural Greek Council
 - A. Shall serve as the governing organizations of all recognized fraternities/sororities.
 - B. Shall hold regularly scheduled meetings.
 - C. Shall maintain up-to-date constitutions and by-laws which:
 - 1. Set a high standard for chapter conduct.
 - 2. Require each chapter to set a similarly high standard of conduct for its individual members and guests.
 - D. Shall elect conduct boards empowered to uphold the constitutions, by-laws, and other rules or agreements necessary for sound governance.
 - E. Shall be responsible to the faculty through the Student Affairs Committee.

- F. Shall discipline individual chapters through authority derived from the faculty via the Student Affairs Committee
- G. Shall recommend prospective member chapters to the University for its recognition.
- H. Shall have the power to recommend that the University withdraw recognition of a chapter.
- I. Shall promote cooperation among the member chapters and the greater community.

IV. Alumni Greek Council

- A. Shall promote the continued well being of the fraternity/sorority community at Washington and Lee University through participation by alumni in fraternity/sorority affairs.
- B. Shall meet not less than twice annually.
- C. Shall be constituted by the presidents of the house corporations or their appointed representatives.
- D. Shall conduct itself in accordance with its Charter, as amended from time-to-time.
- E. Shall establish guidelines to assure that its house corporation members are in good standing. At a minimum, the Alumni Greek Council shall assure that its house corporation members:
 - 1. Are incorporated in the Commonwealth of Virginia;
 - 2. Are in good standing with the State Corporation Commission;
 - 3. Have a minimum of three (3) active directors, two-thirds of whom must be affiliated with the national organization or alumni of Washington and Lee University; and
 - 4. Employ a non-student (undergraduate or law) resident manager to represent the interests of the house corporation and serve as liaison to the University and the chapter.
- F. Shall be responsible for certifying annually to the University, through the Office of Student Activities & Greek Life, compliance of its house corporation members with those requirements specifically enumerated in section IV. E 1 through 4 and section V. as necessary.
- G. Shall promote cooperation among its house corporation members.
- H. Shall provide services and information and act as a forum for the concerns of its house corporation members.

V. House Corporation

- A. Shall write, implement, and periodically update a master plan to insure the perpetuation of the chapter and house corporation.
- B. Shall incorporate in the Commonwealth of Virginia with a minimum of 3 active directors, of whom no more than one-third may be current student officers and preferably a majority should be alumni of Washington and Lee University.
- C. Shall be represented on and be a member in good standing of the Alumni Greek Council.
- D. Shall meet at least semi-annually at the chapter house with chapter representatives.
- E. Shall hold title and/or lease to all real property and furnishings.

- F. Shall serve as lessee by requiring separate contracts with the chapter and individual resident members. .
- G. Shall establish policies that protect the property and require a high standard of conduct among the members.
- H. Shall have a non-student (undergraduate or law) House Director to represent the interests of the House Corporation and serve as liaison to the University and the Chapter. A waiver may be granted to hire a law student House Director under special circumstances by approval of The Vice President for Student Affairs and Dean of Students through submission to the Office of Student Activities and Greek Life.
- I. Shall establish financial criteria, approve the chapter budget, designate the dispensation of funds collected by the University, and audit chapter operations.
- J. Shall set fees sufficient to:
 - 1. Meet all debt and tax or related obligations.
 - 2. Provide insurance for property and furnishings at replacement value.
 - 3. Maintain adequate liability insurance for its directors and the chapter.
 - 4. Maintain the property and furnishings at the University standard.
- K. Shall collect and disburse funds in a timely manner.
- L. Shall re-certify compliance with these standards annually to the Office of Student Activities and Greek Life (see section IV. F).

VI. The Local Chapter

- A. Shall have and abide by written by-laws which:
 - 1. Define the duties and responsibilities of all chapter officers.
 - 2. Require members to behave honorably.
 - 3. Establish parietal regulations for the chapter house.
 - 4. Prohibit the possession, use, and distribution of illegal drugs and controlled substances.
 - 5. Set guidelines for the responsible use of alcohol.
 - 6. Prohibit firearms and weapons (including airguns) in the chapter house.
 - 7. Prohibit smoking.
 - 8. Provide for regular cleaning of the chapter house and prompt repair of all maintenance problems.
 - 9. Include strict enforcement policies subject to the review of the Interfraternity Council/Panhellenic Council/Multicultural Greek Council conduct boards.
 - 10. Require the chapter president (current or former before the school year after the current is elected) to live in the chapter house. Live in means primary and preferably only residence. Additional upperclassmen and/or officers are encouraged to live in as well.
 - 11. Require all new student chapter officers specified by Interfraternity Council/ /Panhellenic Council/Multicultural Greek Council be elected by the Wednesday after the last possible initiation date.
- B. Shall have a University Adviser to assist the chapter with campus and community relations, as well as academic affairs. (Description attached as Appendix 1)
- C. Shall promote academic excellence and intellectual growth among its members.
- D. Shall conduct a social program that conforms to the Interfraternity Council/Panhellenic Council/Multicultural Greek Council's regulations.

- E. Shall conduct a responsible new member education program that conforms to the Interfraternity Council/Panhellenic Council/Multicultural Greek Council's regulations.
 - F. Shall establish with the House Corporation's approval a financial policy that:
 - 1. Complies with University and National fraternity/National sorority regulations.
 - 2. Requires sound business practices to minimize the chance of fraud.
 - 3. Utilizes the University collection program for charges and requires prompt payment of bills.
 - 4. Includes an annual budget.
 - G. Shall have adequate liability insurance.
 - H. Shall:
 - 1. Be in good standing with its national fraternity/national sorority.
 - 2. Strictly adhere to its by-laws and regulations.
 - 3. Actively participate in its national governing structure and leadership training programs.
 - I. Shall re-certify compliance with these standards annually to the Office of Student Activities & Greek Life through the Interfraternity Council/Panhellenic Council/Multicultural Greek Council.
- VII. Chapter House Physical Standards (currently maintained by the University)
- A. The fraternity/sorority chapter shall maintain a residence with an exterior which:
 - 1. Is compatible with the neighborhood.
 - 2. Is kept in excellent condition at all times.
 - 3. Has landscaped grounds conforming to an approved plan.
 - a. The grounds shall be well maintained at all times.
 - b. A chapter plan shall provide, consistent with the needs of the chapter, as much paved, off-street parking as possible, to be connected to the house by paved walkways.
 - B. The fraternity/sorority chapter shall maintain a residence with an interior which:
 - 1. Meets or exceeds all applicable code requirements for fire, safety, health, and sanitation plus such additional requirements imposed by the university or its insurers.
 - 2. Provides bedroom and bath facilities of a quality at least equal to the best residence hall accommodations provided by the University.
 - 3. Contains living and recreational areas with well-defined uses and which are furnished and maintained in ways appropriate for such uses.
 - 4. Provides for each fraternity chapter a large social area, isolated from other parts of the house, with adequate exterior access, ventilation, adjacent rest room facilities, and sound absorption design features. It is the intent of this standard that fraternity social events occur only in this room. If the room is to have other uses requiring furnishings or equipment, there should be adequate adjacent storage to permit removal of these items during such events.
 - 5. Contains a dining room sufficient to provide meal service to membership in a sanitary, attractive, and comfortably furnished area.
 - 6. Contains a kitchen which is a sanitary and efficient space meeting all code requirements and with separate areas for food preparation and distribution.

- It shall be possible to restrict access to the kitchen from the rest of the house.
7. Provides for any special requirements of the national fraternity/national sorority or house corporation.
 8. Is regularly maintained and clean at all times, and complies in all respects with the maintenance requirements of the house corporations and the bylaws of the Interfraternity Council/Panhellenic Council.
 9. Provides an apartment on the premises for the non-student House Director.
- C. In support of these standards, each fraternity/sorority shall have professionally developed plans and specifications for renovation or new construction which assure functional efficiency, durability, and ease of maintenance.

VIII. Maintenance and Review

The VP for Student Affairs and Dean of Students will be responsible for the maintenance and the periodic review every three years of the Standards for Fraternities/Sororities. The VP for Student Affairs and Dean of Students will convene an *ad hoc* committee to review the Standards for Fraternities/Sororities. The *ad hoc* committee to review Standards for Fraternities/Sororities, in addition to the VP of Student Affairs and Dean of Students or designee, will consist of the Director of Student Activities and Greek Life, the President of the Alumni Greek Council, the President of the Interfraternity Council, the President of the Panhellenic Council, the President of the Multicultural Greek Council and a fraternity/sorority University adviser. Input from Facilities Management and the Treasurer's Office will be gathered in the deliberation process for any proposals which might affect those offices.

Following the review of the Standards for Fraternities/Sororities, the VP of Student Affairs and Dean of Students will submit recommendations for any changes in the Standards for Fraternities/Sororities to the President of the University or designee for consideration and approval. The President or designee will then promulgate approved revisions to all appropriate parties, the national fraternity/national sorority offices, house corporations, Interfraternity Council/Panhellenic Council, and local chapter presidents.

Appendix I. University Adviser to a Fraternity/Sorority Chapter

1. Required by University policy and the Standards for Fraternities/Sororities
2. A member of the Washington and Lee University faculty or administration who:
 - a. serves as an adviser to the chapter officers regarding:
 1. University policy concerning fraternities/sororities
 2. Community relations
 3. Campus relations
 - b. promotes academic excellence and intellectual growth among the chapter members
 - c. provides liaison between the chapter, the faculty and the administration
 - d. provides informal advice to the chapter and members on academic affairs
 - e. encourages the chapter through its officers to develop and maintain a positive image within the whole University community
 - f. suggests programs to foster interaction between the chapter and the faculty

- g. meets several times a year as a group with all University Advisers to exchange ideas and information
- h. meets regularly with the president or chapter leadership to discuss concerns and plans
- i. provides continuity of relationship between University and chapter and
- j. may serve as a chapter adviser or other role as deemed appropriate (or eligible) by the national office or house corporation for the chapter.

- 3. The University will provide:
 - a. recognition of this work as a positive contribution to the quality of University life
 - b. access to pertinent information in support of the work
 - c. appropriate setting for meetings of the University Advisers as a group.