Chapter Success Plan
Spring 2013- Fall 2013
President: Helen Mellas
Advisor: Dain Gotto
February 31st, 2014
Values and Identity

Mu Pi History at NorthSouthern Illinois University

Mu Pi was founded at NorthSouthern Illinois University on January 24th, 1990. A few alumni from the Alpha chapter visited the campus and thought NSIU would make a great university to expand their sorority. After being a colony for one year, Mu Pi recruited a founding pledge class of 22 smart, kind women.

Mu Pi National Founding

Mu Pi started at Short Tree University in Dakota, Nebraska on September 16, 1888. The founding members were: Patricia Pennylane, Barbara Barrister, Quincy Quilter, Mona Lisa, and Elle Woods. These women were brought together by their love of baking cookies. The sorority expanded quickly at culinary colleges hoping to get members with similar interests and love of baking, just as the founding sisters. The sorority’s initial philanthropy was bringing baked goods to homeless shelters and people in need, so they were fed and comforted. In 1939, Mu Pi joined the National PanHellenic Conference. The following year, Mu Pi created the Mu Pi scholarship fund that encouraged sisters to achieve the highest education they could by granting one outstanding member a full graduate school scholarship.

Furthermore, Mu Pi added another philanthropy in 1954, Meals on Wheels Association of America. They raised money and cooked meals that were delivered to the elderly, disabled, and homebound. To this day, this is the national philanthropy of all Mu Pi chapters.

Mission Statement

The mission of Mu Pi is to prove high moral values and educational aspirations to all its members through its three pillars of loyalty, academia, and culinary arts.

Public Mottos

“Live life to promote integrity and love in your sisters, family, friends, neighbors, and everyone you meet.”

Creed

To me you are an angel in disguise.
Full of intuition, intelligent, and wise.
Always giving and helping through
Good times and bad.
You are the best friend I've ever had.
If I had one ..........

Chapter Details

Colors: Cinnamon Brown, Mint Green, and Blueberry.
Symbol: Blueberry Muffin
Blueberry Muffins are firm on the outside and soft on the inside. It represents the strong loyal women of Mu Phi who stand proud but have a soft heart that is dedicated to feeding the world.

Mascot: Pusheen the Cat

Pusheen the Cat is the perfect mascot for Mu Pi because Pusheen is a kind hearted feline who understands the culinary arts. She offers educational and fun ways to learn about the world all while eating cupcakes and spinach, not together of course!

Official Dessert
Moon Pie

Philanthropies
Meals on Wheels are programs that deliver meals to individuals at home who are unable to purchase or prepare their own meals. The name is often used generically to refer to home-delivered meals programs, not all of which are actually named "Meals on Wheels".
Alumnae and Nationals Relations

Barbie McClarin is the Vice President of Alumnae and Community Relations within the Nu Sigma Chapter of Mu Pi. As VP of Alumnae and Community Relations Barbie holds one formal event each academic year to honor our alumni’s accomplishments and dedication to the sorority. This year she held an Alumni Tea Sunday Brunch at our chapter house. She also writes a quarterly newsletter to alumni informing them of all the happenings of Mu Pi at NSIU.

Helen Mellas is the President of Mu Pi and she regularly communicates with Nationals through a weekly conference call with our Region 12 advisor who works directly at our Nationals Office in Philadelphia. Additionally, our Chapter Report, Maddie Quinn, writes articles about our chapter for the monthly magazine Mu Pi Moon Pie Times.
This Month at Nu Sigma Chapter of Moon Pie we held a baked good’s drive to raise money for Meals on Wheels. We set up a table in our Student Union and raised over $5,000 in ONE DAY!

Nu Sigma’s also had a lot of fun this spring! We had our formal and senior send off. Seniors were given a lovely cupcake decorating kit with cake mix, spatulas, icing, cupcake tins and so much more!

We held our formal at Bakery World! While donning our formal gowns and four inch heels Nu Sigma’s raced to be the best pastry chef in the chapter. The competition included: speed icing, fondant rose making, secret ingredient round, and macaroon finale. After Marmalade Monroe was crowned Queen of the Cupcake we capped the night off with dancing and root beer floats!
The Alumni Sunday Tea Brunch is an annual event held by the Nu Sigma Chapter of Mu Pi that honors the successes of our glorious alumni, while letting current sisters network with their alumni sisters. It is a great way to keep connected with our past and strengthen our sisterhood in the future, all while nibbling on tea and crumpets!
Internal Operations/ Chapter Foundations

Executive Board Spring 2013-Fall 2013

Helen Mellas     President
Barbie McClarin   Vice President of Alumnae and Community Relations
Sophia Warren    Vice President of Internal Affairs
Lily Ann Excaliber  Vice President of External Affairs
Jackie Page     Treasurer
Quincy Flowers   Secretary
Brooke Sloan     Standards
Vicki Crown      PanHellenic Delegate

These women of Mu Pi were trained for their positions through our national process of transitions. During transitions the sister who held this position most recently passes down the binder with explanation of the job and tasks to be completed. The old and new members also discuss past and future goals and bounce ideas off of each other so that the ideas can fully develop. The secretary of the prior year facilitates this training. Quincy Flowers, who was our secretary last year as well, scheduled the training and made sure that all prior executive board members were able to give materials to the new executive board member.

This training took place on February 31, 2013 at 5 p.m. at the chapter house on 432 W. Lincoln Hwy DeKalb, IL 60115.

Chapter finances are done electronically through Mu Pi Nationals. The Treasurer is in charge of that system and billing in general. This year Jackie Page was the Treasurer. She was in charge of billing all members for their dues, late fees, tshirt orders, and tickets to formals.

Once again, the chapter finances are done electronically through Mu Pi Nationals. The system is called Mu Pi Piggy Bank. It is an electronic sign in website where women can pay for their dues and other expenses with direct deposit or a credit card (for an additional fee).
MU PI CONSTITUTION

Mu Pi Sorority

Article I. Name

Include name of your organization as well as any acronym for which the organization might stand for.

Article II. Purpose/Aims

State the purpose of your organization. Include goals that you hope to achieve as a collective group. Goals such as making the community a better place for students, and making your organization’s members into tomorrow’s leaders.

Article III. Membership

Membership requirements should include the standards that members are expected to uphold. Include goals that the organization might have for members. State what does and does not make a member eligible to become part of the organization.

**Please Note: Those operating under a restrictive membership will not be eligible for SA funding. Examples of this include organizations requiring try-outs or the possibility of not gaining full and/or equal membership.

Article IV. Executive Board/Officers/Faculty Advisor

Section 1: Definition of the Executive Board

President, Vice President, Secretary, and Treasurer.

Section 2: Duties of the Executive Board Officers

A. President
B. Vice President
C. Secretary
D. Treasurer
**Please include a section in your constitution outlining an impeachment process and how to fill vacant seats. In the event of the loss of an executive board member, it is imperative that there is a process put in place following succession.**

**Section 3: Faculty Advisor**

**A Faculty Advisor must be a current, full-time, university employee in good standing with the University and the SA. The role of the faculty advisor is to oversee the organization and make sure it is doing whatever is in the best interest of the organization, and to assist the organization in fulfilling and obeying all applicable SA and NIU policies, as well as federal, state, and local laws. No person shall serve as the advisor to more than three (3) student organizations.**

**The advisor must sign off on the Advisor Agreement Form and Officer Forms. All forms are available in the SA Suite, Campus Life Building 180, or online at www.niu.edu/sa.**

**Section 4: Special Qualifications for any Executive Board Member**

**Article V. Elections**

**Section 1: Nominations**

A. Eligibility
   1. Explain who is eligible to nominate for an election.

B. Procedure
   1. Explain when the nominations will take place.
   2. Explain if there needs to be a second, or if the person can nominate himself or herself.

**Section 2: Voting**

A. Eligibility
   1. Explain who is able to participate in the voting process.

B. Procedure
   1. Explain when the elections will take place, and the general voting process.

**Please Note: May be a good idea to include any foreseeable tie-breaker procedures and methods for reaching a nomination without full majority vote.**

**Every change in Officers must be documented by turning in a new completed Officer Form to the SA Suite, Campus Life Building 180. Failure to do so will result in suspension.**

**Article VI. Meetings**

**Section 1: Procedure**

A. Definition of Meeting
   1. Explain things like a quorum, and what it consists of.
   2. Things like when and where the meeting is held.
   3. Mention who delegates the meeting and its procedures.

**Section 2: Behavior & Etiquette**

Explain the general system that will be used to conduct the meeting. Describe the system of warnings or points that will be used if any person does not meet the behavior requirements.
Section 1: Procedure
Describe the procedure that will be followed during any proposed constitutional amendment. Include how many votes are needed for that amendment to pass. (Example 2/3 vote)
Sorors, believing in the worth and dignity of each human being, recognize the supreme importance of the pursuit of truth, devotion of excellence, and commitment to social responsibility.

**Code**

- Each Soror of this Sorority shall regard as primary the bond of Sisterhood and the giving of public service;
- Each soror shall uphold the Constitution and Bylaws of Mu Pi;
- Each soror shall maintain high standards of personal conduct;
- Each soror shall support and promote the goals, objectives, and programs approved by Grand Chapter;
- Each soror shall treat all persons with dignity and respect;
- Each soror shall exhibit compassionate and courteous behavior toward sorors at all times;
- Each soror shall refrain from making false or misleading statements about the Sorority to another soror;
- Each soror shall recognize her professional responsibility to the development, improvement, and execution of programs to strengthen the Sisterhood;
- Each soror shall uphold and support all sorors impartially without regard to race, color, age, religion, national origin, political belief, educational status, and mental or physical challenge;
- Each soror shall neither engage in nor countenance any exploitation of the Sorority and refrain from using her membership in any matter that is improper or illegal;
- Each soror shall hold inviolate any confidential information entrusted through her membership;
- Each soror shall conserve and preserve the Sorority’s property;
- Each soror shall exercise sound business principles in the conduct of the Sorority’s affairs;
- Each soror shall protect the organization from illegal and unsisterly conduct of any soror and shall report the same to the appropriate local, regional or national officer;
- Each soror shall give support to the Sorority’s programs through the payment of all dues and fees approved by Grand Chapter; and
- Each soror shall demonstrate a high regard for rendering quality public service.
Standards: Brooke Sloan is in charge of updating the code of conduct and ensuring that all sisters uphold the code everyday. She does this through incentives like Sister of the Week and sanctions like fines, services hours etc. for sisters who act outside of the code of conduct.

**FRATERNITY AND SORORITY RISK MANAGEMENT POLICY**

**UNIVERSITY OF CONNECTICUT**

**Purpose:** The purpose of the University of Connecticut Fraternity and Sorority Risk Management Policy is to provide concise risk management standards for chapters and councils at a campus level. This policy shall be supplementary to state, town, and University of Connecticut regulations and policies, as well as requirements of the inter/national organization of each individual chapter. Chapters are expected to comply with all relevant policies. The Fraternity and Sorority Risk Management Manual provides additional resources, details, and support for understanding and adhering to this policy. Significant portions of this policy were taken from the Fraternal Information and Programming Group (FIPG) Risk Management Policy (www.fipg.org).

**Enforcement**

1) This policy is considered an official University policy. Therefore a violation of this policy is also a violation of *The Student Code*. As a result, any incidents constituting potential violations of this policy will be documented, referred to, and resolved jointly by the Office of Community Standards and the Office of Fraternity and Sorority Life (OFSL).

2) Student conduct procedures are outlined and can be viewed in *The Student Code*.

3) Communication regarding any alleged policy violation will be with the fraternity or sorority chapter president.

4) Chapters found responsible for violating this policy may be sanctioned to meet with the Fraternity and Sorority Peer Standards Board as a result of Community Standards student conduct proceedings. This Board is charged with determining appropriate outcomes, interventions, and educational initiatives designed specifically to address problematic behavior or harm caused by the violating chapter.

   a) The Board is made up of 10 undergraduate fraternity and sorority members. One of these members serves as the Chair of the Board.

5) Alleged violations of this policy may be referred to the OFSL and Community Standards through a variety of sources and means. Any individual wishing to report an alleged violation may complete the online reporting form: http://www.greeklife.uconn.edu/.

6) Whenever possible, the OFSL will work to notify and communicate with graduate and alumni/ae advisors in addition to staff and representatives from inter/national organizations regarding an alleged violation, student conduct proceedings, and outcomes.

7) Each chapter shall implement internal conduct processes to hold members accountable to all applicable policies. This expectation is also communicated in the Project Arête Accreditation Program as a chapter requirement.

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Alcohol & Drugs

1) Individual members and chapters are responsible for ensuring that the possession, use and/or consumption of alcoholic beverages during a fraternity or sorority event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the chapter, is in compliance with any and all applicable laws and policies of the state, town and University of Connecticut as well as those of the respective inter/national organization.

2) Unless otherwise permitted by inter/national policy, chapters shall hold events at third party venues (e.g. clubs, restaurants, hotels, etc.).

3) Chapters must submit a completed Alcohol Event Notification (AEN) form to the OFSL at least 48 hours before any chapter event at which alcohol is present. The AEN can be downloaded from http://www.greeklife.uconn.edu/forms.html, and requires the signature of the president, risk manager and social chair of each sponsoring chapter. Consistent with the AEN:

a) A complete and accurate typed guest list must be included with the AEN at the time it is submitted. The guest list shall represent all members and guests who will be in attendance at the specified event. A copy of this guest list shall be used at the event to ensure the event remains open only to guests scheduled to attend.

b) At least three event monitors must be specified on the AEN who have been assigned by each sponsoring chapter. Event monitors will not consume alcohol or illicit substances at the event and should help ensure safe decisions are made at the event. Additionally, new/associate members should not be assigned to act as monitors.

c) Chapters must plan for safe and appropriate transportation (e.g. buses) for any events at which alcohol is present for all members, new/associate members, and guests. For chapters with an inter/national policy that supports sober driving programs, the names of at least three sober drivers per chapter must be listed on the AEN. For chapters required to provide transportation (i.e. buses), the names of at least three bus monitors per chapter must be listed on the AEN.

4) No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the chapters, groups, or organizations.

5) Chapters are prohibited from hosting open parties where alcohol is present, meaning those with unrestricted access by non-members of the chapter.

6) Proof of age is required to enter any chapter-sponsored event when alcohol is present and host chapter(s) must have a method to designate those of legal drinking age (e.g. stamp, wristband). This method may be coordinated in conjunction with a third party vendor.

7) No members, collectively or individually, shall purchase for, serve to, or sell beverages to any person who is not of legal drinking age.

8) No chapter may co-sponsor an event with an alcohol distributor or tavern where alcohol is sold, given away, or provided to those present. Tavern is defined as an establishment that generates more than half of the annual gross sales from alcohol. This includes any event held in, at or on the property of a tavern as defined above for the purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy.
9) Chapters must provide food and non-alcoholic beverages at events where alcohol is present.
10) No chapter shall include alcohol in their service or philanthropy events.
11) All recruitment activities associated with any chapter will prohibit the use of alcohol and other drugs. No recruitment activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
12) No alcohol or other drugs shall be present at any new/associate member program or activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “big brother/sister-little brother/sister” events or activities, “family” events or activities, and initiation.
13) No member or new/associate member shall permit, tolerate, encourage or participate in “drinking games” or any activity that encourages rapid consumption of alcohol at chapter events.
14) The sale, possession, or use of illegal drugs or controlled substances while on chapter premises or during a chapter event or at any event that an observer would associate with the chapter is strictly prohibited.

New/Associate Member Education & Hazing
1) No chapter, colony, student or alumnus/a shall conduct or condone hazing activities.
2) The University of Connecticut defines hazing as “an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.” The Student Code (Part III.B.6.). Chapters are required to abide by the Connecticut State Hazing Law, the University of Connecticut Hazing Statement, and the policy of their inter/national organization.
3) In accordance with the Fraternity and Sorority Project Arête Accreditation Program, chapters should actively educate and inform the chapter, including new/associate members, about hazing. The accreditation program specifically outlines the following:
   a) During each semester in which a chapter brings in new members the chapter must sign and return the Anti-Hazing Contract.
   b) During each semester in which a chapter brings in new members the chapter must have new members sign and return the New Member Rights & Responsibilities Form.

Sexual Abuse & Harassment
1) No chapter will tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location, demeaning to another human being including but not limited to verbal harassment and sexual assault by individuals or members acting together.
2) The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a chapter event is prohibited.

Fire, Health and Safety
1) Chapters living in Husky Village must adhere to any safety standards outlined by the Department of Residential Life.
2) All chapters shall ensure their facilities meet all local fire and health codes and standards for which they are responsible.

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3) All chapter facilities shall post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
4) The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter facility are prohibited.

This Policy shall be reviewed annually and revised as necessary by OFSL staff to remain current with new standards of practice as recommended by the University, inter/national organizations and FIPG.

Susanne Snowflake is in charge of risk management. She ensures that every event has the adequate number of social monitors per university policy. She also ensures that everyone in the sorority leaves the house at the same time and no one walks home alone. Furthermore, at each chapter meeting Susanne discusses safe lifestyle choices with statistics, quotes, or other fun methods of passing along information.

Copy of Anti-Hazing Policy Add here unless it is address in the risk management policy. In which case please acknowledge that Risk Management policy addresses hazing and on what page.

**SUGGESTED CHAPTER CRISIS MANAGEMENT PLAN**

It is an unfortunate reality that from time to time a serious injury, loss of life, major property loss, or criminal activity will occur in a chapter. Events of this nature grievously impact not only on the chapter, but also effect the Florida Greek community, the UF community, the families and friends of members, and the (inter)national organization.

In the event of a crisis, the chapter must be prepared to respond quickly and appropriately. A copy of this policy should be kept in an easily accessible place and distributed to all chapter officers. There are several recommended steps to follow in the event of a crisis, with some additional steps to follow in the event of a death of one of your members. In emergency situations, it is critical that you react calmly. The success of this plan depends on thoughtful and cooperative response by all members.

**Role of Sorority & Fraternity Affairs: 352-392-1671**
In an emergency situation, SFA staff is ready and willing to assist you. You should not fear approaching the university for assistance in a time of crisis. Our primary concern is for the safety and well-being of your members. In many cases, we can assist you in making important arrangements such as organizational management, group and individual counseling, administrative notification, and communication with the appropriate officials.

**1. DETERMINE WHO IS IN CHARGE DURING AN EMERGENCY / CRISIS**

Be certain that each person in your chapter knows that the president is in command of every emergency situation involving a crisis, serious injury or death. In the absence of the president, have a ranking order of officers established and be sure they know where to find this written procedure. If your chapter has a house, be sure that your House Director is aware of these procedures.

**OFFICER NAME PHONE**

1. President:
2. ___________________________________________________________________________
3. ___________________________________________________________________________

2. PLACE EMERGENCY PHONE CALLS

If there is an emergency situation where emergency personnel (police, fire, ambulance) are needed,

1st: Call **911**

2nd: Call Chapter Advisor Home __________________
      __________________   Cell __________________

Call/Notify House Director Home __________________
      __________________   Cell __________________

3rd: Call your Sorority & Fraternity Affairs Council advisor
      __________________   Cell __________________

Sorority and Fraternity Affairs staff will discuss the situation with you and in all serious cases they will be at the chapter house or designated location in a matter of minutes. Always call if you are in doubt as to whether a situation is serious or not. Updated July 2010

3. Call a MANDATORY emergency chapter meeting

If a crisis has occurred within your chapter, call a MANDATORY emergency chapter meeting immediately. Make sure your chapter advisor, member of your alumni advisory board, and/or SFA staff is present.

☐ Explain that there is an emergency situation and they need to report to the house or designated location immediately.

☐ It is important that all members remain calm during the crisis.

☐ Ask chapter members to refrain from making outgoing phone calls until further notice.

For housed chapters:

☐ Depending on the situation, out-of-house members may need to be called in for a meeting.

☐ **Close the house at once.** Permit only your members and appropriate officials to enter. Assign one or more members to calmly and politely guard the door.

At this meeting:

☐ Explain the situation and gather facts.

☐ Project a strong leadership image to let your members know everything is under control so they will remain calm.

☐ Clarify who is the spokesperson (normally the chapter president). No one else should make statements or answer questions about the situation.

☐ Instruct members not to discuss the incident with anyone, including boy/girlfriends and family members, until the situation has been resolved. In the event of a fire or accident, members should, of course, be encouraged to notify their parents to let them know they are okay.

☐ Detail the plan for the next several days.

☐ Instruct your members to cooperate with campus or law enforcement officials investigating an incident.

☐ The president, or designated spokesperson, should make appropriate statements to the media after the situation is under control and you have discussed the content of the statement.
with Sorority & Fraternity Affairs. Make sure that all members know what the prepared statement will be.

Updated July 2010
EMERGENCY INFORMATION CARDS
Keep on file with the president, an emergency card or page for each member and aspirant/pledge/associate/new member. Included on the card should be:

a. Member's full name, UFID, and birth date
b. Member's local address and telephone number (if other than the chapter house)
c. Name, address, telephone numbers and email addresses of parents or guardians. Be sure to get this information for both parents when possible. Include parents’ residence, work and cellular telephone numbers.
d. Name, address, and telephone numbers of another person to notify in the event the parents cannot be reached (Examples: neighbor of parents, relatives)
e. Medical information (allergies, medical conditions, etc.)
f. Name and telephone number of the family physician
g. Insurance information

CRISIS MANAGEMENT PROCEDURES FOR SPECIFIC INCIDENTS
FIRES
1. In case of a fire, remain calm. Panic only causes confusion.
2. Activate the fire alarm.
3. Call 911, no matter how minor you consider the fire to be. Don't take a lot of time looking for the fire beforehand.
4. Use an extinguisher if possible.
5. Check as many rooms on the way out to see if everyone is alerted to the fire. Check to make sure all doors to all rooms are closed on the way out.
6. When you are in a room when the alarm goes off, feel the doorknob to see if the heat is intense. If it is hot, do not open it. If you think it's safe, then open the door slowly with your shoulder against it to see if the fire is in the hallway. Because toxic fumes and high temperatures usually fill the highest levels of the air, it is best to crawl out of a burning building. Cover your face with a cloth, preferably damp. If the fire is in the hallway, exit through a window, but be sure to crack the top of the window first to let the smoke draft out. Most people are killed by smoke before they have a chance to jump.
7. Have a plan to account for members. A roommate check system may work best. Have a predetermined spot where members are to congregate in the event of a fire. Take a head count to make sure everyone is out of the house. NEVER go back into the house to attempt to rescue anyone.
8. Turn off electricity and gas if there is time.
9. Move cars out of the way for fire engines to get in.

MEDICAL EMERGENCIES
1. In chapter houses, be sure your chapter has a complete first aid kit in an accessible place in your chapter room. Take the kit with you at chapter retreats and other out-of-town functions.
2. Call the paramedics and give necessary information regarding the sickness/accident.
3. In the event of a serious illness or injury, do not notify the parents immediately. The medical officials may wish to notify parents and advise them of the situation.

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CHAPTER MEMBERS IN DISTRESS
Sometimes your chapter may have a member that is experiencing a mental health crisis or difficulties, or a member that is exhibiting disruptive or disturbing behaviors.
In the event of a dangerous member, where safety for self or others is an immediate concern (i.e. verbal or physical threats to harm others; active threats of suicide and resists help), call 911. If the member is disruptive or acting in a disturbing manner, where safety is not an immediate concern (i.e. threatens harm to self or others, but will accept help; demonstrates bizarre behavior or communication; disruptive to the living/learning environment), call your SFA Council Advisor. You may also call the Counseling and Wellness Center at any time at 352-392-1575 for mental health consultation or referral.
In the event that you have a chapter member in distress, do not assemble your chapter. Discuss with campus officials steps you should take to handle the situation. Campus officials will determine if the parents need to be contacted.
Sorority and Fraternity Affairs can be your connection to other resources on campus. When in doubt, please contact a Sorority and Fraternity Affairs advisor for assistance.
SERIOUS ILLNESS
There are several procedures and precautions that group members should take in the event one of your fellow members develops what appears to be a serious illness (including substance addiction or eating disorder). An ill member may ignore his or her condition and may not take the initiative to seek proper medical attention. As responsible adults, you must be sensitive to your members’ physical and psychological welfare. If you become aware of a member who is suffering from a serious illness, take immediate action by following these guidelines and contacting appropriate people who can help:
  o Initially bring your concern to the attention of the member. Tell the member you are aware of his/her condition and that you are concerned.
  o Determine what kind of medical attention or psychological counseling the member has sought. What kind of care has been described?
  o If the ailing individual continues to ignore his/her physical or psychological condition, contact your chapter advisor.
  o Information about the situation should be brought to the advisor’s attention, and consult the campus counseling center for guidance on establishing a specific plan of action to help the member.

It is extremely important that members be understanding and sensitive in dealing with cases of serious illness. There may be some cases when an ailing person will not want your assistance and will strongly object to any contact with his parents. It is important to respect the wishes of the person; however, you may find yourself in a situation where respecting a person’s wishes may not be medically wise or sound. The realities of the situation should not be ignored. Updated July 2010
DEATH
1. In the event of a death, do not notify the parents; this will be done by emergency or campus officials.
2. Be very careful that the death is not announced until all members of the immediate family have been notified.
3. Do not announce the death until your chapter advisor has arrived to help. You will also want to have a campus counselor (the SFA staff will arrange this) present when you make the announcement to help your members deal with the shock.
4. **If the member lived in the chapter house, do not remove any of the deceased student's personal possessions.** If the member had a roommate, the roommate should be moved temporarily to another room.
5. After the family has been notified, the chapter advisor or president may wish to call the family to offer sympathy on behalf of the chapter, and ask what their wishes are in regard to the possessions. You may offer to pack them in boxes, but chances are the parents will prefer to do this themselves.
6. Before the family arrives, be sure all borrowed items are returned to the deceased's room and if possible, lock it. When they do arrive, you may want to have empty boxes available and offer to help. This is an emotional trauma for parents and they may want privacy.
7. It is of course proper to send sympathy cards and notes, flowers, etc. If the funeral is nearby, it could mean a great deal to the parents for members to attend. Offer to make a statement on behalf of the fraternity at the memorial service. If the funeral will be out-of-town, you may want to arrange a local memorial service. You can contact the Office of Sorority and Fraternity Affairs or Dean of Students Office for assistance in making arrangements.
8. Check to see if your ritual contains a ceremony for memorial services.
9. For some of your members, this may be their first experience in dealing with the death of someone close to them. Keep an eye out for members who appear to be having difficulty coping with the situation and encourage them to talk with a counselor.
10. The Dean of Students Office (DSO) will take care of notifying the deceased student's instructors and other campus offices of the death.
11. When someone close to you dies, it is difficult to accept the loss and you and your members may find yourselves consumed by pain, fear, and grief. Grief is a normal response to losing someone who was important to you. Grief hurts, but it is necessary. When a death tears your world apart, grieving is the process that puts it back together.
12. Grief runs through stages, although not everyone experiences every stage, and your members will pass through the stages at their own rate. That is why it is important to understand the stages of grief:
   a. **Denial** - This response is nature’s way of protecting you and insulating you from what happened.
   b. **Anger** - You may feel angry toward the doctors and nurses who couldn’t save the life of the deceased. You might even feel angry at the deceased for leaving you. These feelings of anger may lead you to feel guilty.
   c. **Guilt** - You may feel guilty for simply being alive when someone else has died. You might feel guilty about not saying goodbye, or you may remember a fight you had with the deceased.
   d. **Depression** - Even if you are normally a committed, caring person, you may find that you don’t care about anything or anyone. This is a common feeling as are the others.

Updated July 2010
e. Acceptance - Hopefully, the grieving process will accept the death eventually. That does not mean you have to forget the deceased. It just means it is time to go on living.

One of the best ways to begin working through grief is to attend the funeral or memorial service. A funeral confirms the reality of death and serves as a focus for expressing feelings of loss. You begin to help the family of the deceased, and yourself, by attending the funeral. Being there demonstrates that although someone has died, friends like you remain, and it demonstrates that you care. Both before and after the funeral, it is important that you express your feelings. Crying is both healthy and normal. It may also help to hold a discussion to help members with accepting the loss.

INVESTIGATIONS
Make written notes of all details relating to any incident. It will be especially important to get the names of all members present, the names and telephone numbers of any witnesses (in some cases you may want to get signed statements from the witnesses), and the names and telephone numbers of anyone injured (however slightly). Some incidents may result in lawsuits, and if you are called to testify in court months after the incident, the notes will be invaluable. Share the information you collect with your chapter advisor and any campus or law enforcement officials conducting an investigation. Itemize any property losses, and keep records of any expenses related to the situation.

MEDIA RELATIONS
Again, it is critical that the officially designated chapter spokesperson be the only person to speak with the media. No exceptions!
Consult with your chapter advisor, your SFA council advisor, and your attorney (if applicable) so that they can help you prepare for any media contact. They can also assist you in developing a prepared statement that can be read to the press. Prior to the development of a statement the following standby statement should be used (avoid saying “no comment” — it sounds as if you are trying to hide something): “We can confirm that (describe the incident very briefly) occurred on (day) at (time) at (location). The chapter is cooperating with authorities and all interested parties. Further information will be released when we have completed our investigation of all pertinent matters.” Absolutely nothing else should be said. The only response to other questions should be: “When we have completed our investigation, we will release more information.”
✓ Instead of a press briefing, you may elect to simply prepare a statement and distribute it to the media.
✓ When you are being interviewed, tell the truth. Give only the facts. If you don't know an answer to a question, say so. Don't speculate or repeat hearsay. Avoid exaggerations and inflammatory remarks. Stress what positive action you are taking to resolve the situation. If you are asked a question you feel is unfair, simply rephrase the question the way you would prefer to have it asked, and then answer your question. Never make "off the record" comments.

Updated July 2010
Consider your appearance. Dress neatly (semi-formal). Your members should also dress neatly even if they are casual (no beer T-shirts, etc.). Clean up your house, being careful to remove trash, and anything else that may not look professional in a photograph or on TV. Consider holding a press briefing away from the chapter house, perhaps at a location on-campus. Caution your members not to grandstand in the background during TV interviews.

- Do not release any names until an investigation is complete and the timing is appropriate.
- Don't discuss the personal life of your members with reporters.
- Keep your house locked. Do not let television cameras or photographers into your house (unless you specifically want to invite them in for a press conference

PLEASE SEE ADDITIONAL RECRUITMENT PLAN TEMPLATE
Greek Unity

Cupcake Decorating event with Phi Mu- March 22, 2013 12-3 p.m. at the Phi Mu house
The event was a success. Phi Mu had their dining table set up with little cupcake decorating stations. Everyone had frosting, sprinkles, fondant, etc. to decorate their cupcakes. Every sister submitted one cupcake for a mini competition. Glora Everbright won a cake stand! Yay!

Helen Mellas, Barbie McClarin, Sophia Warren, Lily Ann Excaliber, Jackie Page, Quincy Flowers, Brooke Sloan, Vicki Crown, Becky Laddell, Rhea Craig, Missy Elliot, Blanche Cart, Lieslie Knope, Allie Sparks, Brittany Cummings, Sunshine Rainbow, Cathy Isle, Betty Boop, Jewel Cher, Mary Beth Grady, Delta Brewer, Helena Spot, Gloria Everbright

Pot Luck Dinner with Delta Psi Alpha- May 1st, 2013 CLB 100
Members from each organization brought either drinks, appetizers, entrée, or a dessert and the chapters mingled while writing letters to service men and women. It was a great get to know you experience while helping a great cause.

Helen Mellas, Barbie McClarin, Sophia Warren, Lily Ann Excaliber, Jackie Page, Quincy Flowers, Brooke Sloan, Vicki Crown, Becky Laddell, Rhea Craig, Missy Elliot, Blanche Cart, Lieslie Knope, Allie Sparks, Brittany Cummings, Sunshine Rainbow, Cathy Isle, Betty Boop, Jewel Cher, Mary Beth Grady, Delta Brewer, Helena Spot, Gloria Everbright

Anti-Hazing Speaker with Alpha Epsilon Pi- September 22, 2013 Gable Hall
Together the two chapters sponsored anti-hazing speaker Claude VanHousen. He is a fraternity alum who wrote a book on the hazards or hazing and how to avoid it. He educated members on things that were hazing that someone might not realize, how to ensure a welcoming fraternal community in greek life, and how to empower your members.

Helen Mellas, Barbie McClarin, Sophia Warren, Lily Ann Excaliber, Jackie Page, Quincy Flowers, Brooke Sloan, Vicki Crown, Becky Laddell, Rhea Craig, Missy Elliot, Blanche Cart, Lieslie Knope, Allie Sparks, Brittany Cummings, Sunshine Rainbow, Cathy Isle, Betty Boop, Jewel Cher, Mary Beth Grady, Delta Brewer, Helena Spot, Gloria Everbright

Welcome back BBQ with Iota Phi Theta August 20, 2013
Worked with Iota Phi Theta to host a bbq in MLK Commons to welcome the new freshman and transfer students to NorthSouthern University. We had games, a raffle, grilling, and advertised for our councils and greek life in general.

Helen Mellas, Barbie McClarin, Sophia Warren, Lily Ann Excaliber, Jackie Page, Quincy Flowers, Brooke Sloan, Vicki Crown, Becky Laddell, Rhea Craig, Missy Elliot, Blanche Cart, Lieslie Knope, Allie Sparks, Brittany Cummings, Sunshine Rainbow, Cathy Isle, Betty Boop, Jewel Cher, Mary Beth Grady, Delta Brewer, Helena Spot, Gloria Everbright

During Greek Week we were paired with Tau Phi Sigma and competed in the various competitions. We had an amazing time and learned so much about tau Phi sigma and its members.

All chapter members participated at some point or another.

Attended Unity Stroll on April 11, 2013
Helen Mellas, Barbie McClarin, Sophia Warren, Lily Ann Excaliber, Jackie Page, Quincy Flowers, Brooke Sloan, Vicki Crown, Becky Laddell, Rhea Craig, Missy Elliot, Blanche Cart, Lieslie Knope, Allie Sparks, Brittany Cummings, Sunshine Rainbow, Cathy Isle, Betty Boop, Jewel Cher, Mary Beth Grady, Delta Brewer, Helena Spot, Gloria Everbright

Campus and Public Relations
This section evaluates your chapter’s relationship with the NIU community and our community as a whole.

- Officer who promotes co-curricular activities among members; does not need to be his/her sole job
  - include member, title, job description, and how that member achieved that goal
- Officer who works with the community; does not need to be their sole job
  - include member, title, job description, and how that member achieved that goal
- Officer handles public relations; does not have to be their sole job
  - include member, title, job description, and how that member achieved that goal
- Communicates with NIU and community as a whole
  - include Facebook, Twitter, newspaper, etc. methods in reaching out to the community
- Host a chapter member family night/day/event
  - include invitation, number of people attended and description
- Chapter participates in at least two (2) campus sponsored event
  - include members who attended, description of event, and a few comments from those who attended
- Chapter participates in at least one (1) NIU leadership on campus event
  - include members who attended, description of event, and a few comments from those who attended
- At least 50% of chapter members are involved in other campus activities
  - please include each member and what other organization, club, etc. they belong to on campus
- Chapter sponsors an event that enhances the relationship with the NIU community
  - include invitation/flyers, methods used to advertise, number in attendance (member and nonmember) and how this event enhanced NIU’s campus and community
- Chapter co-sponsors an event with a non-greek group on campus
  - include invitation/flyers, methods used to advertise, number in attendance (member and nonmember) and how this event enhanced NIU’s campus and community
- Chapter has a faculty advisor who is involved with the group for at least one (1) event per semester
  - include faculty advisor, their contact information, and what events that assisted with and how they assisted your organization
Community Service and Philanthropy

This section evaluates your chapter’s dedication to philanthropy and community service.

- Chapter has an officer that handles community service, meaning they communicate opportunities to chapter members and facilitate chapter community service events
  - include member, title, job description, and how the Chapter achieved these goals
- Description of how your chapter has supported their philanthropy each semester
  - include any relevant information such as money raised, hours served, total items collected, etc.
- Host or attend at least four (4) philanthropic events per year
- Attend at least one (1) non-greek philanthropy event each year
  - include members who attended and what event your chapter went to, and a few comments on the event
- Attend or host at least three (3) Greek philanthropies per year
  - include members who attended and what event your chapter went to, and a few comments on the event
- Members must each complete five (5) hours of community service per semester
  - provide a list of total number of members, place of service, and total number of hours served for each semester
- Chapter reflects after attending philanthropic events
  - include event or time when you reflected after each event attended and a small writing on said reflection

New Member Education

This section evaluates how well your chapter acclimates and educates your new members on your members, your chapter, important issues and the NIU community.

- Chapter has an elected officer who handles the education of new members
  - include name, title, job description, and how they achieved this goal
- Chapter has a new member education program
  - include program
- Chapter follows the new member program
  - include schedule of new member meetings and examples of presentations given at these meetings
- Chapter educates new members on NIU and FSL policies, helpful people, etc.
  - include presentation of said information (PowerPoint, handout, etc.)
- Education new members on alcohol and drug abuse
  - include presentation of said information (PowerPoint, handout, etc.)
- Education new members on sexual assault and harassment
  - include presentation of said information (PowerPoint, handout, etc.)
- Education new members on values, goals, etc. of your chapter
  - include presentation of said information (PowerPoint, handout, etc.)
Member Education
This section evaluates how well your chapter educates your members on your chapter, important issues, and the NIU community.

- Chapter has an officer who handles membership education
  - include name, title, job description, and how they achieved this goal
- Chapter sponsors a campus wide educational program that 65% of the chapter attends
  - include description of the event, who attended, advertisement for the event to the community as a whole
- Provide educational programming on diversity to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
- Provide educational programming on NIU policies to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
- Provide educational programming on council policies to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
- Provide educational programming on drug/alcohol abuse to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
- Provide educational programming on sexual assault and harassment to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
- Provide educational programming on risk management to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
- Provide educational programming on hazing, prevention and reporting of hazing to the entire chapter
  - include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}
- Provide educational programming on values and goals of your chapter to the entire chapter
• include presentation of said information (PowerPoint, handout, etc.), list of members in attendance, and who gave the presentation {These can be events held by other groups on campus that your chapter is required to attend, or ones held just for your entire chapter}

• Chapter holds two (2) events without alcohol that focus on unity and community within your organization
  o include those in attendance, event, and task that promoted unity and community

• Chapter has an officer who serves as a liaison to other Greek organizations
  o include member, title, job description, and how they achieved this goal

• Chapter attends bystander education
  o include members in attendance and a few comments on the event

Scholarship

• Chapter has an officer who handles scholarship
  o include member, title, job description, and how they achieved this goal

• Chapter has a scholarship program that offers incentives for academic achievements and restrictions when academic standards are not met
  o include program and how incentives and restrictions are handled
  o Academic Plan you submitted to FSL Office is a great way to fulfill this requirement
  o If it doesn’t include incentives and restrictions then feel free to edit it from what was turn in

• Chapter offers academic workshops for its members
  o include workshop attended by members (these can be run by your chapter or other NIU organizations)
  o Please include description of the event and what was gained from having been in this event
  o Flyer from event, powerpoint, etc. are all good options to prove completion

• Chapter has new member academic programming to encourage academic success for its new members, and aids them when they need help
  o include programming and outlets for assistance

• Chapter sets and evaluates scholarship goals each semester
  o include each semester’s goals and plan for attaining these goals

• Chapter requires that all officers have a minimum of 2.5 GPA
  o include all officers and their GPAs

• Chapter requires that all members have a minimum of 2.0 GPA
  o include all member GPAs

• Chapter has an overall GPA of 2.0 or higher
  o include chapter GPA (will be verified with FSL Records)

• Faculty advisor meets with all members who have a GPA under 2.5 each semester
  o Note from advisor

Fraternity and Sorority Life Requirements
This will be a check list completed by FSL Office.
Scheduled Maintenance: building inspection, signed letter from landlord saying house is in good repair or what repairs need to be done and their expected completion date
Cooking Plan: Monthly meal schedule and grocery shopping policy/system

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<thead>
<tr>
<th>Sunday</th>
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<tr>
<td>Homemade Baked Potato Soup</td>
<td>Shepherd's Pie</td>
<td>(Free) Vegetable Soup</td>
<td>Cornbread Chicken with fried green beans &amp; mashed potatoes</td>
<td>Crock pot Beef Ragu with spaghettis &amp; salad</td>
<td>Crock pot Sausage Spread &amp; Toss Salad</td>
<td>FREE DAY - Pizza</td>
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<tr>
<td>Grilled Chicken with roasted potatoes &amp; brown rice</td>
<td>Mac &amp; Cheese with steamed broccoli</td>
<td>(Free) Crock pot Turkey Black Bean Chili</td>
<td>(Free) Crock pot BBQ Rib with corn &amp; potato fries &amp; salad</td>
<td>Pasta topped with shredded chicken, grilled chicken &amp; (Free) pasta</td>
<td>Chicken Spaghetti, Brownie Bake</td>
<td>FREE DAY - Pizza</td>
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<tr>
<td>(Free) Roast Beef with potatoes &amp; Brussels</td>
<td>(Free) Stuffed Shells</td>
<td>(Free) Spaghetti &amp; meatballs</td>
<td>(Free) Corned Beef &amp; Cabbage</td>
<td>Chicken Crock pot</td>
<td>(Free) Peking Duck with peaches &amp; cream</td>
<td>FREE DAY - Dinner at Mom and Dad's House</td>
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<tr>
<td>(Free) Meatloaf with roasted carrots &amp; stuffing</td>
<td>Chicken Pot Pie</td>
<td>(Free) Crock pot Beef Lasagna &amp; Charles' Chili</td>
<td>(Free) Real Chicken &amp; Dumplings</td>
<td>(Free) Crock pot Chicken Fajitas</td>
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</tbody>
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Cleaning Plan: monthly schedules with names, tasks, etc.
Chapter House Monitor: Missy McGee is the house monitor. She makes sure everyone is completing their tasks and meals are healthy and enough for all living in the sorority house. She creates the cleaning and meal schedules.

Chapter House Rules
Designated Quiet hour policy and how it is enforced and sanctioned
Letter stating inspection has been conducted and house approved by fire marshall
No social event policy violations on record