

DARTMOUTH COLLEGE

GREEK LETTER ORGANIZATIONS AND SOCIETIES

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HANDBOOK AND POLICIES

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POLICIES, EXPECTATIONS & PRIVILEGES FOR GREEK LETTER ORGANIZATIONS	6
I. PREAMBLE: PURPOSE & SCOPE	6
A. DEFINITION.....	6
B. GREEK LETTER ORGANIZATIONS' MISSION STATEMENT AND GUIDING PRINCIPLES.....	6
C. RECOGNIZING DEPARTMENT:.....	7
II. RECOGNITION OF NEW GREEK LETTER ORGANIZATIONS.....	7
A. GENERAL STANDARDS & PROCEDURES.....	7
B. PETITIONING FOR A RECOGNIZED GREEK LETTER ORGANIZATION	8
C. COLONY STATUS	10
D. COLONY RECOGNITION.....	10
III. RECOGNITION REQUIREMENTS FOR ALL GREEK LETTER ORGANIZATIONS	11
A. GENERAL REQUIREMENTS.....	11
B. FISCAL REQUIREMENTS	12
C. RECRUITMENT/ELIGIBILITY REQUIREMENTS.....	12
D. MEMBERSHIP REQUIREMENTS	12
E. PHYSICAL PLANT REQUIREMENTS.....	38
IV. ANNUAL RENEWAL OF RECOGNITION FOR GREEK LETTER ORGANIZATIONS	13
V. PRIVILEGES OF RECOGNIZED GREEK LETTER ORGANIZATIONS	14
VI. REVISIONS AND CHANGES TO THE DOCUMENT	16
RECRUITMENT AND NEW MEMBERS.....	17
I. PREAMBLE.....	17
A. DEFINITION.....	17
II. RECRUITMENT	17
A. TIMING OF RECRUITMENT.....	17
B. ELIGIBILITY REQUIREMENTS	18
C. RECRUITMENT EVENTS.....	18
III. NEW MEMBER EDUCATORS, REPORTS AND POLICIES	18
A. NEW MEMBER EDUCATORS.....	18
B. NEW MEMBER REPORTS	18
C. CONTENT OF NEW MEMBER REPORTS	19
D. NEW MEMBER CARDS.....	19
IV. HAZING POLICY.....	19
A. DARTMOUTH PROHIBITION OF HAZING.....	20
B. DARTMOUTH DEFINITION OF HAZING	20
C. ACCOMPLICE RESPONSIBILITY.....	20

D.	COMMENTARY.....	20
E.	NEW HAMPSHIRE LAW	21
V.	MEMBERSHIP	21
A.	ORGANIZATIONAL MEMBERSHIP CONTRACT.....	21
B.	CHARACTERISTICS OF MEMBERSHIP	22
C.	ORGANIZATIONAL REQUIREMENTS	22
D.	RESIGNATION OF MEMBERSHIP.....	23
	ALUMNI BOARDS, ADVISORS, AND NATIONALS	24
I.	PREAMBLE.....	24
II.	ALUMNI BOARDS	24
III.	ADVISORS AND ADVISORY GROUPS.....	24
IV.	24 HOUR CONTACT POLICY.....	25
A.	POLICY STEPS	25
B.	GREEK LETTER ORGANIZATIONS & SOCIETIES PLEDGE TO THE PROCESS	25
V.	COMMUNICATION WITH ALUMNI/AE.....	25
A.	GUIDELINES FOR OBTAINING ALUMNI/AE MAILING LABELS.....	25
B.	GUIDELINES FOR OBTAINING ALUMNI/AE EMAIL ADDRESSES	26
C.	SOLICITING ALUMNI/AE FOR NON-CHARITABLE CAUSES	26
	FINANCIAL OVERSIGHT	27
I.	FISCAL RESPONSIBILITIES.....	27
II.	ORGANIZATION BUDGET PREPARATION.....	27
III.	INSURANCE	28
A.	REQUIREMENTS	28
B.	GROUP PURCHASE POLICY.....	28
IV.	FUNDRAISING	28
A.	SALES AND SALES LOCATIONS.....	29
B.	OUTREACH TO BUSINESSES AND CORPORATIONS.....	29
C.	USE OF THE DARTMOUTH NAME OR INDICIA	29
D.	DASH ACCOUNTS.....	29
V.	PHYSICAL PLANT FINANCES	30
A.	ORGANIZATIONS OCCUPYING A COLLEGE OWNED PHYSICAL PLANT	30
B.	ORGANIZATIONS THAT OWN A PHYSICAL PLANT	30
VI.	ACCOUNTS RECEIVABLE PAYMENT PROCEDURES AND DESCRIPTIONS	31
A.	PAYMENT PROCEDURES.....	31
B.	GENERAL LIABILITY AND PROPERTY INSURANCE PREMIUMS	31

C.	FINANCIAL ASSISTANCE FEE.....	31
D.	COLLEGE BILLING	31
E.	TOWN OF HANOVER PROPERTY TAXES(ORGANIZATIONS THAT OWN A PHYSICAL PLANT)	32
HOUSING POLICIES		33
I.	ORGANIZATIONS SEEKING RESIDENTIAL SPACE.....	33
II.	ELIGIBILITY	33
III.	OCCUPANCY REQUIREMENTS	34
IV.	HOUSING CONTRACTS.....	35
V.	HOUSING ASSIGNMENT REQUIREMENTS	36
VI.	HOUSING ASSIGNMENT DEADLINES	37
VII.	INTERIM HOUSING	37
PHYSICAL PLANT MANAGEMENT		38
I.	PREAMBLE.....	38
II.	COLLEGE OWNED PHYSICAL PLANTS.....	39
A.	HOUSE MANAGER.....	39
B.	FISCAL RESPONSIBILITIES.....	39
C.	TERMS OF OCCUPANCY IN A COLLEGE OWNED PROPERTY.....	39
D.	PHYSICAL PLANT SAFETY CODE	41
E.	PHYSICAL PLANT STANDARDS FOR REGULAR MAINTENANCE	42
F.	TERMINATION OF OCCUPANCY IN A COLLEGE OWNED PROPERTY.....	44
III.	PRIVATELY OWNED PHYSICAL PLANTS.....	44
A.	HOUSE MANAGER.....	45
B.	FISCAL RESPONSIBILITIES.....	45
C.	PHYSICAL PLANT SAFETY CODE	46
D.	PHYSICAL PLANT STANDARDS OF REGULAR MAINTENANCE.....	49
E.	HOUSE RULES	51
IV.	RESIDENTIAL OPERATIONS CLEAN GROUNDS POLICY	51
V.	RESIDENTIAL OPERATIONS HOUSEKEEPING INSPECTION POLICY.....	51
VI.	DISPOSAL OF HOUSEHOLD HAZARDOUS MATERIALS	52
VII.	FEES AND ASSESSMENTS.....	52
VIII.	VERIFICATION OF PHYSICAL PLANT COMPLIANCE AND ACCOUNTABILITY.....	53
IX.	SCHEDULE OF PHYSICAL PLANT INSPECTIONS	53
PROGRAMMING.....		55

I. SIX GUIDING PRINCIPLES & PROGRAMMING.....	55
II. CO-SPONSORSHIP AND FUNDING	55
A. GREEK LEADERSHIP COUNCIL FUNDING.....	55
B. ADDITIONAL CO-SPONSORSHIP	55
III. OUTDOOR ACTIVITIES	57
A. REGULATION OF OUTDOOR ACTIVITIES.....	57
B. OBTAINING AN OUTDOOR PERMIT	57
C. REGULATIONS AND GUIDELINES RELATED TO RALLIES, MARCHES, AND VIGILS	57
D. BLOCKING OF WEBSTER AVENUE	57
ACCOUNTABILITY.....	59
I. PREAMBLE.....	59
II. DARTMOUTH COLLEGE GROUP ACCOUNTABILITY STATEMENT	59
III. ORGANIZATIONAL ACCOUNTABILITY.....	60
APPENDICES	63
APPENDIX A: DARTMOUTH COLLEGE RECOGNIZED GREEK LETTER ORGANIZATIONS..	64
APPENDIX B: FISCAL YEAR END DATE.....	65
APPENDIX C: ADDRESSES AND HINMAN MAIL.....	66
APPENDIX D: HOUSING OCCUPANCY REQUIREMENTS	66
APPENDIX E: HOUSING FORMS	68
CONTRACT FOR GREEK LETTER ORGANIZATIONS AND SOCIETIES.....	68
GREEK LETTER ORGANIZATION OCCUPANCY AGREEMENT FOR COLLEGE-OWNED PHYSICAL PLANTS	69
APPENDIX F: GREEK LETTER ORGANIZATION FIRE CODE CAPACITIES	70
APPENDIX G: HOUSEKEEPING INSPECTION REPORT.....	71
APPENDIX H: REGULATION OF OUTDOOR ACTIVITIES	71
APPENDIX I: REGULATIONS AND GUIDELINES RELATED TO RALLIES, MARCHES, AND VIGILS	77
APPENDIX J: GREEK LETTER ORGANIZATIONS & SOCIETIES MAILING REQUEST FORM ERROR! BOOKMARK NOT DEFINED.	
APPENDIX K: TREASURER'S FUNDRAISING VERIFICATION FORM FOR DASH DONATIONS	80

DARTMOUTH COLLEGE CAMPUS LIFE

Policies, Expectations & Privileges for Greek Letter Organizations

I. Preamble: Purpose & Scope

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

Greek letter organizations (also known as GLOS organizations) at Dartmouth College exist at the pleasure of the institution. The mission of the College is supported by organizations that work actively to promote the free exchange of ideas in a manner consistent with the *Dartmouth College Principle of Community* (Dartmouth College Student Handbook).

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

A. Definition

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

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

B. Greek Letter Organizations’ Mission Statement and Guiding Principles

Adopted October 2001 by the Dean of the College

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

- to pursue the acquisition of knowledge, with individual academic excellence as the primary goal (*Scholarship*);
- to teach skill development for use within the GLOS community and the broader community (*Leadership*);
- to foster an ethic of support and care through community involvement and outreach (*Service/Philanthropy*);
- to establish and nurture lifelong friendships among all member (*Brotherhood/Sisterhood*);
- to build a community that embraces diversity and appreciates differences in thought and opinion (*Inclusiveness*);
- to act responsibly with regard to choices, decisions, and behaviors, and to maintain the integrity of these principles by insisting that all members live up to them both in spirit and

action. It is understood that GLOS organizations are accountable to Dartmouth College and the Dartmouth community, to the membership of each individual organization, and to their GLOS peers (*Accountability*)."

C. Recognizing Department:

Campus Life is the recognizing department for Greek letter organizations. Campus Life and the Dean of Campus Life are responsible to the Dean of the College for administering the programs, activities, and procedures of the recognized Greek letter organizations. Oversight and assistance to Greek letter organizations is provided through the Office of Greek Letter Organizations and Societies (*hereafter referred to as GLOS*) a department of Campus Life.

II. Recognition of New Greek Letter Organizations

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

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

A. General Standards & Procedures

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

1. New Greek letter organization seeking recognition on campus must affiliate with a national organization. The GLOS office believes that affiliation with national organizations is required because they provide:
 - a. valuable staff and alumni support during the formation process and long after the chapter has been established.
 - b. guidance and direction concerning ritual, and provide clearly stated values and stable governing documents which aid in the development of an organization's identity during formation and well into the future.
 - c. Dartmouth students with the opportunity to learn and then apply organizational practices from chapters throughout the nation and the world.
2. National organizations continue to be created as desires and interests of students change. Many recently formed national organizations meet the particular needs of students of color or those interested in community service. The College recognizes that there has been little growth in the area of national coed Greek letter organizations. As a result, the GLOS office will consider an exception regarding national affiliation for coed Greek letter organizations. However, an exception will only be considered after the possibilities for affiliation with a national organization have been exhausted. Support of alumni and/or advisors, as well as, issues regarding financial stability may be difficult if not impossible to overcome without

affiliation with a national organization due to increasing costs associated with insurance, property taxes, etc.

3. New Greek letter organizations seeking recognition must petition to begin a new organization on campus. Once the petition has been granted these groups move on to “colony” status. If they meet all requirements and stipulations of the colony status the Dean of Campus Life will grant them full recognition at his/her discretion.
4. Due to the limited number of Campus Life staff working with Greek letter organizations and the amount of time and work involved in a successful recognition effort, the following restrictions apply:
 - a. No more than two group recognition processes may occur concurrently.
 - b. Governing councils may sponsor only one group for recognition at a time.
 - c. Other interest groups may begin the process of seeking approval from their respective governing council while a council-sponsored group is seeking recognition, but interest groups may not begin the search process for national affiliation until there are two or fewer organizations in colony status.
 - d. It is recommended that governing councils defer sponsorship of additional groups for one year after the successful colonization of a new organization.
 - e. An organization’s colonization process must not last longer than two years.

B. Petitioning for a Recognized Greek Letter Organization

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

1. Due to the different individual processes and national guidelines for the creation of Greek Letter organizations, all processes of petitioning for new or returning Greek Letter organizations seeking recognition must be approved by the GLOS office.
2. The GLOS office reserves the right to dictate the date and time for initiating the formation of any Greek Letter organization seeking recognition from Dartmouth College.
3. Petitioning for the recognition of a new Greek Letter organization can be initiated by a) a student interest group, b) an established national organization, and c) students working in conjunction with a national organization or nationally mandated process.
4. Petitioning process
 - a. Student interest groups must seek affiliation with a national organization as outlined under “General Standards and Procedures”. The GLOS office will assist groups with the search process for national affiliation and must approve the final selection. Once the students and the national organization have partnered, an appointed representative of the national organization will work with the GLOS office to create a binding agreement outlining appropriate timelines, the process for recruitment, council sponsorship, intake of new members, and colony status. This step must be taken prior to seeking out additional interested students.
 - b. A national organization seeking to start a chapter must work with the GLOS office to create a binding agreement outlining appropriate timelines, the process for recruitment, council sponsorship, intake of new members, and colony status. This step must be taken prior to seeking out interested students.

- c. Students working in conjunction with a national organization or nationally mandated process will follow the same process outlined for a petition process started by a student interest group.
5. For the National Association of Latino Fraternal Organizations (NALFO) and National Pan-Hellenic Council (NPHC) Organizations:
 - a. Due to restrictions from NALFO and NPHC which do not permit the establishment of interest groups on campuses prior to the national organization's involvement, the creation of these groups will differ. Members of an interested student group must submit a written petition to the GLOS office expressing an interest in establishing a NALFO or NPHC chapter on campus. The GLOS office will then contact the group and inquire about expansion. At that point, The GLOS office and the national organization will determine whether the organization will be viable and a healthy addition to the campus. If both parties are in agreement and wish to move ahead the national organization will seek sponsorship approval from the appropriate Greek letter organization governing council to pursue recognition by the College. If an appropriate governing council does not exist, the Greek Leadership Council (GLC) will act as the sponsoring governing council. If the governing council approves the request, the process for seeking College recognition will continue.
 6. Once the agreement between the petitioning organization and the GLOS office has been finalized, the organization may move forward executing the plan outlined in the agreement. The following are required items for new Greek Letter Organizations seeking recognition from Dartmouth College. Deadlines for the following items will be outlined in the joint agreement between the petitioning organization and the GLOS office.
 - a. A list of all interested undergraduate members, with their student identification numbers;
 - b. A copy of each of the following governing documents (including National or International documents, where applicable):
 - i. Constitution and/or Bylaws,
 - ii. Code of Conduct (including Internal Adjudication procedures),
 - iii. Risk Management Policy,
 - iv. Crisis Management Plan;
 - c. Signed GLOS Membership Contracts for each member;
 - d. A list of advisor(s) names and contact information;
 - e. A statement from an alumni board or corporation expressing their intentions and the manner in which they will support the new organization. A contact list that includes information for all persons involved with the alumni board or corporation must accompany the letter;
 - f. A preliminary budget and financial plan for the fiscal operation of the organization;
 - g. A statement confirming how the organization will obtain proper insurance coverage that is consistent with specified requirements. (If an organization becomes recognized, it will have a specified period of time to finalize the paperwork in order to activate an insurance policy.);
 - h. A list of undergraduate officers for the organization;
 - i. A detailed description of the organization's recruitment or membership intake and subsequent New Member orientation process.

7. The National/International organization must adhere to all Dartmouth College and GLOS office recognition policies.

C. Colony Status

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

D. Colony Recognition

1. The GLOS office as the Dean of the College designate, will be the entity granting recognition to new Greek letter organizations. For those organizations that meet the recognition criteria and are approved, they will receive confirmation from the GLOS office granting recognition status.
2. Upon receiving College recognition, a Greek letter organization will be entitled to all privileges afforded to student organizations and Greek letter organizations, along with the responsibility to continue to abide by the guidelines and policies of Dartmouth College and the GLOS office.
3. The GLOS office may grant recognition with additional terms or provisions for a new or returning group. These provisions will be established in order to ensure that the group is stable, and can demonstrate that it can perform effectively over time and in a manner that is compatible with the direction in which the current Greek letter community is moving.
4. To assist all groups involved in the recognition process, documents, guides, and other reference materials will be maintained by the GLOS office and when appropriate printed in the Greek Letter Organizations Handbook and Policies publication.

III. Recognition Requirements for All Greek Letter Organizations

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

A. General Requirements

1. Ensure that its conduct, purpose, and activities are compliant with federal, state, and local laws and with Dartmouth College policies.
2. Ensure that its conduct, purpose, and activities are consistent with the mission of Dartmouth College and the *Dartmouth College Principle of Community*.
3. Ensure that its conduct, purpose, and activities are consistent with the goals and mission of Campus Life and the Greek Letter Organizations' Mission Statement and Guiding Principles.
4. Create, maintain, and agree to abide by governing documents that include a written agreement to abide by the College's non-discrimination and anti-hazing policies. The following governing documents must be current and submitted to the GLOS office (including National or International documents, where applicable):
 - a. Constitution and/or Bylaws
 - b. Code of Conduct (including Internal Adjudication procedures)
 - c. Risk Management Policy
 - d. Crisis Management Plan
5. Have one or more advisors: either an individual or a team of individuals from an alumni board or Corporate board is responsible for providing the undergraduate organization with advice on financial, risk management, and College and organizational policy compliance matters, and (where applicable) physical plant oversight.¹
6. Participate and fulfill all aspects of the Annual Action Plan performance evaluation and assessment process; including fulfilling the specified performance requirements.
7. Be in good standing in terms of conduct.
8. Respond to College and departmental requests for information in a timely manner. (Such requests include, but are not limited to: College Billing lists, Housing Assignment lists, Annual Action Plan documentation, information concerning the status of the organization, changes in undergraduate or alumni leadership, incidents or accidents, and information regarding violations of policies, and other information deemed necessary by the GLOS office).
9. Be in regular communication with the GLOS office and the College. (This includes regularly monitoring email accounts, checking the organizational mailbox, attending GLOS meetings, and monitoring telephone calls with voice mail or an answering machine, etc.).
10. Cooperate fully and assist Dartmouth College, the GLOS office, or any Greek letter organization governing council or judiciary committee, with any investigation of allegations that the organization has failed to comply with College, the GLOS office or governing council policies, procedures, programs and decisions.
11. Positively contribute to the Dartmouth community.

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

12. Meet and continue to abide by both College policies and International or National policies in order to satisfactorily fulfill the requirements of College recognition.²

B. Fiscal Requirements

1. Be in good standing financially³.
2. All Greek letter organizations & societies are obligated to obtain and maintain a proper tax-identification number under the Internal Revenue Code as a not-for-profit, social organization.
3. All Greek letter organizations & societies, at their own individual expense, are required to obtain and maintain general liability, and property insurance (if the organization owns a physical plant) with coverage and limits determined by the Dartmouth College Office of Risk and Internal Controls Services. Historically, the Office of Risk and Internal Controls Services has been able to assist organizations by helping to coordinate a group purchase arrangement. Those organizations not participating in the group purchase must:
 - a. Obtain individual and aggregate limits equal to or greater than those provided through the group purchase. There must not be policy exclusions over and above those stated on the Dartmouth College group coverage.
 - b. The separate and/or individual policies shall name the "Trustees of Dartmouth College" as Additional Insured on each policy.
 - c. Provide the Office of Risk and Internal Controls Services with a Certificate of Insurance evidencing coverage effective date, limits, exclusions, and additional insured endorsement.
 - d. Provide the GLOS office with a copy of the policy document upon renewal, along with an annual cost or the premium charged to the organization on an annual basis.

C. Recruitment/Eligibility Requirements

1. Abide by all regulations regarding membership recruitment and intake, including conducting all recruitment events and new member activities without alcohol.
2. Organizations may only offer membership to those students who are deemed eligible for recruitment according to the Dartmouth College Student Handbook.
3. To be eligible to participate in membership recruitment and intake, students must have attained at least a Sophomore Fall status as defined by the First Year Deans Office.

D. Membership Requirements

1. Have and maintain at least four members to either be granted recognition, or to be eligible to maintain recognition thereafter. There must be at least four students enrolled and registered for classes during each of the fall, winter, and spring terms.
2. Due to the GLOS office's belief in the strength and importance of national support, if an organization fails to maintain four members they may retain recognition if their National organization will provide support for the organization's continued existence. (NOTE: All national organizations currently affiliated with Dartmouth College have a minimum membership number higher than four) The following steps must be taken for the National to provide support:
 - a. The national organization must consult with the GLOS office to determine the factors that are preventing the increase or maintenance of membership.

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

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

- b. The national organization will work with the GLOS office to determine a deadline by which the chapter must reach the College's minimum membership standard.
 - c. The national organization must submit the following in writing to the GLOS office:
 - i. A letter of support outlining steps that will be taken to improve membership in the organization.
 - ii. A timeline of plans to work with the local chapter.
 - iii. A statement declaring an end date of support decided in consultation with the GLOS office at which point the national organization will remove support for the chapter's recognition.
 - d. Organizations granted this support must still execute and maintain all required actions and accountabilities of a fully recognized organization, including but not limited to meeting attendance, fiscal responsibilities, participation in the Action Plan process, active membership in the Governing Councils, etc. Failure to do so will affect an organization's recognition with the College.
3. Educate all of its new and initiated members about the requirements of the organization's Constitution and Bylaws (including National or International policies, where applicable), all rules and policies of the GLOS office, Dartmouth College, and applicable local, state, and federal laws.
 4. Maintain current membership records with the GLOS office. All new members must sign a membership contract with the College at the time he or she joins a recognized Greek letter organization; all resignation paperwork from the GLOS office must be completed when individuals terminate their membership with the organization.

IV. Annual Renewal of Recognition for Greek letter organizations & societies

- A. The GLOS office administers the process of annual recognition renewal of Greek letter organizations & societies.
- B. A Greek letter organization's continued adherence to, or violation of College policies or the Recognition requirements, along with the Annual Action Plan performance evaluation process, are the primary methods for which the GLOS office determines recognition.
- C. A Greek letter organization must have successfully fulfilled all aspects of the recognition requirements (organizations without a physical plant need not fulfill physical plant requirements) in order to have its full recognition renewed for the subsequent year.
- D. Organizations that fail to meet membership or recruitment requirements will fall under a "Retention Status" which includes, but is not limited to, the following:
 1. Additional support in the part of the GLOS office to assist in bolstering membership.
 2. Loss of privileges linked to membership numbers.
- E. Any Greek letter organization choosing to change the status under which it originally obtained recognition (including, but not limited to: change in charter or purpose of organization; single-sex to coed membership selection or vice versa; etc.) will forfeit the original College recognition and will need to reapply for recognition, and subsequently be re-approved according to its new status prior to the status change occurring. [An organization will need to contact the appropriate administrative office (the GLOS office, Student Life, Tucker Foundation, etc.) to reapply for recognition under the new criteria in anticipation of the switch in status.] If an organization does not reapply for re-recognition under its new status, it will void its original College recognition.⁴

⁴ If a group is even considering changing the status under which it was originally recognized, the organization will need to meet with Campus Life for advice on how to change status in order to try to avoid a lapse of College recognized status. It is

V. Privileges of Recognized Greek letter organizations & societies

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

A recognized Greek letter organization:

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

possible to have the status change approved and recognized prior to implementation if the organization initiates conversations as soon as it begins contemplating the status change.

⁵ See Physical Plant Management Section for complete details.

⁶ Per the Family Education Rights and Privacy Act of 1974 and Senate Bill 1845.

⁷ Note: Regardless of the source, money in Dartmouth College accounts belongs to Dartmouth College. Use of that money is subject to approval by the recognizing department. Examples include revenue from endowments, fundraising, gifts, performance fees, and fund-raising events.

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

VI. Revisions and Changes to the Document

The Dean on the College and the GLOS office staff will review this document as needed and make appropriate and timely updates in consultation with Greek letter organization and their advisors.

DARTMOUTH COLLEGE
CAMPUS LIFE
Recruitment and New Members

I. Preamble

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

A. Definition

1. Recruitment: This term has replaces the term “Rush” and refers to the period of time in which recognized Greek letter organizations & societies may approach individuals with an offer of membership within their respective organizations.
2. New Member: This term has replaces the term “Pledge” and refers to an individual that is newly inducted as a member of an organization. The term pledge is no longer used as it has the connotation of servitude or obedience.
3. Membership Intake: This term refers to the process of granting membership to eligible students at Dartmouth College.
4. Membership: This term is used to indicate as student’s affiliation with an organization.
5. Drop/Add Day: Final day for each undergraduate to establish official and final two-,three-, or four-course load.
6. New Member Educators: This term refers to the officer positions that the GLOS office recognizes as having the responsibility for conducting an organization’s new member program

II. Recruitment

A. Timing of Recruitment

1. Continuous Membership Intake: Recognized organizations at Dartmouth College are allowed the privilege of engaging in continuous membership intake. This means that organizations are allowed to engage in membership intake of eligible students during any term the College is in session.
2. Membership intake cannot occur until after the drop/add day of the fall term.
3. It is inappropriate and against policy for an organization to approach a student with an offer of membership prior to the end of the drop/add day of their sophomore fall term or if they are not deemed an eligible student.
4. Students interested in learning more about an organization are not restricted from seeking out said information prior to the drop/add day of the sophomore fall term. These students cannot seek membership in the organization nor be offered membership in the organization prior to the end of the drop/add day of their sophomore fall term or if they are not deemed an eligible student.

5. For National Association of Latino Fraternal Organizations (NALFO) and National Pan-Hellenic Council (NPHC) organizations that have formal interest processes, non-eligible students may engage in these processes but cannot seek membership in the organization nor be offered membership in the organization prior to the end of the drop/add day of their sophomore fall term or if they are not deemed an eligible student.
6. NALFO and NPHC organizations that have a membership intake process that is carried out in conjunction with a national timeline or mandate, may request an exception to conduct membership intake prior to the drop/add day if the following criteria are met:
 - a. All exceptions will need approval from the GLOS office with consultation from the Greek Leadership Council.
 - b. Organizations looking for this exception are responsible for providing all appropriate information and taking all appropriate steps prior to start of their membership intake process.
 - c. The approval of the exception must be granted separately for each request and may be granted up to a term prior to the membership intake.
 - d. The national organization submits to the GLOS office a formal letter outlining the need for the membership intake to occur prior to the end of the drop/add day and request the exception be granted.
 - e. The GLOS office will need to approve the exception prior to the projected membership intake start.
 - f. This exception will only exist for the start of a membership intake process – any requests for changes in student eligibility or having membership intake prior to sophomore fall will not be granted under current policy.

B. Eligibility Requirements

1. Organizations may only offer membership to those students who are deemed eligible for recruitment according to the Dartmouth College Student Handbook.
2. To be eligible to participate in membership recruitment and intake, students must have attained at least a Sophomore Fall status as defined by the First Year Deans Office.

C. Recruitment Events

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

III. New Member Educators, Reports and Policies

A. New Member Educators

New member educators are responsible for filing new member reports with the GLOS office and making their organizations fully aware of all new member policies.

B. New Member Reports

1. New member reports are an organization's means of specifying plans and programs for membership intake.
2. The new member report serves as the organization's agreement with the College, and therefore must outline details of the new member program.

3. A new member report must:
 - a. Be submitted every term that an organization wishes to participate in membership intake.
 - b. Be submitted and reviewed prior to start of recruitment activities. (Deadlines for filing reports will be determined by the GLOS office for each term).
 - c. Have the signatures and approval of the new member educator, the presiding chapter president, and the chapter advisor.
 - d. Be approved by the GLOS office prior to proceeding with the outlined program.
4. Any activity that occurs outside the parameters described in the approved new member report can be construed as potentially questionable and be investigated as such.

C. Content of New Member Reports

1. Organization Name.
2. Organization Open Motto/ Mission / Purpose.
3. Date of Initiation of New Members.
4. Number of Anticipated New Members.
5. Statement of Purpose / Philosophy of New Member orientation program.
6. Calendar of Events with Event Descriptions. (The events should be informed by the Guiding Principles: Leadership, Scholarship, Service, Brotherhood/Sisterhood, Inclusivity, and Accountability.)
7. New Member Meeting Agendas.
8. Expectations of Membership.

D. New Member Cards

1. New member cards are forms that are signed by the new member and the president of the organization indicating that the new member has indeed chosen membership in the organization.
2. New member cards must be signed by all new members of organizations for the GLOS office to recognize membership in the organization.
3. Parts of New Member Cards:
 - a. A copy and acknowledgement of Dartmouth College's Hazing Policy.
 - b. A release form allowing the GLOS office, scholarship chair, president and advisor access to member GPA's.
 - c. A release form allowing the GLOS office, housing assignment coordinator, president and advisor access to member D-Plans.
 - d. A card signed by the new member and the president of the organization indicating the individual has chosen to affiliate with the said organization.

IV. Hazing Policy

Hazing is strictly prohibited at Dartmouth College, by both College policy and New Hampshire law. Violation of the student hazing policy may subject an individual or recognized organization to disciplinary action (See: Standards of Conduct I, and Conduct II).

Students and organizations should be mindful of both the New Hampshire legal definition of hazing and Dartmouth's broader hazing definition. In addition to incurring serious College-imposed consequences for violations of Dartmouth policy, students and organizations may be subject to criminal prosecution for violation of the New Hampshire anti-hazing law.

Under state law, the College is obliged to report hazing as defined by New Hampshire law, to law enforcement officials and to take reasonable measures to prevent hazing. Dartmouth students and employees are required to notify appropriate College officials of any perceived instance of hazing, as defined by College policy and/or New Hampshire law. Reports may be made directly to the Dean of the College Office or to coaches, advisors, class deans, the Department of Safety and Security, or other College officials who have responsibilities for student organizations. Employees receiving such reports must share them with the Dean of the College, who has the responsibility for determining whether the alleged behavior must be reported to law enforcement authorities (Allegations of hazing, including anonymous allegations, may also be reported 24-hours a day to the Department of Safety and Security by calling 646-4000 or by email. The Department of Safety and Security will share those reports with the Dean of the College).

A. Dartmouth Prohibition of Hazing

No student, College employee, College volunteer, student organization, athletic team, or other College-recognized group or association shall conduct or condone hazing activities, "consensual" or not.

B. Dartmouth Definition of Hazing

Hazing is defined as: Any action taken or situation created involving prospective or new members of a group or as a condition of continued membership in a groups (fraternity, sorority, team, club, or other organization), which would be perceived by a reasonable person as likely to produce mental or physical discomfort, harm, stress, embarrassment, harassment, or ridicule. The definition of hazing applies whether or not the participants consent to such activity or perceive the behavior as "voluntary." This definition applies to behavior on or off College property or organization premises.

C. Accomplice Responsibility

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

D. Commentary

Hazing consists of a broad range of behaviors that may place another person in danger of physical or psychological harm or activities that demonstrate disregard for another person's dignity or well-being. Even when demeaning or embarrassing behaviors do not appear overtly harmful in themselves, as where the participants appear to engage in them willingly, they may constitute hazing if they are part of an organization's initiation or membership activities and if they might cause humiliation. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring. Some examples of conduct that may constitute hazing, when used to mistreat, intimidate or humiliate the participant, include the following: consumption of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; inappropriate scavenger hunts or road trips; wearing of apparel likely to subject the wearer to embarrassment or ridicule; engaging in public stunts and buffoonery; degrading or humiliating games and activities; activities that would unreasonably interfere with students' other activities or obligations (academic, extracurricular, family, religious, etc.); any other activities devoid

of legitimate educational value that subject the participant to humiliation; and any such activities that violate College policy, fraternal/sororal policy, or federal, state or local law.

There are, indeed, new-member activities that are positive and educationally valid. However, almost anything that new members are required to do that is not required of more senior members is likely to constitute hazing. Ask yourself if you could satisfactorily explain a questionable activity to your parents, the parents of a fellow-student, a College official, a police officer, or a judge. If you don't think you could, then the activity probably constitutes hazing. When in doubt about an activity, ask a dean, coach, or other College employee who works with student organizations or teams. They can provide you with additional examples of behaviors that might constitute hazing, examples of positive group-building activities, assistance with organizing legitimate events to foster teamwork and cohesiveness, a list of questions to ask in order to evaluate the appropriateness of activities, and other relevant information and support.

NOTE: No policy can address, in specific fashion, all possible situations which may take place. When this policy does not address a specific behavior, students and organizations are expected to conduct themselves and their activities in a spirit of social responsibility and respect for others.

E. New Hampshire Law

1. Certain conduct of an individual or organization in connection with "student hazing" is a Class B misdemeanor crime in New Hampshire, punishable with a fine up to \$1,200 for an individual and \$20,000 for a corporation or unincorporated association. NH RSA 631:7.
2. "Student hazing" is defined as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in an act, when (1) such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) such act is a condition of initiation into, admission into, continued membership in or association with any organization." The implied or expressed consent of any person toward whom an act of hazing is directed is not a defense to a charge under this anti-hazing statute.
3. An individual is guilty of a misdemeanor if he or she:
 - i. Knowingly participates as an actor in any student hazing;
 - ii. Being a student, knowingly submits to hazing and fails to report it to law enforcement or College authorities; or
 - iii. Is present at or otherwise has direct knowledge of any student hazing and fails to report such to law enforcement or College authorities.
4. An organization is guilty of a misdemeanor if it:
 - i. Knowingly permits or condones student hazing;
 - ii. Knowingly or negligently fails to take reasonable measures within the scope of its authority to prevent student hazing; or
 - iii. Fails to report to law enforcement authorities any hazing reported to it by others or of which it otherwise has knowledge.
5. Violation of this or any other law may subject any individual student or recognized student organization to disciplinary action (See also: Standard of Conduct VI, Student Handbook).

V. Membership

A. Organizational Membership Contract

1. I shall not use race, religion, handicap, age, or national origin as criteria for voting or influencing others' votes in any matter in my organization. If I feel that my vote or comments shall be so biased, I shall refrain from voting or commenting.
2. I understand that I am responsible for my conduct at all times, and if I do not comply with all regulations and standards, my organization will be held ultimately accountable.
3. I acknowledge that the COS, the GLOS office and/or the organization of which the individual is a member will be charged with the responsibility to determine when an individual's act is detrimental to the community as a whole, and if an action is deemed detrimental, the COS, Campus Life and/or Class Dean will apply appropriate sanctions to the individual.
4. I agree to pay organization charges promptly as rendered and understand that these charges may be billed by the organization through the College bill. I understand that the chapter officers may charge members the cost of repair to the organization and that these charges may be prorated among all residents and/or non-resident members.
5. I understand that should I wish to terminate my membership in the organization that I must notify chapter officers and the GLOS office promptly and file a resignation form. I understand that it is necessary for members to have accounts paid before termination of membership, in accordance with current regulations and College rules. I understand that resignation through the College alone does not in all cases release me from my obligations to the (inter)national organization in which I am a part.
6. I agree to abide by all of my chapter's (and (inter)national chapter, where applicable) rules and regulations, constitution, bylaws, policies and procedures, as well as all Dartmouth College policies, and local, state, and federal law.
7. I agree to abide by the house corporation rules and regulations, and understand that resident members must also sign a room contract. I understand that living in the chapter house is an expectation of my membership so that my chapter meets its housing capacity.

B. Characteristics of Membership

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

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

C. Organizational Requirements

1. Have and maintain at least four members to either be granted recognition, or to be eligible to maintain recognition thereafter. There must be at least four students enrolled and registered for classes during each of the fall, winter, and spring terms.
2. Educate all of its new and initiated members about the requirements of the organization's constitution and bylaws (including National or International policies, where applicable), all rules and policies of the GLOS office, Dartmouth College, and applicable local, state, and federal laws.
3. Maintain current membership records with the GLOS office (all New Members must sign a membership contract with the College at the time he or she joins a recognized Greek letter organization; all resignation paperwork from the GLOS office must be completed when individuals terminate their membership with the organization).

D. Resignation of Membership

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

- a. Completion of the Greek Letter Organization Resignation form – obtained at the GLOS office.
- b. The form must be signed by the treasurer, president, and advisor of the organization prior to being presented to the GLOS office administration for final approval.
- c. The individual must meet with an administrator in the GLOS office to explain why they have chosen to leave an organization.

DARTMOUTH COLLEGE
CAMPUS LIFE
Alumni Boards, Advisors, and Nationals

I. Preamble

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

II. Alumni Boards

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

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

III. Advisors and Advisory Groups

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

1. Advisors and advisory groups work to provide advice and consultation to ensure that the organization is operating in accordance with all federal, state, and local laws, as well as all College and Campus Life policies.
2. Advisors and advisory groups will cooperate and fully assist, as requested by the GLOS office, if an organization has failed to comply with any of the College policies, regulations, or procedures.

3. Advisors and advisory groups must work in consultation with the undergraduate officers to ensure their organization is in financial "good standing" and therefore compliant with fiscal responsibilities.

IV. 24 Hour Contact Policy

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

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

A. Policy Steps

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

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

B. Greek Letter Organizations & Societies Pledge to the Process

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

V. Communication with Alumni/ae

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

A. Guidelines for Obtaining Alumni/ae Mailing Labels

1. An undergraduate representative or an alumni representative from a Greek letter organization needs to obtain a mailing request form available in Room 303a, Collis Center for Student Involvement (Also see Appendix J)
2. To request labels, Greek letter organizations & societies submit for approval a copy of the mailing and a completed mailing request form to the GLOS Office.

3. The copy of the mailing to be sent out must contain factual information about Dartmouth College.
4. The mailing must be submitted to the advisor/corporation officer of the organization for approval and signature, prior to submission to the GLOS office for final review.
5. The form and the copy of the mailing will be reviewed and approved by the Director of GLOS.

B. Guidelines for Obtaining Alumni/ae Email Addresses

1. Undergraduates are not permitted to request alumni/ae email addresses.
2. Alumni/ae advisors or corporate officers may request and obtain alumni/ae email addresses.
 - a. An alumni representative from a Greek letter organization needs to obtain a mailing request form available in Room 303a, Collis Center for Student Involvement. (Also see Appendix J).
 - b. To request email addresses, Greek letter organizations & societies submit for approval a copy of the mailing and a completed mailing request form to the GLOS office.
 - c. The copy of the mailing to be sent out must contain factual information about Dartmouth College.
 - d. The form and the copy of the mailing will be reviewed and approved by the Director of GLOS.

C. Soliciting Alumni/ae for Non-Charitable Causes

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

DARTMOUTH COLLEGE

CAMPUS LIFE

Financial Oversight

I. Fiscal Responsibilities

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

II. Organization Budget Preparation

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

1. Activities expenses, such as programming, charitable donations, brotherhood / sisterhood events, academic or faculty events, sports equipment, new member orientation, diversity or cultural programs, audio/visual equipment, educational speakers, soda and refreshments, awards, etc.;
2. Chapter/ Organization expenses, such as national dues and fees (where applicable), general liability insurance, recruitment expenses, alumni/ae publications or newsletters, attendance at leadership conferences or meetings, etc.;

⁸ Dartmouth College works with the Greek letter organizations to hire a financial auditor who works with the entire Greek letter community. The organizations each pay a small fee for the auditing services, and the College administers the auditor's paycheck and Greek letter-related expenses.

3. Social expenses, such as food, supplies, beverages, banquets, transportation, venue rental fees, security, rental equipment, advertising, etc.;
4. Administrative costs, such as photocopying, savings account contributions, office supplies, fines, interest/bank charges, postage, computers/software, etc.

III. Insurance

A. Requirements

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

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

B. Group Purchase Policy

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

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

C. Special Insurance Needs

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

IV. Fundraising

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

A. Sales and Sales Locations

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

B. Outreach to Businesses and Corporations

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

C. Use of the Dartmouth Name or Indicia

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

D. DASH Accounts

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

1. All forms must be taken to the GLOS office: Room 303a, Collis Center for Student Involvement (This is the only DASH machine that Greek letter organizations & societies may use)
2. Treasurer’s Fundraising Verification Form for DASH Donations (See Appendix K) must be completed with the signature of the treasurer of the organization prior to conducting any fundraising.
3. The form will be reviewed and the fundraising effort approved by the GLOS office.
4. The organization will then utilize a proper DASH Collection form for the fundraising effort.
5. To process the DASH request the organization must produce the DASH collection form as well as the Treasurer’s Verification Form. DASH can be entered in Room 303a, Collis Center for Student Involvement
6. All fundraising efforts and DASH charges must be processed in the term they were collected. There will be no allowance for any funds collected in previous terms to be processed without prior exception being granted.

7. Since Greek letter organizations & societies have their own private accounts, the GLOS office will place a request for payment. The payment will be produced in the form of a check.
 - a. Checks will be made out to the recipient of the funds or charitable donation. i.e. if money was raised for the United Way – checks will be made out to the United Way not the Greek letter organization that raised said funds.
 - b. A reimbursement for administrative cost may be requested from the total funds generated and may be made out to the organization providing that receipts are supplied to verify the cost incurred.

V. Physical Plant Finances

A. Organizations Occupying a College Owned Physical Plant

1. Reserve Security Fund: Organizations must maintain a reserve security fund at all times. The minimum amount that must be maintained in the fund will be 10% of the total annual individual room rental fee multiplied by the standard occupancy number for the specific property.⁹
2. Rent: The College determines appropriate annual rent amounts by regularly analyzing the costs associated with operating and maintaining College-owned physical plants. If any rent changes are necessary, the College will inform affected Greek letter organizations & societies of their anticipated costs no later than 60 days prior to the start of a new fiscal year. (The fiscal year runs from July 1-June 30.)

B. Organizations That Own a Physical Plant

1. Physical Plant Operations Budget: The corporation board must work with the undergraduate members to ensure that a proper annual budget for the operation and management of the physical plant facility is prepared and followed. The Operations budget will reflect all revenues, expenses and liabilities associated with the following:
2. Building expenses: such as corporation and common area rent, taxes, property and contents insurance, furnishings / equipment, capital improvements, etc.
3. Room Rents: Termly room rents must be at least 85% of the College average room rent per term and all residents must be College billed.
4. Room Furnishings: Private corporations managing a physical plant must provide each student residing in a private room with a bed frame and mattress, bureau, desk, chair, and a wardrobe or closet space.
5. Utility expenses: such as fuel oil, electricity, telephone, cable, ethernet, water, trash/snow, etc.
6. Operations expenses: such as custodians, contractors, maintenance, supplies, materials, equipment, inspections;
7. Liabilities: such as loans, mortgages;
8. Administrative expenses: such as interest/finance charges, financial/legal expenses, fines, bank charges;
9. Reserve Security Fund: Organizations must maintain a reserve security fund at all times. The minimum amount that must be maintained in the fund will be 15% of the total annual individual room rent fee multiplied by the minimum standard occupancy number for the

⁹The formula for calculating the minimum level = 10% x [(4 terms) x (individual room rent) x (standard occupancy number)]. When an organization plans to use its reserve fund, it must save for the cost of the planned or/purchase over and above the minimum level. The minimum reserve level must not go below the stated requirement.

specific property.¹⁰ This money is to be used for major capital improvements and major deferred maintenance. The Reserve Security Fund may be either a separate account from the Operations account, or it may be a reserve fund held separately from the undergraduates by the alumni board.

10. Major capital improvements and deferred maintenance: are defined as expenditures exceeding 2% of the annual House Operations income for such items as any furniture or equipment purchases (including new, replacement, or repairs) and house improvement project(s).

VI. Accounts Receivable Payment Procedures and Descriptions

A. Payment Procedures

1. During the first week of each month the Dartmouth College Accounts Receivable (AR) bill is distributed (through the organization's mailbox on the 3rd floor of Rope Ferry Road) to undergraduate financial officers/ treasurers, and financial or organizational advisor.
2. The organization has 30 days until payment is due.
3. The organization returns AR payments to the Cashiers Office/AR (Hinman Box 6163) or to the GLOS office at 303a Collis Center for Student Involvement.
4. Any organization that has not paid by the due date will receive a reminder. The financial officer / treasurer and advisor will be notified by GLOS staff.
5. Organizations that are 15 days past due will receive a letter warning of impending loss of privileges if payment is not received on or before 30 days past due. The financial officer / treasurer, advisor, and president will be notified by GLOS staff.
6. Organizations that are 30 days past due will lose privileges until payment is received. Privileges lost will include at least the following: the loss of social hosting privileges and the ability to make further charges to the A/R account. The financial officer / treasurer, advisor, and president will be notified by GLOS staff.

B. General Liability and Property Insurance Premiums

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

C. Financial Assistance Fee

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

D. College Billing

Organizations have an opportunity to bill their members for dues and rent (or other applicable charges) at the beginning of each term. These lists are submitted to the GLOS office and then the

¹⁰ The formula for calculating the minimum level = $15\% \times [(4 \text{ terms}) \times (85\% \text{ of the college individual room rent}) \times (\text{minimum standard occupancy number})]$. When an organization plans to use its reserve fund it must save for the cost of the planned work/purchase over and above the minimum level. The minimum reserve level must not go below the stated requirement.

charges are posted to the individual student accounts. The total money collected on behalf of the chapter is then dispensed to the organization via a check.

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

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

1. Property taxes are billed on or around June 1 and November 1, and payable on or before July 1 and December 1 each year. The current tax rates vary from \$16.55 to \$17.94 per \$1000/ assessed valuation, depending on the district in which the property is located. The tax bills do not get posted to the College Accounts Receivable Bill. All tax bills are the individual responsibility of the organization / corporate entity who owns the property.
2. Contact: Elizabeth Meade, Tax Collector, 640-3201; email: Elizabeth.Meade@HanoverNH.org
3. Property assessment can be accessed at <http://www.assessor@hanovernh.org>

DARTMOUTH COLLEGE

CAMPUS LIFE

Housing Policies

I. Organizations Seeking Residential Space

1. With the assistance of the “Advisor” an organization may place a written request with the GLOS office to reside in a college operated physical plant, or membership size-appropriate property. Requests will be considered based on an individual organization’s circumstances. (Requests are due by January 15th annually.)
2. Organizations may only occupy College-approved housing.
3. Organizations seeking to enter a lease for any type of physical plant which is not owned by the College (i.e. former fraternity property, off-campus property, etc.) or purchase a physical plant must obtain approval from the College and the town, so that the organization does not violate the terms of its recognition.
 - a. Organizations may only reside in properties that carry property insurance which is equivalent to the property insurance coverage offered in the Dartmouth College GLOS Group Insurance Policy.
 - b. Organizations that reside in a non-College owned property are expected to meet all requirements described under the Physical Plant Management section for “Organizations which own a Physical Plant.”

II. Eligibility

1. Dartmouth undergraduate students are eligible to reside in their organization’s physical plant when they have met all of the following criteria:
 - a. The student is an undergraduate member of the organization that is occupying the physical plant in which s/he seeks to live,
 - b. The student has an “R”(defined as registered for classes) as his/ her Dartmouth enrollment status for the term in which housing is sought,
 - c. The student is eligible to reside in college housing¹¹ and is in good standing (as defined by College disciplinary proceedings) with the College. (Students who have been prohibited from living in College housing are not eligible to reside in any Greek letter organization physical plant.)
 - i. Leave term (or other actively enrolled) students may be eligible to reside in a Greek letter organization physical plant only after the organization has completely met its required occupancy level by housing students who have “R”s in their D-plans, and with the express permission of the GLOS office.
 - ii. An eligible student may reside in a College recognized Greek letter organization physical plant beginning in the winter term of the sophomore year.
2. Graduate student, fifth-year Thayer BE students, and alumni/ae members of the organization are only eligible to reside in a Greek letter organization physical plant if the following criteria are met:

¹¹ ORL’s *Welcome Home 2010-2011* publication, p.10 states: “Upperclass students who are in good standing with the College are eligible to apply for on-campus housing. Priority is given to on-time applicants with a D-plan indicating they will be enrolled on campus for the term(s) for which they seek housing. If a student’s enrollment pattern later changes, the assignment will be canceled and the student notified. It is each student’s responsibility to monitor his/her enrollment pattern.”

- a. The GLOS office gives express permission for such an individual to reside in the physical plant before the organization houses the person.
- b. The organization has completely met its required minimum occupancy number by housing members who have an 'R' in their D-plan.
- c. The individual is enrolled as a student at Dartmouth College.
- d. The individual is: 1.) an advisor to the organization, or 2.) serving as part of a specific programmatic aspect of the organization.
- e. The individual is required to be on a College Dining Plan at a level no lower than the "Mini Green" plan.

III. Occupancy Requirements

College recognized Greek letter organizations & societies that reside in physical plants of any kind must meet their required occupancy numbers each term by the College designated census date (see Appendix D).

1. Recognized organizations with any type of physical plant must maintain a membership size that ensures compliance with the required occupancy.
2. During the summer term only when the sophomore class are the primary residents, Greek letter organizations & societies may deviate from their required occupancy number for the term as indicated below.
 - a. Organizations with College-owned physical plants must fill to at least 75% of their required occupancy in order to remain open for summer term. These organizations may house leave term students during summer term provided that the students are working on campus or conducting research on campus for a minimum of 30 hours per week. Documentation of campus work must be provided to the Undergraduate Housing office along with the roster and contract. College-owned physical plants that are not filled to 75% of required occupancy will be closed for summer term.
 - b. Organizations with privately-owned physical plants do not have an occupancy requirement for summer term.
3. An organization has the obligation to fill its house with its current membership.
 - a. If an organization is below its standard occupancy number, and has members with "R"s in their D-plans who are living somewhere other than the house, the organization is responsible for having these members fill the housing vacancies until the required occupancy number is met. There are to be no vacancies in a house when an organization has enough members with "R"s in their D-plans to comply with the required occupancy number. This is applicable during every term- summer, fall, winter, and spring.
 - b. In special instances, an organization may be granted permission from the Undergraduate Housing office to fill its vacant spaces with nonmembers, provided both conditions (i-ii below) are satisfied:
 - i. Any non-member resident must be a Dartmouth undergraduate who has completed four terms at Dartmouth. (Transfer students must have successfully completed one term at Dartmouth).¹²

¹² Any non-member residing in a Greek letter organization physical plant shall have the same obligations, rights and privileges as members with respect to the common areas in the building. The Greek letter organizations may from time to time use areas of the house for business purposes, and exclude non-members from designated areas, provided that non-member residents and their personal guests shall at all times have reasonable access to their rooms.

- ii. In the case of a privately-owned facility, the alumni board must grant permission for any nonmember residents to reside in its physical plant.
- 4. If an organization falls below the required occupancy number, the College will help the organization fill vacant spaces in order to ensure that the undergraduate residential system in its entirety continues to accommodate the maximum number of enrolled students in any given term (subject to conditions a & b above).
 - a. If an organization has members with “R”s in their D-plan living in College housing, these members may be reassigned to spaces in the organization’s physical plant to fill the vacancies.
 - b. After vacancies have been filled by members, and an organization has exhausted the possibility of filling the vacant spaces with nonmembers, the College may assist the organization in filling those vacant spaces with other undergraduate student(s) as appropriate (subject to conditions a & b above).
 - c. In the case of a College-owned facility, the College may require a change in the member to nonmember room ratio as to best meet the needs of the residential life system OR the College may reassign the organization to a space that more appropriately suits the size of the membership; or the College may withdraw the organization’s residential status if its membership size cannot support occupying a physical plant.
 - d. In the case of a privately-owned facility, the College may work with the alumni board to lease the vacant spaces for a given amount of time, and then sublease these spaces back to students who apply through the Housing Application process.
- 5. In all circumstances, if an organization falls below its required occupancy number, privileges may be revoked until the occupancy number is met.
- 6. The undergraduate organization’s president, house manager, and financial officer (treasurer) must reside in the organization’s designated residential space during their current term of office. These students count towards the required occupancy number even if they are on a leave term.

IV. Housing Contracts

(SEE APPENDIX E: HOUSING FORMS)

1. All individuals residing in a Greek letter organization physical plant must complete a Greek letter organization housing contract, available online at: www.dartmouth.edu/~orl/housing/forms
2. If a future resident is not on campus to sign the contract, but available via e-mail, an electronic version of the contract sent to the Associate Director of Housing from the student's Email account will serve as the contract.
3. Only students with contracts on file with the Dartmouth College Undergraduate Housing office may be billed for rent.
4. All individuals residing in a Greek letter organization physical plant (including leave term residents) will be required to participate in a College Dining Plan at a level no lower than the "Mini Green."¹³

¹³ ORL’s *Welcome Home 2010-2011* publication, p.10 states: “Any enrolled or leave term student residing in housing coordinated by Campus Life (which includes all undergraduate residence halls and apartments, affinity/special interest programs, and College- or privately-owned Greek letter organization and undergraduate society facilities) must participate in a College Dining Plan at a level no lower than the 'Mini-Green'.”

5. Students who have signed a contract to reside in a Greek letter organization physical plant for a given term are not eligible to participate in other campus housing processes for the term (e.g. Room Draw). Students can only be released from the contract with permission from the organization's Housing Coordinator or President.
 - a. Students may not be released from a Greek letter organization housing contract to reside in an undergraduate residence hall if the release would result in the organization falling below its required occupancy number.
 - b. For fall term housing only, students may be released from a Greek letter organization housing contract to participate in Room Draw only if the release is granted at least one week prior to the first Room Draw event for the relevant fall term.
 - c. For Fall Term: Students who cancel an assignment in a Greek letter organization physical plant before July 1 will be subject to a \$250 contract cancellation fee. Students who cancel an assignment in a Greek letter organization physical plant after the July 1 deadline will be subject to a \$500 contract cancellation fee. See pages 14-15 of *Welcome Home 2010-2011* for the complete cancellation policy.
 - d. For Winter/Spring/Summer Term: Students who cancel an assignment in a Greek letter organization physical plant after the cancellation deadline for the term will be subject to a \$500 contract cancellation fee. See pages 14-15 of *Welcome Home 2010-2011* for the complete cancellation policy.
6. A student must sign a new Greek letter organization housing contract at least once each academic year.
7. Contract Renewal: A Greek letter organization member's housing contract that begins in the summer term can be renewed dependent upon meeting the following criteria for the fall, winter and spring terms:
 - a. The student has not resigned from the organization.
 - b. The student's enrollment status reflects an "R" (Registered for classes).
 - c. The student has permission from the appropriate organization officer to continue his/her residence in the Greek letter organization physical plant.
 - d. The student continues to be in good standing with the College.

V. Housing Assignment Requirements

1. Each organization must designate a member to serve as the housing assignment coordinator for the organization. The housing assignment coordinator is responsible for submitting room assignment rosters and contracts to the Dartmouth College Undergraduate Housing office by the scheduled housing deadline each term.
2. The Dartmouth College Undergraduate Housing office will provide each organization with a roster template that lists all of the available rooms in its physical plant and outlines the information necessary for the Housing Office to make housing assignments. This roster template must be used and should be fully completed when submitting room assignments to the Undergraduate Housing Office.
3. To facilitate planning, organizations must submit housing lists for the upcoming term. A full roster must be submitted including the room assignment, Dartmouth ID number and class year for each resident, as well as a list of the president, house manager and treasurer.

4. During spring term, organizations will be asked to submit housing assignments for both summer term and fall term. Officer elections and room draw meetings for these terms should be held prior to the housing assignment deadline.
5. Any additions, cancellations or changes to room assignments made after a room assignment roster is submitted should be sent in writing via email to the Associate Director of Housing. Changes should be reported promptly as they affect billing, meal plans, keys, etc.
6. Students are expected to reside in the rooms designated on the roster or as reflected in any subsequent room changes submitted in writing and approved by the Associate Director of Housing.

VI. Housing Assignment Deadlines

1. Housing assignments will be due on the following dates during the 2010-2011 academic year:

Wednesday	October 20, 2010	Submit complete winter roster with room assignments and a list of members committed to reside in the house spring term. Signed contracts should be submitted for all students on both the winter roster and spring housing list.
Tuesday	February 1, 2011	Submit complete spring roster with room assignments and a list of members committed to reside in the house summer term. Signed contracts should be submitted for all students on both the spring roster and summer housing list.
Thursday	April 14, 2011	Submit complete summer and fall rosters with room assignments and signed contract riders for all residents.
Thursday	April 21, 2011	Last date to release fall residents from contracts to participate in Room Draw.

2. Organizations that fail to submit complete housing information by the deadlines outlined above are subject to the following penalties:
 - a. College billing checks may be withheld until the required occupancy number for the term is met.
 - b. For fall term only, no member of a Greek letter organization may participate in Room Draw for fall term until the organization has met its required occupancy for the term by submitting a complete roster with room assignments and signed contracts for all residents.

VII. Interim Housing

1. Students residing in a college-owned Greek letter organization physical plant must abide by the Interim Housing procedures as outlined in *Welcome Home 2010-2011* pg. 12. If officers are required to stay during the interim period to perform duties for the organization they must apply for interim housing through the normal process. Documentation of house-related responsibilities during the interim period must be sent to the Undergraduate Housing office by the organization's advisor or the Director of GLOS.
2. Any student/students occupying and/or utilizing space in a private or college-owned physical plant must adhere to all rules outlined for physical plant upkeep.

DARTMOUTH COLLEGE
CAMPUS LIFE
Physical Plant Management

I. Preamble

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

II. Physical Plant Requirements

(ORGANIZATIONS MAINTAINING A PHYSICAL PLANT)

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

to ensure that members, guests and other visitors to their property do not engage in this behavior outside of the facility on the grounds, from windows, porches or fire escapes. (Fire escapes are safety devices and are only to be used in the event of an emergency).

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

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

A. House Manager

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

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

B. Fiscal Responsibilities

1. Reserve Security Fund: Organizations must maintain a reserve security fund at all times. The minimum amount that must be maintained in the fund will be 10% of the total annual individual room rental fee multiplied by the standard occupancy number for the specific property.¹⁴
2. The College determines appropriate annual rent amounts by regularly analyzing the costs associated with operating and maintaining College-owned physical plants. If any rent changes are necessary, the College will inform affected Greek letter organization of their anticipated costs no later than 60 days prior to the start of a new fiscal year. (The fiscal year runs from July 1-June 30.)

C. Terms of Occupancy in a College Owned Property

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

1. Organizations must abide by all terms and conditions specified in this agreement to maintain the privilege of being a residential organization.
2. Organizations, its members, invitees or licensees, shall utilize the premises in a manner consistent with the guidelines specified in the *Policies, Expectations, and Privileges for Greek Letter Organizations* document.
3. Any previous legal agreements between a specific Greek letter organization and the College regarding housing and property will be honored to the prearranged guidelines.
4. All College housing policies must be adhered to by the organization (and its individual room occupants) occupying a College owned property. These policies are listed in full detail in the *Dartmouth College Student Handbook* and *Undergraduate Housing’s Welcome Home* publication.
5. Organizations shall not make any alterations, additions or improvements in or to any part of the premises without the College’s prior consent.

¹⁴The formula for calculating the minimum level = 10% × [(4 terms) × (individual room rent) × (standard occupancy number)]. When an organization plans to use its reserve fund, it must save for the cost of the planned work/purchase over and above the minimum level. The minimum reserve level must not go below the stated requirement.

6. Organizations shall indemnify and hold the College harmless for any loss, cost, or damage, including attorney's fees and expenses of litigation, resulting from the negligence or willful acts of the organization, its members, guests, or licensees.
7. Organizations occupying a College property will have access to phone service, cable service, and ethernet/wireless computer service that is comparable to that service provided to residents living in other College operated facilities.
8. Organizations may not lease, sublet, underlet, license, or assign the property or physical plant or any part thereof, including parking spaces, for any duration of time. (Organizations may however, lend their space to other organizations for programming and campus events. If alcohol is involved, organizations must obtain permission from the GLOS office before allowing another group to use the space.) Organizations may not permit any other person, firm or corporation to occupy the premises or any part thereof without consent of the College.
9. The College will supply each student in a private room with a bed frame and mattress, bureau, bookshelf, desk, chair, and a wardrobe or closet space.
10. Common Area Furniture:
 - a. Organizations occupying a College property will be supplied with furniture for the common areas of the facility (common areas may include, depending on specific property: a living room/ lounge, library, kitchen, laundry room).
 - b. The size and amount of furniture will be determined by Residential Operations and based on the standard occupancy rate of the specific property.
 - c. Organizations will be expected to properly care for the furniture (as determined by Residential Operations staff). Any furniture damages or replacement costs (due to mistreatment) will be assessed to the organization, or in some circumstances the individual residents of the physical plant.
 - d. Misuse or persistent damage to College property of any kind will result in the loss of organizational privileges.
 - e. Organizations may use their own funds (separate from their required minimum reserve security funds) to purchase additional decorations and furniture for property it occupies. These purchases must be approved by Residential Operations to ensure code compliance.
11. Custodial Service: The College will provide regular custodial services in its physical plants. (The duties of the custodian are to keep the common areas clean, provide routine maintenance, empty trash in common areas, and otherwise keep the building up to College standards. It is not a custodian's job to clean a student's room or excessive messes left in common areas.)

D. Physical Plant Safety Code

1. EXTERIOR

- a. Fire Escapes: They must be neat and clear at all times.
- b. All Means of Egress: There must be clear access, without obstructions, to the outside and to all fire escapes. All exits shall be clearly marked. (Any variance from this standard must be approved by Residential Operations in order to ensure compliance with town codes. Similarly, all means of egress must be addressed as defined in the Fuller Physical Plant audit.)
- c. Roof System: No one will be allowed on the roof unless it is an area approved by Residential Operations.
- d. Waste Disposal: Dumpsters may only be used for appropriate waste. Environmental or toxic waste must be disposed of properly according to College, local, state, or federal regulations.

2. INTERIOR

- a. Furniture: Each piece must be of heavy-duty quality, intact, clean, and free of odors and stains. There must be no holes in cushions and upholstery. All furnishings must be constructed of UL approved fire-retardant materials and meet California Technical Bulletin 117.
- b. Open Flames: The burning of incense, candles, or any other item with an open flame is prohibited in private rooms. An organization may burn candles in the common areas for such things as ritual and ceremonies provided the flame is attended to at all times.¹⁵
- c. Fireplaces: Inoperable fireplaces will be sealed off and be duly marked by Residential Operations. Fireplaces that remain in use must be equipped with suitable fireplace tools and screens. Fireplaces in private rooms may not be used.
- d. Electrical System: All extension cords must be UL approved heavy duty with ground (3 prong) or contain a circuit breaker. Use of multiple extension cords and the use of "splitters" or "octopuses" are prohibited. Overloading or the placing of wires under rugs through doorways, or where they can be stepped on is prohibited. Defective wiring on lamps, radios, stereos and other room appliances must be repaired or replaced.
- e. Fire Extinguishers: There must be a monthly check conducted by either FO&M or a College designated company to determine that each fire extinguisher is fully charged and in operable condition, and has a valid inspection tag. Any time a fire extinguisher is discharged and/or empty FO&M must service it.
- f. Sprinkler Systems: There must be clear, lighted and unlocked access to the main sprinkler valve. All sprinkler pipes throughout the house must be clear of articles and hanging items. Sprinkler heads must be clear within at least a 12" all around radius, and not be obstructed.
- g. Heating System: The room enclosing the heating unit must be kept free of all articles and must not be used for a storage area for combustibles, flammables or explodable items (soda, aerosol cans, etc.). Space heaters are prohibited in all spaces. An operable ten-pound ABC fire extinguisher must be hanging outside the door to the boiler room.

¹⁵ Dartmouth College Student Handbook advises use of open flames by insisting that someone must be in the presence of the flame at all times. Greek letter organizations must make sure flames are always attended.

- h. Basement and Common Areas: At no time may common areas have a quantity of occupants that exceeds the code designation for that area (See Appendix F for Fire Code Capacities).
- i. Stairways and Hallways: Areas must be kept clear of all obstructions.
- j. Private Rooms: All spaces must comply with code designated numbers of occupants. Furniture and curtains, etc., must be positioned to not obstruct sprinkler operation. Lofts are prohibited in College-owned buildings. Stoves, space heaters, hot plates, warmers and cooking equipment are prohibited in private rooms.
- k. Storage Spaces: Storage spaces must be neatly organized with labeled articles, clear access lanes and 12" sprinkler head clearance. Storing anything in a boiler room or oil tank room is prohibited.
- l. Means of Egress: There must be no bikes or other obstructions stored, parked or kept in any portion of the means of egress, to include corridors, stairways, hallways, entries, ramps or sidewalks leading from a building to a public way.
- m. Waste Material: Ashes or combustible waste materials may not remain on the premises unless in a safe enclosure of bricks, stone, or metal, and in consultation with College staff. Hazardous, toxic, or waste that is potentially harmful to the environment (paint/paint cans, lead, etc.) may not remain on the premises, and must be disposed of immediately and according to the proper environmental safety standards in consultation with College staff.
- n. Flammable Material: Any flammable or combustible liquid (such as oil based paint, thinner, or solvent) that is not in active use must be stored in the physical plant in an approved fire-rated cabinet.

E. Physical Plant Standards for Regular Maintenance

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

1. EXTERIOR

- a. Grounds: Must be free of all litter at all times. Trash cans may be on the lawns during an event only, and then removed when the event is over. All post-event clean up must be completed by 8:00 am the morning immediately following the event. There may not be any vehicles or motorcycles parked on the lawns at anytime.
- b. Shrubs, flowerbeds: The College will provide care for existing shrubs and flowerbed areas by making sure they are weeded, trimmed, mulched and winterkill replaced. If an organization wishes to make any changes or additions to the current landscaping, it must be approved by Residential Operations before an organization may alter the surroundings of the physical plant in any manner.
- c. Porches: Porches must be clean, neat and free of litter and hazardous debris. Barbecue units are prohibited on wooden porches. Appropriate outdoor furniture must be used on porches. At no time may interior furniture be used on the exterior.
- d. Walkways: All walks must be free of litter, articles, or debris.
- e. Parking: All student vehicles must be registered and a list of all occupants submitted to the Parking Office at the beginning of each term. Parking must be in designated spaces

only and inoperable vehicles must be moved immediately. The parking office may ticket vehicles where no parking is allowed (lawns, fire lanes, etc.).

- f. Dumpsters: Dumpsters must have covers on at all times. The area around the dumpster must be free of litter or bulk trash.
 - g. Bicycle Racks: Bicycles must be parked at a bike rack when not in use. Bikes may not be parked in hallways, entryways, access ramps, or stairways. Bicycles must be registered with the Department of Safety and Security.
 - h. Exterior Doors: Lock code combinations or keys will be accessible and on file with Residential Operations, Department of Safety and Security, and the Hanover Fire Department. All changes to locking mechanisms must go through Residential Operations staff.
 - i. The exterior areas of the facility including the grounds around the property, porches, and parking areas are to be kept neat and well cared for. This means that the grounds should be checked daily for trash and debris on the yard. Furniture should be kept neat and orderly in appropriate locations and not left strewn about the yard after their use. College furniture should be returned to interior locations after use.
2. INTERIOR

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

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

F. Termination of Occupancy in a College Owned Property

1. The organization shall give the College a written notice at least 30 days prior to the date that it desires to no longer reside in the premises assigned.
2. Campus Life and the GLOS office will give at least 30 days written notice to an organization residing in a College owned property should any one of the following events occur:
 - a. Recognition of the organization is revoked pursuant to the *Dartmouth College Policies, Expectations, and Privileges for Coed, Fraternity, Sorority Recognition*;
 - b. The Dartmouth College Board of Trustees shall have determined that the overriding demonstrated needs of Dartmouth College require the use of the property for purposes other than Greek letter organization housing;
 - c. Recognized Greek letter organization at Dartmouth College shall have been discontinued by the Dartmouth College Board of Trustees;
 - d. The College shall have determined that there exists a facility that is better suited to the needs of the organization in light of the size of its membership and space required for its activities;¹⁶
 - e. The organization materially breaches the terms of occupancy or otherwise materially defaults with respect to the terms outlined in this document and fails to cure such breach of default after notification from the College;¹⁷
 - f. The property becomes untenable;¹⁸
3. Surrender at Termination. The organization shall not make or suffer any damages on the premises, and it shall peaceably quit or deliver up the premises when required to do so, in as good order and condition, reasonable wear and tear excepted, as when the property was provided (and with improvements that were made throughout its occupancy).

III. Privately Owned Physical Plants

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

¹⁶ Refer to II, C, of the Physical Plant Management Section of this Document.

¹⁷ This includes all terms outlined in this document; additionally, if the organization's property shall be taken on execution or other process of law, or if any assignment shall be made of the organization's property for the benefit of creditors, or if any receiver or other similar officer should be appointed to take charge of its property or to wind up its affairs, or if a petition in bankruptcy or insolvency is made, such event shall constitute a breach of the terms of occupancy.

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

¹⁸ A property may become untenable by suffering substantial damage by fire or other casualty to the extent that the College in its sole discretion determines that it is uneconomical to restore or repair the facility; or the property may be apportioned, condemned, or taken under the power of eminent domain by any public or quasi-judicial authority and therefore the organization shall be released from any further liability.

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

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

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

A. House Manager

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

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

B. Fiscal Responsibilities

1. Physical Plant Operations Budget (hereafter referred to as "Operations"):

The corporation board must work with the undergraduate members to ensure that a proper annual budget for the operation and management of the physical plant facility is prepared and followed. The Operations budget will reflect all revenues, expenses and liabilities associated with the following:

- a. Building expenses, such as corporation and common area rent, taxes, property and contents insurance, furnishings / equipment, capital improvements, etc.
 - i. Room Rents: Termly room rents must be at least 85% of the College average room rent per term and all residents must be College billed.
 - ii. Private corporations managing a physical plant must provide each student residing in a private room with a bed frame and mattress, bureau, bookshelf, desk, chair, and a wardrobe or closet space.
- b. Utility expenses, such as fuel oil, electricity, telephone, cable, ethernet, water, trash/snow, etc.
- c. Operations expenses, such as custodians, contractors, maintenance, supplies, materials, equipment, inspections;
- d. Liabilities, such as loans, mortgages;
- e. Administrative expenses, such as interest/finance charges, financial/legal expenses, fines, bank charges;
- f. Reserve Security Fund: Organizations must maintain a reserve security fund at all times. The minimum amount that must be maintained in the fund will be 15% of the total annual individual room rent fee multiplied by the minimum standard occupancy

number for the specific property.¹⁹ This money is to be used for major capital improvements and major deferred maintenance.

- i. The Reserve Security Fund may be either a separate account from the Operations account, or it may be a reserve fund held separately from the undergraduates by the alumni board.
- ii. Major capital improvements and deferred maintenance are defined as expenditures exceeding 2% of the annual House Operations income for such items as any furniture or equipment purchases (including new, replacement, or repairs) and house improvement project(s).

C. Physical Plant Safety Code

1. EXTERIOR

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

2. INTERIOR

- a. Furniture: Each piece must be of heavy-duty quality, intact, clean, and free of odors and stains. There must be no holes in cushions and upholstery. All furnishings must be constructed of UL approved fire-retardant materials and meet California Technical Bulletin 117.

¹⁹ The formula for calculating the minimum level = 15% x [(4 terms) x (85% of the college individual room rent) x (minimum standard occupancy number)]. When an organization plans to use its reserve fund it must save for the cost of the planned work/purchase over and above the minimum level. The minimum reserve level must not go below the stated requirement.

- b. Fireplaces: All fireplaces must have pointed brickwork, intact mantel, operable flue, 100% coverage and be equipped with suitable fireplace tools. Inoperable fireplaces must be sealed off and be duly marked. In which case, they are not required to have the previously mentioned equipment. Fireplaces that remain in use must carry an annual inspection certificate from a professional chimney sweeping company.
- c. Open Flames: The burning of incense, candles, or any other item with an open flame is prohibited in private rooms. An organization may burn candles in the common areas for such things as ritual and ceremonies provided the flame is attended to at all times.²⁰
- d. Doors: All doors leading to boiler room enclosures must be of 1-1/2 hour UL approved construction with self-closing devices.
- e. Electrical System:
 - i. All electrical systems must meet current code requirements including adequate grounded and/or convenience outlets, and adequate panel, feeder and switch gear capacity. The main panel must be enclosed with a fireproof door, with a flashlight and extra fuses.
 - ii. All circuits must be according to wire size; oversize fuses or substitutes such as wires, pennies, etc. are prohibited. Fuses must be no larger than 15 amps without written permission from a licensed electrician. All fixtures must be intact, with bulbs installed and UL approved.
 - iii. All extension cords must be UL approved heavy duty with ground (3 prong) or contain a circuit breaker. Use of multiple extension cords and the use of "octopuses" or "splitters" are prohibited. Overloading or the placing of wires under rugs, through doorways, or where they can be stepped on is prohibited. Defective wiring on lamps, radios, stereos and other room appliances must be repaired or replaced.
- f. Fire Extinguishers:
 - i. There must be a monthly check conducted by either FO&M or a College designated company to determine that each fire extinguisher is fully charged, in operable condition, and has a valid inspection tag. Any time a fire extinguisher is discharged and/or empty, FO&M must service it.
 - ii. It is the responsibility of each organization to arrange for and to fund the correction of discrepancies noted. (Residential Operations will maintain master files for each property tracking the frequency of inspections. Alumni boards are also encouraged to do the same.)
 - iii. All pressurized water extinguishers and all CO₂ extinguishers require hydrotesting every five years.
 - iv. All dry chemical extinguishers require hydrotesting every twelve years with additional specific maintenance performed every six years
- g. Sprinkler Systems:
 - i. There must be clear, lighted and unlocked access to the main sprinkler valve.
 - ii. Hangers and pipes must be intact and secure.
 - iii. All sprinkler pipes throughout the house must be clear of articles and hanging items. Sprinkler heads must be clear within at least a 12" all around radius, and not be obstructed.

²⁰ *Dartmouth College Student Handbook* advises use of open flames by insisting that someone must be in the presence of the flame at all times. Greek letter organizations must make sure flames are always attended.

- h. Heating System:
 - i. All heating units must be maintained in good working order and cleaned annually by the fuel oil supplier.
 - ii. The room enclosing the heating unit must be kept free of all articles and must not be used for a storage area for combustibles, flammables or explodable items (soda, aerosol cans, etc.).
 - iii. Space heaters are prohibited in all spaces.
 - iv. An operable ten-pound ABC Fire extinguisher must be hanging outside the door to the boiler room. All units must be enclosed with fireproof sheetrock and UL approved 1^{1/2} hour self-closing fire door.
 - v. Heating units and heating fuel storage facilities must meet minimum standards required by the state, town and insurance company. The insurance company inspects these units every 2nd year and issues a permit.
- i. Basement and Common Areas:
 - i. All areas must be equipped with emergency lighting, illuminated exits with panic hardware, and posted fire safety occupancy limits.
 - ii. At no time may common areas have a quantity of occupants that exceeds the code designation.
- j. Stairways and Hallways:
 - i. All areas must be kept clear of obstructions, articles, etc.
 - ii. All areas must have exit signs, emergency lighting, and a closed stairwell with a self-closing UL-approved fire door.
 - iii. All hallways on each floor must be equipped with a Class "A" fire extinguisher and each house must have a house phone.
 - iv. Stairways must have intact banisters, rails, rugs and stair treads.
- k. Private Rooms:
 - I. All spaces must comply with code designated numbers of occupants.
 - II. Each room must have intact, 20 minute fire rated doors with self-closing devices or an existing 1^{3/4} inch solid wood door approved by the Hanover Fire Department.
 - iii. Lofts and curtains, etc. must be positioned to not obstruct sprinkler operation (lofts are prohibited in College-owned buildings.) All lofts in privately owned buildings must have a sprinkler head above and under for proper coverage.
 - iv. Stoves, space heaters, hot plates, warmers and cooking equipment are prohibited from use in private rooms.
- l. Storage Spaces: Storage spaces must be neatly organized with labeled articles, clear access lanes and 12" sprinkler head clearance. Storing anything in a boiler room or oil tank room is prohibited.
- m. Waste Material: Ashes must be scooped into metal bucket and removed. Combustible waste materials may not remain on the premises unless in a safe enclosure of bricks, stone, or metal and in consultation with College staff. Hazardous, toxic, or waste that is potentially harmful to the environment (paint/paint cans, lead, etc.) may not remain on the premises and must be disposed of immediately and according to the proper environmental safety standards in consultation with College staff.

- n. Flammable Material: Any flammable or combustible material combustible liquid (such as oil based paint, thinner, or solvent) that is not in active use must be stored in the physical plant in an approved fire-rated cabinet.
- o. Means of Egress: There must be no bikes or other obstructions stored, parked or kept in any portion of the means of egress, to include corridors, stairways, hallways, entries, ramps or sidewalks leading from a building to a public way.

D. Physical Plant Standards of Regular Maintenance

1. EXTERIOR

- a. Foundation: All masonry must be intact, without cracks, settlement or deterioration. Adequate drainage must be provided to prevent leaks.
- b. Exterior Paint, Trim: Walls, trim and shutters must be clean and intact, without signs of peeling, chipping, blistering or other damage to the integrity of the surface. All gaps and openings must be caulked and/or filled with suitable sealing compound.
- c. Porches: Porches must be in good condition, clean, neat and free of litter and hazardous debris. Barbecue units are prohibited on wooden porches. Appropriate outdoor furniture must be used on porches. At no time may interior furniture be used on the exterior.
- d. Brickwork: Exterior brick and cement work must be clean, pointed, intact, waterproof and without gaps or loose bricks.
- e. Windows: All windows must be functional, with the exception of basement level windows, which may be sealed with permission from Residential Operations. Existing storm windows must be kept in operable condition to reduce heat loss. All windows must be puttied, caulked, and painted.
- f. Roof System: Shingle and slate roofs must be free of leaks, broken or worn shingles. Valleys, peaks and drip edges must be intact and properly drained. No one will be allowed on the roof unless it is an area approved by Residential Operations. All roofs should be inspected yearly by a qualified roofing company or FO&M.
- g. Gutters: Where applicable, all gutters must be attached, clean, intact and free of leaks. They must direct water away from the foundation or into a drainage system.
- h. Grounds: Must be free of all litter at all times. Trash cans may be on the lawns during an event only, and then removed when the event is over. Lawns must be kept neatly trimmed. All post-event clean up must be completed by 8:00 am the morning immediately following the event. There may not be any vehicles or motorcycles parked on the lawns at anytime.
- i. Shrubs, Flowerbeds and Trees: Dead, diseased and dangerous trees must be removed. Shrubs and flowerbed areas must be weeded, trimmed, mulched and winterkill replaced.
- j. Walkways: All walks must be of cement, gravel, slate or asphalt construction. They must be intact and without cracks, holes, chips on stairs, free of litter and articles, and clear of snow and ice in winter.
- k. Parking: All student vehicles must be registered and a list of all occupants submitted to the Parking Office at the beginning of each term. Parking must be in designated spaces only and inoperable vehicles must be moved immediately. Surface must be of gravel or asphalt construction, without potholes and with adequate drainage. The parking office may ticket vehicles where no parking is allowed (lawns, fire lanes, etc.).

- l. Dumpsters: Dumpsters must have covers on at all times. If the dumpsters have cracks or holes, the organization must notify the trash hauler to repair or replace the dumpster. The area around the dumpster must be free of litter or bulk trash.
 - m. Bicycle Racks: On a daily basis, bicycles should be parked at a bike rack when not in use. Bikes may not be parked in hallways, entryways, access ramps, stairways. Bicycles must be registered with the Department of Safety and Security.
 - n. The exterior areas of the facility including the grounds around the property, porches, and parking areas are to be kept neat and well cared for. This means that the grounds should be checked daily for trash and debris on the yard. Furniture should be kept neat and orderly in appropriate locations and not left strewn about the yard after their use. College furniture should be returned to interior locations after use.
2. INTERIOR
- a. Floors: The floors must be structurally intact and meet design load requirements. All vinyl composite tiles must have adequate floor finish for maintainability. All wood floors must be polyurethaned or the equivalent on a yearly basis (or per College staff recommendations). They must be clean and free of dirt, stains, litter, odor and residue.
 - b. Carpets: All carpets must be intact, odorless, and clean, without dirt, stains or residue.
 - c. Walls and Ceilings: All surfaces must be intact, free of holes, damaged wallboard or plaster. They must be adequately painted, clean and of UL-approved construction.
 - d. Pets: If an alumni corporation board permits pets or animals in the facility, the pets must be properly cared for and attended to at all times. Organizations must comply with all local ordinances and laws regarding animals. If a pet appears to pose a threat or harm to others (people, other animals, etc.), the College may revoke an organizations' privilege to have animals as part of the terms of its recognition.
 - e. Basement and Common Areas: All floors, walls and ceilings must be clean and free of residue, odor and stains.
 - f. Bars: Mass refrigeration units (keg refrigerator, alcohol refrigerator) and tap systems (carbon dioxide pumping units) are not permitted at any time in the physical plants. Bars are permitted during registered social functions. During all other times, bars must be disassembled and stored out of the way from any common area.
 - g. Bathrooms:
 - i. All bathroom sinks, toilets and showers must be functional, without leaks, and meet code requirements per occupant. All areas in bathrooms must be free of litter, dirt, odors and standing water. Tile and porcelain must be intact and free of dirt and spots. Floors must be free of water and litter. Wastebaskets must be clean and odor free.
 - ii. Each bathroom must be equipped with toilet paper holders, UL-approved grounded outlets, adequate lighting and where appropriate, exhaust fans, toilet cubby holes for toilet articles, sanitary napkin dispensers and paper towel holders.
 - h. Kitchen Areas:
 - i. All kitchen counters, stove and food preparation areas must be clean, free of perishable foods, grease and dirty dishes and utensils.
 - ii. The area must include a five-pound CO₂ or ABC fire extinguisher and adequate grounded UL-approved electric circuits for each appliance in use.

- iii. The areas must include a window or exhaust fan or other proper ventilation or air purification equipment.
- i. Recycling: Trash cans and aluminum can recycling containers may not be stored in the enclosed stair area. They must be kept in the corridors on either side of the stair enclosure and there must be no more than one trash can and one aluminum can recycling container per side. Any other recycling container must be in a location that is approved by Residential Operations staff and/or the Hanover Fire Department.

E. House Rules

- 1. Alumni boards are strongly encouraged to develop rules and regulations regarding proper use of the physical plant. These rules may include guidelines for such things as: interim housing, types of activities held in the physical plant, fire evacuation and safety plans, storage, pets, opening and closing the facility, decorations and furnishings, halogen lamps, space heaters, candles, guests, through hikers, etc.
- 2. Alumni boards are encouraged to submit copies of these house rules along with the corporate bylaws to the GLOS office anytime they are changed or updated.

IV. Residential Operations Clean Grounds Policy

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

V. Residential Operations Housekeeping Inspection Policy

(SEE APPENDIX G: HOUSEKEEPING INSPECTION FORM)

- 1. Housekeeping inspections occur on Monday and Friday afternoons. If Residential Operations Housekeeping Inspection Policy is violated the following sanctions will occur on a termly basis.
 - a. First offense: The organization will receive a Warning and the organization will be required to write and plan of action for keeping the physical plant clean and submit the plan to the Assistant Director of Residential Operations.
 - b. Second offense: The organization will be assessed a \$200 fine.

- c. Third offense: The organization will receive social probation for two weeks immediately after notification. No alcohol will be allowed in any common area space of the facility.
 - d. Third offense and beyond: Extension of social probation.
2. If an organization fails a Housekeeping Inspection, a re-inspection will occur within a 72 hour period. It is an expectation that an organization pass the re-inspection.

VI. Disposal of Household Hazardous Materials

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

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

VII. Fees and Assessments

1. Fire Safety Assessments are determined by the Assistant Director of Residential Operations and may be made as a result of Residential Operations scheduled Fire Safety and Health Code Inspections, weekly housekeeping inspections or spot checks. These assessments are applied to the organization's Accounts Receivable bill.
 - a. There is a mandatory \$100 assessment for any life safety/health code violation. This may be reduced to \$50 if the infraction is due to a faulty or unapproved extension cord and the organization corrects the problem within one week of notification. In order to be considered for this reduction, an organization must provide the Assistant Director of Residential Operations with a receipt of purchase for an approved extension.
 - b. At times, the fire alarm in a Greek letter organization physical plant rings. If it is determined after an investigation that the incident was malicious (i.e. a false alarm was intentionally caused, etc.) the organization will be assessed by the Town of Hanover per Hanover regulations. 2010-11 regulations listed below. The counter for these offenses resets to zero on January 1 of each year. (For more information see: <http://web.valley.net/files/hanovernh/FY201011RateFeeSchTbl.pdf>)

- i. 1st Offense: Free
 - ii. 2nd Offense: \$100
 - iii. 3rd Offense: \$200
 - iv. 4th Offense and beyond: \$300 per response
- c. Reinspection assessments are determined by the Assistant Director of Residential Operations when more than one Residential Operations Fire Safety and Health Code Inspection or weekly housekeeping inspection of the physical plant is warranted. The reinspection assessment is \$75.
2. Missed Housekeeping Inspection Assessments are determined by the Assistant Director of Residential Operations. Organizations are assessed \$25 if a House Manager fails to fulfill his/her obligation to conduct two Greek letter organization housekeeping inspections during the term.
 3. Other physical plant assessments may be applied to an organization's Accounts Receivable bill according to the standard protocols for billing for damage or for violating Campus Life terms and conditions of occupancy. For an explanation of any particular assessment contact Campus Life directly.

VIII. Verification of Physical Plant Compliance and Accountability

Campus Life has responsibility for the implementation and enforcement of policies.

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

IX. Schedule of Physical Plant Inspections

Type	Frequency	Inspector
FISH (Fire, Safety, Health Code Inspections), smoke detectors, private rooms	Termly	Residential Operations Town of Hanover
Housekeeping	3 per Term	Residential Operations Peer House Manager
Extinguisher	Monthly	Facilities Operations & Management

Sprinkler Systems Compressors	Termly	Third- Party Vendor, specializing in sprinkler systems
Grounds, premises	Daily	Residential Operations /any College officials Peer House Managers
Fire alarms & emergency lights	Termly	Facilities Operations & Management/ Residential Operations
Residential Operations Audit	Spring Term	Residential Operations /College Officials
Safety Checks (Walk Throughs)	Weekly	Safety & Security Officers

DARTMOUTH COLLEGE

CAMPUS LIFE

Programming

I. Six Guiding Principles & Programming

The programming that occurs within Greek letter organizations & societies should be present in each organization's Action Plan. In addition to addressing the needs of the membership of an organization and adding to their overall experience at Dartmouth College, the programming should reflect the Six Guiding Principles listed below:

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

II. Co-sponsorship and Funding

A. Greek Leadership Council Funding

1. The Greek Leadership Council distributes funds appropriately to each governing council for use as they see fit towards their programming efforts.
2. Organizations may approach each governing council or the Greek Leadership Council to request co-sponsorship for events being planned by a Greek letter organization.
3. For the program/event to be co-sponsored:
 - a. The GLC funds may not be used to purchase alcohol.
 - b. The programs/events must be open to all of campus.

B. Additional Co-sponsorship

Dependent on the size, scale and scope of a programming event funding may be procured from the following areas in addition to your own organization. These areas each have their own rules and governing documents on how to request funding.

1. Special Programs and Events Committee (SPEC)
 - a. SPEC is a source of funds for events with a total cost of \$5,000 or more but the amount requested from SPEC does not need to total more than \$5,000 to be eligible.
 - b. SPEC funding proposals are due on Fridays at noon.

- c. SPEC Committee meets on Mondays at 5:00, and you will be asked to come to the meeting to discuss your request.
 - d. More information can be found at: <http://www.dartmouth.edu/~sao/SPEC.html>
2. Programming Board (PB)
 - a. Programming Board (PB) is a source of funding for social events open to the campus costing LESS THAN \$5,000. However, PB does not fund speakers.
 - b. PB funding proposals are due Fridays at noon.
 - c. Additional details and funding applications are available in the Student Activities Office.
 - d. More information can be found at: <http://www.dartmouth.edu/~sao/prgboard/>.
 - e. Forms to request funds are available at 303 Collis or at the PB website.
 3. Collis Governing Board (CGB)
 - a. Collis Governing Board is a source of funding for activities occurring with Collis Center, Thayer Hall, or Robinson Hall.
 - b. More information can be found at: <http://www.dartmouth.edu/~collis/govern.html>.
 4. Academic or Administrative Departments
 - a. Although they do not have large sums of disposable income, they endorse events that enhance their department.
 - b. They often support speakers and programming events that pertain to their academic field or administrative area.
 - c. Contact each department directly.
 5. Bildner Endowment
 - a. Through the generosity of Allen and Joan Bildner, Dartmouth has established an endowment fund for the central purpose of building a culture in which human and inter-group differences are respected, studied, and valued. It aims to:
 - i. Foster the study of relations regarding ethnic, racial, multicultural, gender, socioeconomic, and religious differences
 - ii. Develop an understanding of the demographic changes occurring in the US and the implications of increasing diversity in American Society.
 - iii. Provide support and encouragement for student leaders and the student majority who seek to share responsibility for the human condition with the potential for enriching our large society.
 - b. More information can be found at: <http://www.dartmouth.edu/~ide/support/bildner/html>.
 6. John Sloan Dickey Center - More information can be found at: <http://www.dartmouth.edu/~dickey/student-eventssupport.html>.
 7. Rockefeller Center - More information can be found at: <http://rockefeller.dartmouth.edu/students/funding/mpif.html>
 8. Faculty Engagement Funds

- a. Faculty Engagement Funds are designed to facilitate faculty and resident interaction outside of the traditional classroom setting and with the Greek letter organizations & societies. Programs include at least one faculty member and have an intentional purpose in bringing together students and faculty.
 - b. Faculty Involvement Programs with Greek letter organizations & societies target a specific population, such as members of an organization registered for a certain class, members interested in a certain field of study, or brothers/sisters interested in learning about a professor's research interests.
 - c. More information can be found at: <http://www.dartmouth.edu/~orl/life-in-res/fac-engagement/index.html>
9. Career Services
- a. The “All Dreams Are Welcome Here” fund is meant to inspire students to go beyond limited notions of what Dartmouth graduates do for a living by enabling any undergraduate student organization (or undergraduate students supported by an academic department) to bring speakers on campus to address a career-related theme.
 - b. Contact Career Services for more information.

III. Outdoor Activities

A. Regulation of Outdoor Activities

See [www.hanovernh.org/stories/storyReader\\$286](http://www.hanovernh.org/stories/storyReader$286) or visit Appendix H in this manual

B. Obtaining an Outdoor Permit

See [www.hanovernh.org/stories/storyReader\\$286](http://www.hanovernh.org/stories/storyReader$286) or visit Appendix H in this manual

Application for a permit for an outdoor activity shall be made to the Town Manager. Any such permit granted by the Town Manager shall set forth all conditions pertaining to the outdoor activity, and a reasonable time limit for its conclusion. An application for an Exception granting relief from the provisions of this ordinance on the basis of undue hardship may be made to the Town Manager. Any such Exception granted by the Town Manager shall set forth all conditions pertaining to the specified noise, and a reasonable time limit for its abatement.

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

(See Appendix I)

D. Blocking of Webster Avenue

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

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

1. A Town Permit must be completed and submitted to the Office of Conferences and Special Events at least three (3) weeks prior to the event. (The normal time requirement for a Town Permit is 7 working days.) The Town Permit can be obtained in the Conferences and Special Events Office in Blunt Alumni Center.

2. Prior to the permit being approved, notify the President's Office; the Aquinas House; and the Roth Center so all parties are aware of your upcoming event. Please e-mail each person and copy the Conferences and Special Events Office.
3. A written notice must be sent out to the private residents around Webster Ave. to inform them of any road closing in conjunction with your event. The Conferences and Special Events Office will send this letter on your behalf, but you must first provide a brief description of the nature and purpose of the event and the reason it requires Webster Avenue to be closed. The information provided will be included in the letter to the residents.
4. At least two weeks prior to the event arrange with the Hanover Police Department to have two (2) officers at the event.
5. At least two weeks prior to the event arrange with Safety and Security to have the number of officers recommended by the department present at the event. Please e-mail the Department of Safety and Security and copy the Conferences and Special Events Office.
6. At least two weeks prior to the event arrange with the Conferences and Special Events Office the delivery of road horses required to block off the road.

DARTMOUTH COLLEGE

CAMPUS LIFE

Accountability

I. Preamble

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

II. Dartmouth College Group Accountability Statement²¹

Dartmouth College has always emphasized the importance of individual responsibility and accountability in the lives of its students. Additionally, the rights and duties of recognized student organizations also carry with them an obligation on the part of their members, collectively, to uphold the Dartmouth Community Standards of Conduct.

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

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

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

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

- the actions constituting the violation were tacitly or overtly condoned by the organization or its officers;
- the organization or its officers should have foreseen yet failed to take reasonable precautions against such actions;
- a policy or practice of the organization was responsible for a violation; or
- the behavior in question was committed by, condoned by or involved organization officers or a significant number of organization members or guests.

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

²¹ The Dartmouth College Student Handbook has detailed information about Group Accountability and the Standards of Conduct can be found at <http://www.dartmouth.edu/~deancoll/documents/handbook/index.html>.

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

III. Organizational Accountability

1. The continued success of the Greek letter community depends on the willingness of students and advisors, individually and collectively, to maintain and uphold the Greek letter organizations' Guiding Principles. These principles can best be fulfilled by maintaining a positive working relationship between the GLOS office and Greek letter organizations that is based on the qualities of mutual respect, integrity, and honesty.
2. Each Greek letter organization is required to establish and abide by its organizational constitution and bylaws, code of conduct, internal adjudication policy, risk management policy, and crisis management plan which includes following all rules and expectations articulated by the College²²
3. All Greek letter organizations & societies must comply with all College regulations and policies outlined in the Dartmouth College Student Handbook. Individual students and recognized organizations are subject to the rules, regulations and policies that apply to all members of the Dartmouth community.²³
4. Greek letter organizations & societies will be held accountable for irresponsible behavior when it occurs inside or outside the confines of the house, on or off campus, when an individual or group is engaged in an organization-sponsored or organization-related activity.²⁴
5. Greek letter organizations & societies will be held accountable through the College's Organization Adjudication Committee (OAC) and/or by Campus Life for violations of Standards of Conduct and College policy (including any policy contained in this document) that occur at anytime²³.
6. The privileges of a Greek letter organization may be restricted or suspended by the Dean of the College or the Dean of Campus Life pending the completion of an investigation or hearing due to alleged violations of the Standard of Conduct, College policy or items enumerated within this document.
7. All alleged violations of the Dartmouth College Standards of Conduct will be adjudicated through the Organization Adjudication Committee.
8. Campus Life will adjudicate alleged violations of Campus Life policy through an administrative Dean's hearing. Repeated violations may be referred to the OAC.

²² See "Specific Rules Applying to Coed, Fraternity and Sorority Organization in the Dartmouth College Student Handbook found at: <http://www.dartmouth.edu/~deancoll/documents/handbook/index.html>.

²³ See <http://www.dartmouth.edu/~deancoll/documents/handbook/index.html> for complete Dartmouth College Student Handbook rules and regulations. Collectively, the rules set forth in this document are all adjudicable under the various standards and regulations set forth in the student handbook. Those policies that are not explicitly stated in the handbook, but are instead enumerated in detail in this *Greek Letter Organizations and Societies Handbook and Policies* document are deemed adjudicable through Standard VII ("Students and student organizations must abide by College policies, rules, and regulations."

²⁴ The Dartmouth College Student Handbook 2010-2011 edition, states under the Dartmouth Community Standards of Conduct: "The College has developed a set of Standards of Conduct which govern the behavior and activities of individual students and student organizations on or off campus".

9. Violations of the Standards of Conduct, Terms of Recognition, College and/or Campus Life policies may result in but are not limited to:
 - a. the loss of privileges, up to and including the possible loss of College Recognition
 - b. educational sanctions as applicable to the alleged violation
 - c. The Dean of Campus Life, or the Dean's designee, will determine the appropriate consequence if a Greek letter organization is found to have violated a Campus Life policy or Terms of Recognition.
 - d. In some instances, an organization found to be in non-compliance in any area may be given a reasonable amount of time to correct the deficiency. Failure to correct noted deficiencies within the specified period of time will be viewed as a violation and will result in the loss of privileges, up to and including the possible loss of College recognition.
10. The Dean of the College or the Dean of Campus Life may withdraw College recognition or add additional stipulations for recognition of any Greek letter organization at any time, if the Dean determines that doing so would be in the best interest of the Dartmouth College community.

APPENDICES

APPENDIX A: Dartmouth College Recognized Greek Letter Organizations

Organization Name	Greek Letters	“Nickname”	Type of Group
<u>Coeds</u>			
Alpha Theta	ΑΘ	Alpha Theta	local coed
Phi Tau	ΦΤ	Phi Tau	local coed
The Tabard		Tabard	local coed
<u>Fraternities</u>			
Alpha Chi Alpha	ΑΧΑ	Alpha Chi	local fraternity
Alpha Delta	ΑΔ	AD	local fraternity
Alpha Phi Alpha Fraternity, Inc.	ΑΦΑ	The Alphas	national fraternity
Beta Alpha Omega	ΒΑΩ	Beta	local fraternity
Bones Gate		Bones Gate	local fraternity
Chi Gamma Epsilon	ΧΓΕ	Chi Gam	local fraternity
Chi Heorot		Heorot	local fraternity
Gamma Delta Chi	ΓΔΧ	Gamma Delt	local fraternity
Kappa Kappa Kappa	ΚΚΚ	Tri-Kap	local fraternity
Lambda Upsilon Lambda Fraternity, Inc.	ΛΥΛ	LUL	national fraternity
Phi Delta Alpha	ΦΔΑ	Phi Delt	local fraternity
Psi Upsilon	ΨΥ	Psi U	national fraternity
Sigma Alpha Epsilon	ΣΑΕ	SAE	national fraternity
Sigma Nu	ΣΝ	Sigma Nu	national fraternity
Sigma Phi Epsilon	ΣΦΕ	Sig Ep	national fraternity
Theta Delta Chi	ΘΔΧ	Theta Delt	national fraternity
<u>Sororities</u>			
Alpha Kappa Alpha Sorority, Inc	ΑΚΑ	ΑΚΑ’s	national sorority
Alpha Pi Omega Sorority, Inc.	ΑΠΩ	ΑΠΩ	national sorority
Alpha Phi	ΑΦ	A Phi	national sorority
Alpha Xi Delta	ΑΞΔ	AZD	national sorority
Delta Delta Delta	ΔΔΔ	Tri-Delt	national sorority
Epsilon Kappa Theta	ΕΚΘ	Theta	local sorority
Kappa Delta Epsilon	ΚΔΕ	KDE	local sorority
Kappa Kappa Gamma	ΚΚΓ	Kappa	national sorority
Sigma Delta	ΣΔ	Sigma Delt	local sorority
Sigma Lambda Upsilon Sorority, Inc.	ΣΛΥ	SLU	national sorority

Notes

These groups are working with the College in an effort to gain official recognition. Currently, as “colonies,” they have a provisional type of status. These groups are working closely with the College and are wholly accountable to all Greek letter organization policies and procedures.

Kappa Delta	ΚΔ	Kappa Delt	national sorority
Zeta Psi	ΖΨ	Zete	national fraternity

Undergraduate Societies

Amarna		local undergraduate society
Panarchy		local undergraduate society

APPENDIX B: Fiscal Year End Date

Organization	Date	Term
<u>Coeds</u>		
Alpha Theta	3-31	Winter
Phi Tau	3-31	Winter
The Tabard	9-30	Summer
<u>Fraternities</u>		
Alpha Chi Alpha	3-31	Winter
Alpha Delta	3-31	Winter
Alpha Phi Alpha Fraternity, Inc.	12-31	Fall
Beta Alpha Omega	3-31	Winter
Bones Gate	9-30	Summer
Chi Gamma Epsilon	6-30	Spring
Chi Heorot	3-31	Winter
Gamma Delta Chi	6-30	Spring
Kappa Kappa Kappa	3-31	Winter
Lambda Upsilon Lambda Fraternity, Inc.	12-31	Fall
Phi Delta Alpha	3-31	Winter
Psi Upsilon	9-30	Summer
Sigma Alpha Epsilon	6-30	Spring
Sigma Nu	9-30	Summer
Sigma Phi Epsilon	9-30	Summer
Theta Delta Chi	9-30	Summer
Zeta Psi	9-30	Summer
<u>Sororities</u>		
Alpha Kappa Alpha Sorority, Inc	12-31	Fall
Alpha Phi	6-30	Spring
Alpha Pi Omega Sorority, Inc.	12-31	Fall
Alpha Xi Delta	6-30	Spring
Delta Delta Delta	6-30	Spring
Epsilon Kappa Theta	6-30	Spring
Kappa Delta	6-30	Spring
Kappa Delta Epsilon	6-30	Spring
Kappa Kappa Gamma	6-30	Spring
Sigma Delta	6-30	Spring
Sigma Lambda Upsilon Sorority, Inc.	6-30	Spring
<u>Undergraduate Societies</u>		
Amarna	3/31	Winter
Panarchy	9/30	Summer

APPENDIX C: Addresses and Hinman Mail

Organization	Location	Hinman Box
<u>Coeds</u>		
Alpha Theta	33 North Main	5204
Phi Tau	31 North Main	5218
The Tabard	3 Webster	5224
<u>Fraternities</u>		
Alpha Chi Alpha	13 Webster	5201
Alpha Delta	9 E. Wheelock	5202
Alpha Phi Alpha Fraternity, Inc.	203 Channing Cox	5203
Beta Alpha Omega	6 Webster	5244
Bones Gate	10 Webster	5206
Chi Gamma Epsilon	7 Webster	5207
Chi Heorot	11 E. Wheelock	5208
Gamma Delta Chi	30 North Main	5212
Kappa Kappa Kappa	1 Webster	5216
Lambda Upsilon Lambda Fraternity, Inc.	103 Channing Cox	5246
Phi Delta Alpha	5 Webster	5217
Psi Upsilon	7 W. Wheelock	5219
Sigma Alpha Epsilon	38 College	5220
Sigma Nu	12 Webster	5222
Sigma Phi Epsilon	11 Webster	5223
Theta Delta Chi	11 W. Wheelock	5225
Zeta Psi	8 Webster	5249
<u>Sororities</u>		
Alpha Kappa Alpha Sorority, Inc.	104 Channing Cox	5228
Alpha Phi	Hitchcock, 4 th floor	5248
Alpha Pi Omega Sorority, Inc.	n/a	5227
Alpha Xi Delta	17 East Wheelock	5205
Delta Delta Delta	1 Occom	5209
Epsilon Kappa Theta	15 Webster	5211
Kappa Delta	Smith, ground floor	5247
Kappa Delta Epsilon	9 Webster	5214
Kappa Kappa Gamma	24 E. Wheelock	5215
Sigma Delta	10 W. Wheelock	5221
Sigma Lambda Upsilon Sorority, Inc.	n/a	5226
<u>Undergraduate Societies</u>		
Amarna	23 East Wheelock St	5229
Panarchy	9 School Street	5230

APPENDIX D: Housing Occupancy Requirements

College-Owned Physical Plant:

Greek Letter Organization or Society	Required Occupancy
Alpha Chi Alpha	20
Alpha Kappa Alpha Sorority, Inc.	4
Alpha Phi	22
Alpha Phi Alpha Fraternity, Inc.	4
Alpha Xi Delta	22
Chi Heorot	22
Delta Delta Delta	17
Epsilon Kappa Theta	23
Kappa Delta	13
Kappa Delta Epsilon	16
Kappa Kappa Gamma	19
Lambda Upsilon Lambda Fraternity, Inc	4
Sigma Delta	16
Amarna	12

Privately-Owned Physical Plant:

Greek Letter Organization or Society	Required Occupancy	Additional Beds*
Alpha Delta	18	3
Alpha Theta	15	4
Beta Alpha Omega	18	1
Bones Gate	16	5
Chi Gamma Epsilon	21	4
Gamma Delta Chi	14	4
Kappa Kappa Kappa	14	4
Phi Delta Alpha	20	4
Phi Tau	15	0
Psi Upsilon	18	1
Sigma Alpha Epsilon	14	4
Sigma Nu	16	3
Sigma Phi Epsilon	17	4
Tabard	16	4
Theta Delta Chi	17	0
Zeta Psi	18	0
Panarchy	14	2

*Privately-owned physical plants may increase occupancy to this number by using predetermined room locations with permission from the Undergraduate Housing office.

Appendix E: Housing Forms

Dartmouth College Undergraduate Housing Office Contract for Greek Letter Organizations and Societies

This document is in a word form format. Please use the tab key or mouse to move from one form field to the next. Once complete, please save and email to elicia.s.rowan@dartmouth.edu.

Last Name: _____ First Name: _____ M.I.: _____

Dartmouth ID: _____ Class: _____ Gender: _____

Organization's Name: _____

I am a (check one) Member Boarder Available by email? Yes No

This contract applies to: (Please check ALL terms you may want to live in the house.) Summer '10 Fall '10 Winter '11 Spring '11

D-Plan for 2010-11: Sum '10 _____ Fall '10 _____ Winter '11 _____ Spring '11 _____

This contract is legally binding once it is signed by the applicant and submitted to the Undergraduate Housing Office.

The contract is valid for the term(s) indicated above as long as the applicant's name appears on the organization's roster and he/she meets the criteria for residence as stated in the *Dartmouth College Undergraduate Society Policies and Procedures* or *Greek Letter Organizations Handbook & Policies*. All applicants must sign a housing contract before occupying a space in a College-approved living unit.

Students who have signed a contract to reside in a GLOS physical plant for a given term are not eligible to participate in other campus housing processes for the term (e.g. room draw). Students can only be released from the contract with permission from the organization's Housing Assignments Coordinator or President. Permission for release must be provided in writing to the Associate Director of Housing. *Students with signed contracts on file for fall term 2010 who wish to participate in Room Draw must be released no later than midnight on April 22, 2010.* Requests for release will not be granted after that date.

I understand that College Rules and Regulations and College Residence Policies and Terms are listed in various publications such as the *Student Handbook*, *ORC*, *Welcome Home* and specific documents as well as being duplicated on various web sites. I understand that I am obligated to know and follow these established rules and regulations.

I hereby agree to occupy in person the space to which I will be assigned, in accordance with the terms and conditions of this contract as set forth on this form and in the policies and documents referred therein. I understand that I may only cancel my assignment with permission from the organization's Housing Assignments Coordinator or President and that I will be subject to a \$500 contract cancellation fee if I cancel my winter, spring, and summer assignment after the cancellation deadline. For fall term, I also understand that I will be subject to a \$250 contract cancellation fee if I cancel my fall assignment between April 22, 2010 and the cancellation deadline or a \$500 contract cancellation fee after cancellation deadline. (See the Undergraduate Housing website for the complete cancellation policy.) I further understand that as a resident of a College-approved living unit I am required to participate in a college Dining Plan at a level no lower than the "Mini Green."

Signature: _____
(Typed signatures will be considered valid for forms submitted electronically).

Date: _____

Greek Letter Organization Occupancy Agreement for College-Owned Physical Plants

Dartmouth College



Greek Letter Organizations and Societies

HB 6196 Room 303, Collis Center

Hanover, NH 03755

Phone: 603-646-2399 Fax: 603-646-1386

www.dartmouth.edu/-orl/

[date]

[House President]

[Name of House]

[President's Mailing Address]

Re: Occupancy of [address of house] for Academic Year [year]

Dear _____ :

This will confirm that the [name of organization] organization ("Organization") has permission to occupy the Dartmouth College property located at [address] ("the Property") as a [co-ed / fraternity / sorority] house during the period October 1, 2010 to September 30, 2011, subject to Organization's compliance with the rules and regulations of the Office of Campus Life, including but not limited to the "Financial Oversight and Physical Plant Management Policies" and the "Policies, Expectations & Privileges for Greek Letter Organization Recognition" (copies of which are enclosed with this letter), as each may be amended from time to time.

If the Organization wishes to occupy the Property and the foregoing conditions meet with its approval, you and your advisor are requested to indicate the Organization's agreement by signing and dating the enclosed extra copy of this letter in the spaces indicated below, and returning it to us.

Sincerely,

Kristi Clemens

Acting Director - Greek Letter Organizations & Societies

AGREED:

Organization President

Date:

Advisor

Date:

Appendix F: Greek Letter Organization Fire Code Capacities

Organization	Location	1 st Floor/ Basement
<u>Coeds</u>		
Alpha Theta	33 North Main	250/140
Phi Tau	31 North Main	187/82
The Tabard	3 Webster	240/160
<u>Fraternities</u>		
Alpha Chi Alpha	13 Webster	320/100
Alpha Delta	9 E. Wheelock	175/170
Beta Alpha Omega	6 Webster	230/130
Bones Gate	10 Webster	250/160
Chi Gamma Epsilon	7 Webster	250/180
Chi Heorot	11 E. Wheelock	200/204
Gamma Delta Chi	30 North Main	200/125
Kappa Kappa Kappa	1 Webster	170/200
Phi Delta Alpha	5 Webster	220/175
Psi Upsilon	7 W. Wheelock	230/135
Sigma Alpha Epsilon	38 College	210/200
Sigma Nu	12 Webster	200/200
Sigma Phi Epsilon	11 Webster	TBD
Theta Delta Chi	11 W. Wheelock	175/165
Zeta Psi	8 Webster	168/110
<u>Sororities</u>		
Alpha Xi Delta	17 East Wheelock	160/NA
Delta Delta Delta	1 Oocom	160/NA
Epsilon Kappa Theta	15 Webster	200/150
Kappa Delta Epsilon	9 Webster	150/150
Kappa Kappa Gamma	24 E. Wheelock	260/NA
Sigma Delta	10 W. Wheelock	174/180
<u>Undergraduate Societies</u>		
Amarna	23 East Wheelock	229/60
Panarchy	9 School	25/NA

Appendix G: Housekeeping Inspection Report

Housekeeping Inspection Report

Organization: {location}

Inspected by: {inspector}

Date: {date}

Overall Score: {pass or fail}

Inspection Type: {inspection type}

Priority Items:

1. Grounds are free of litter by 8:00 a.m. Lawn is mowed and walks are shoveled and free of ice.

Status:

Comments:

2. Hallways and stairs are clean and free of obstructions. (Trash and recycling containers empty.)

Status:

Comments:

3. Common area furniture and tables clean; floors vacuumed and mopped.

Status:

Comments:

4. Bathrooms are clean.

Status:

Comments:

5. Basement is clean and floors are mopped.

Status:

Comments:

Failure of any 1 of the 5 priority areas will result in a Housekeeping Inspection Failure and a Warning for the organization. Each subsequent failure will result in a more severe sanction. A re-inspection will be scheduled within a 72 hour period.

Areas not covered under the Priority Section will be judged as a whole with comments below. This section includes kitchens, fireplaces, boiler room, windows and any areas not covered under the priority section. Failure of this section will count the same as a single priority failure.

Status:

Comments:

<http://www.dartmouth.edu/~orl/greek-soc/forms/housekeep-form.html>

Appendix H: Regulation of Outdoor Activities

ORDINANCE # 34
TOWN OF HANOVER

ORDINANCE OF THE BOARD OF SELECTMEN

The Town of Hanover ordains as follows:

REGULATION OF OUTDOOR ACTIVITIES

1. **DECLARATION OF PURPOSE:**

This Ordinance regulates outdoor activities that may result in the substantial disruption of traffic flow or may generate significant noise. This includes such activities as large outdoor events open to invitees or the general public; private parties; parades or foot races; blocking of roads, sidewalks or access to structures; fireworks; or any other activity which may result in substantial production of noise, involve traffic-related problems, lead to a public disturbance or public nuisance or endanger public health, safety or welfare.

Amended 6/19/06

2. **TITLE:**

This ordinance shall be known and may be cited as "Regulation of Outdoor Activities Ordinance of the Town of Hanover."

3. **AUTHORITY:**

RSA 31:39, I(n). The Town of Hanover will also enforce RSA 644:2, Disorderly Conduct, in addition to this ordinance. Specifically, "a person is guilty of disorderly conduct if he/she purposely causes a breach of the peace, public inconvenience, annoyance or alarm, or recklessly creates a risk thereof, by: (a) Making loud or unreasonable noises in a public place, or making loud or unreasonable noises in a private place which can be heard in a public place or other private places, which noises would disturb a person of average sensibilities..."

4. **DEFINITIONS:**

A. **Noise Disturbance:** Any sound, whether a continuous sound or an impulse noise, which is loud or unreasonable and which disturbs a reasonable person with normal sensitivities.

B. **Noisy Assembly:** A noisy assembly under this chapter means any gathering of more than one (1) person that creates a noise disturbance. Any such noise after the hour of 10:00 p.m. Sunday through Thursday; after 11:00 p.m. Friday and Saturday; after 12:00 a.m. (midnight) on Friday and Saturday of Dartmouth Homecoming, Winter Carnival, Green Key and Graduation, and before the hour of 7:00 a.m., that is plainly audible at the property line of a structure or building in which it is located or in the hallway or apartment adjacent, shall be prima facie evidence that the noise is excessive.

C. **Person:** Any individual, partnership, company, corporation, association, firm, organization, governmental agency, administration or department, or any other group of individuals, or any officer or employee thereof.

- D. **Undue Hardship:** Exists where it is unreasonable to require the applicant to conduct the regulated activity during the hours permitted under the ordinance.
- E. **Sound Amplification Device or Equipment:** Any apparatus for the amplification of sound from any electronic device, band, orchestra or other sound-making or sound-producing device, including any apparatus for the amplification of the human voice.
- F. **Continuous Sound:** Any sound that exists, essentially without interruption, for a period of 10 minutes or more.
- G. **Impulse Noise:** Any noise of short duration, usually less than one second, and of high intensity, with an abrupt onset and rapid decay.
- H. **Residential Property:** Any real property developed and used for human habitation which contains living facilities, including provisions for sleeping, eating, cooking and sanitation, unless such premises are actually occupied and used primarily for purposes other than human habitation.
- I. **Owner/Lessee:** Owner of the freehold of the premises or lesser estate therein, or mortgagee thereof, a lessee or agent of any of the above persons, a lessee of a device or his or her agent, a tenant, operator, or any other person who has regular control of the premises, a device or an apparatus.
- J. **Outdoor Activity:** Any outdoor activity, event , gathering or function that may result in substantial production of a noise disturbance or disruption of the normal flow of activities, involve traffic-related problems, lead to a public disturbance or public nuisance, or endanger public health, safety or welfare including but not limited to: large outdoor activities to which invitees or the general public are invited; private parties; parades or foot races; blocking of roads, sidewalks or access to structures, fireworks; the use of sound amplifying devices on a street, sidewalk, park, public place, or in a private place which could be heard in another private or public place; or any activity which constitutes a noisy assembly.

Amended 6/19/06

5. **PERMIT:**

- A. Application for a permit for an outdoor activity shall be made to the Town Manager. Any such permit granted by the Town Manager shall set forth all conditions pertaining to the outdoor activity, and a reasonable time limit for its conclusion. An application for an Exception granting relief from the provisions of this ordinance on the basis of undue hardship may be made to the Town Manager. Any such Exception granted by the Town Manager shall set forth all conditions pertaining to the specified noise, and a reasonable time limit for its abatement.
- B. Process:
 - a. **Registration Statement:** Any Person who wants to engage in an outdoor activity shall file a Registration Statement, on a form prescribed by the Town of Hanover, requesting a Permit from the Town Manager no less than five (5) days prior to the date on which the outdoor activity is to be conducted (Attachment I). The Registration Statement shall contain the following information:
 - 1. The name, address and telephone number of the person who seeks the outdoor activity permit;

2. The hours when, and the location where, such outdoor activity shall be conducted;
 3. The streets, sidewalks, or access to structures that will be blocked and for how long;
 4. The route of any parade or foot race and what controls will be in place, whether public or private, with a map of same;
 5. Whether a sound amplifying device or musical instrument will be operated;
 6. Whether the sound amplifying device or musical instrument will be used for commercial or noncommercial purposes;
 7. Where fireworks are to be used, the name of the fireworks company and the liability insurance carrier;
 8. Any other information that the Town Manager, Chief of Police, Fire Chief, Zoning Administrator, Public Works Director or any other town department head deems necessary.
- b. Permit: An approved certified copy of the Permit shall be returned to the applicant within a reasonable period of time unless it was found that:
1. The conditions of motor vehicle or pedestrian movement are such that the outdoor activity permit would constitute an unreasonable detriment to traffic or pedestrian safety; or
 2. The Registration Statement reveals that the applicant would not be able to comply with the Standards of Issuance; or
 3. The information contained in the Registration Statement is false or nonexistent in any material detail.
- c. Standards of Issuance:
1. The outdoor activity will be in compliance with the provisions of all applicable ordinances, laws and regulations;
 2. The outdoor activity will not create an undue hardship for an abutter or the general public;
 3. The applicant shall be responsible for the payment of a police coverage deemed necessary by the Chief of Police as authorized by RSA 105:9; and
 4. The applicant will be responsible for any clean up services deemed necessary by the Director of Public Works.
 5. The Town reserves the right to withdraw the permit for the outdoor activity at the discretion of the Chief of Police or his designee based on complaint and due consideration of the circumstances. Circumstances that shall warrant consideration permit revocation include: 1) violation of conditions of the permit;

2) disorderly conduct; or 3) a health or safety emergency requiring curtailment of the event.

d. Appeal Procedure:

1. Any Person aggrieved by a denial or issuance of a Permit shall have the right to file a request with the Town Manager, in writing, that the Town Manager reconsider the denial or issuance. The Town Manager shall act upon the request immediately after its receipt. The Town Manager's decision on reconsideration may be appealed to the Board of Selectmen, in writing, which may reverse, affirm or modify in any regard the determination of the Town Manager.

e. Late Applications:

1. The Town Manager, where good cause is shown therefore, shall have the authority to approve any Registration Statement hereunder that is filed less than five (5) days before the date such Outdoor Activity is proposed to occur.

f. Possession and Display of Permit:

1. The Permit a person receives shall be kept at all times, where it can be readily obtained and promptly shown to any police officer of the Town of Hanover.

Amended 6/19/06

6. **EXCLUSIONS:**

These requirements shall not apply where such matters are governed by State Law.

7. **PENALTIES:**

- A. Any person who fails to obtain a permit for an outdoor activity, or who disregards or otherwise fails to abide by the conditions of a permit shall be guilty of a violation, and upon conviction thereof, shall be penalized by a fine of not more than \$300 for the first violation, \$500 for the second, and \$1,000.00 for third and subsequent violation thereafter.
- B. Any person who participates in a Non-Permitted Outdoor Activity shall be guilty of a violation and upon conviction thereof, shall be penalized by a fine of not more than \$300 for the first violation, \$500 for the second, and \$1,000.00 for third and subsequent violation thereafter. Prior to any enforcement against persons for participating in a Non-Permitted Outdoor Activity, a Town Official or Police Officer shall inform them that the activity has not been permitted, and that it is a violation of the ordinance to remain and participate in the activity, and afford them reasonable time to depart or cease.

Pursuant to RSA 502-A:11-a, the District Court shall have jurisdiction of the prosecution of any violation of the Town of Hanover Ordinances. All fines collected shall be for the use of the Town. The enforcement authority may issue a summons and complaint along with a notice of fine pursuant to the procedures for pleas by mail set out in RSA 502-A:19-b.

Amended 6/19/06

8. **SEVERABILITY:**

If any provision of this ordinance is held to be unconstitutional or otherwise invalidated by any court of competent jurisdiction, the remaining provisions of the ordinance shall not be invalidated.

9. **EFFECTIVE DATE:**

Having held a public hearing, the Board of Selectmen voted to adopt this Ordinance on the 3rd day of June 2002, which shall be the effective date hereof.

Appendix I: Regulations and Guidelines related to Rallies, Marches, and Vigils

This is a short guide meant to provide basic information. Please understand that if you have unusual plans other policies and procedures may prevail. Overall, you should be mindful of the College Standards of Conduct as they relate to what you have planned. Take a close look at Standard VII that is about disrupting, obstructing or interfering with the business of the College. (You can find the Standards of Conduct in the green pages of the Student Handbook or at www.dartmouth.edu/~uja/standards/index.html)

LOCATION

Collis Center - The Collis Center for Student Involvement was designed to be a place for the free exchange of ideas, and events such as demonstrations are welcome. To determine if space is available, inside or outdoors, contact Collis Reservations at 646-0910.

The Green - To request permission, call the Conferences and Special Events Office, 646-2923.

Rallies and vigils, etc. should not interfere with the rights of other members of the College community to engage in academic and administrative work and other activities related to the College's mission. For that reason, amplification of sound is generally not permitted during class and office hours in the vicinity of academic and administrative buildings. If your event will be held outside of regular class and office hours you should follow the guidelines below.

PUBLIC ADDRESS SYSTEM

Getting a system - The Conferences and Special Events office has easy to use portable systems that rent for about \$30 per day. Call 646-2923 to make arrangements to use one of their systems, unless your rally is indoors at Collis where there is a permanent sound system (Collis systems cannot be used outdoors).

Permission to use it –

Normally, using amplified sound between 8:00 a.m. and 5:00 p.m. on a weekday is prohibited. After 5pm, to have amplified sound outdoors, or if you anticipate a group of 50 or more people regardless of the time, requires a town permit which you can get by going to the Conferences and Special Events office. Normally a permit request must be filed 5 working days in advance. The office is located in Blunt Alumni Center.

DISPLAY OF OBJECTS FROM COLLEGE BUILDINGS/CHALKING:

The display of flags, banners, signs, and other objects from the outside of College buildings without prior approval from the Director of Facilities Operations and Management or his/her designee is prohibited.

Writing on a College building is viewed as an instance of vandalism or damage to property. Writing done with something permanent (paint, etc.) would also be viewed as damage to property.

PUBLICITY:

If you want to publicize your plans, a good way to do that is through the "Campus Calendar." (Requests to place items in calendar can be made at time of reservation.) Remember when you make posters or flyers that College policy requires all such ads to contain the name of the posting or organizing group.

SECURITY

All large gatherings on campus require Safety and Security staff on hand. You must notify the Department of Safety and Security as soon as possible by calling 646-4000. They will determine how many officers to send and whether or not the town police should be involved. The level and type of security will be determined by the nature of the event.

MONEY

You will likely be asked several times for an account number so there will have to be at least one recognized student organization or department sponsor. ASK ahead of time if there will be any charge for items you request. Simple things like tables and trash cans may have high rental charges so be prepared by asking ahead. If you are using a COSO group as the main sponsor of the event you will need an Organization Authorization Form from the Activities Office in order to make any charges to the group's account. **NOTE THAT ALL CHARGES, INCLUDING SECURITY AND LOCAL POLICE, WILL BE BILLED TO THE ACCOUNT NUMBER YOU PROVIDE.**

WHAT ABOUT A MARCH?

Normally a plan for the route must be submitted 5 working days in advance to the Conferences and Special Events office, which will submit it to the Hanover Police for approval and a permit. They will make sure that the route is safe for the marchers and for cars. Proper security for a march can be quite a substantial expense so ask about the price in advance. One way to save money is to stay on campus and stick to the sidewalks. Nevertheless you must still file your request for a permit with the Events Office, and they will forward it to the Hanover Police if appropriate.

COMMUNITY CONCERNS

As much as your activities should not interfere with the rights of other members of our College community, you should also be aware of the impact on non-College neighborhoods as well. Be considerate in terms of noise, litter, street crossings and traffic if your activity goes through or near non-College neighborhoods.

CLEAN UP

Have a committee of people to pick up any handouts lying on the ground that you distributed during the event. Remember to return the public address system promptly.

CHECKLIST

- ___ Secure a location
- ___ Go to Conferences and Events Office, get a permit for amplification, arrange public address system rental
- ___ Get permission for outdoor amplification (keep in mind that permission for amplification during class hours is not normally granted.
- ___ Call Safety and Security and let them know what you would like to do
- ___ Plan the clean up and return of any borrowed equipment

SAO/October 2003

**GREEK LETTER ORGANIZATIONS & SOCIETIES
MAILING REQUEST FORM_ALUMI/AE REQUEST**

Group Name _____

Date _____ **Contact Person** _____ **HB** _____ **Phone** _____

Please allow 5 business days for your request to be completed after approvals are in order. Request and content must be approved by the Group's Advisor and the Director of Greek Letter Organizations & Societies, before it is submitted to the Development Office.

I agree that the information supplied will be for one time use only for the purpose specified in this data request. The contents of Development's alumni database are the sole property of Dartmouth College and are confidential. I further agree that no part of address information supplied to my organization will be transferred or sold in any form to other individuals or organizations.

Complete this section when requesting data for a mailing:

1. Type of mailing:	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Solicitation	<input type="checkbox"/> Other _____
2. Processed by:	<input type="checkbox"/> DPMS	<input type="checkbox"/> Group (self)	<input type="checkbox"/> Other _____
3. Sort by:	<input type="checkbox"/> Alpha	<input type="checkbox"/> Zip code	<input type="checkbox"/> D Class _____
4. Output:	<input type="checkbox"/> Labels		
	<input type="checkbox"/> Data File:	<input type="checkbox"/> Excel	<input type="checkbox"/> PDF <input type="checkbox"/> Both
5. Mailing plans:	<input type="checkbox"/> First Class	<input type="checkbox"/> Third Class Bulk <small>(must sort by zip)</small>	<input type="checkbox"/> Email
6. Target date for mailing:	_____		
7. Special Instructions:	_____ _____		
8. Output Delivery:			
Labels:	<input type="checkbox"/> Pick up at 41 Centerra mailroom		
	<input type="checkbox"/> Send via Hinman mail		
Data File:	<input type="checkbox"/> Send to DPMS		
	<input type="checkbox"/> Send to _____		
	Email Address _____		

Advisor's Signature _____ **Date** _____

Advisor's Name (please print) _____

GLOS Approval _____ **Date** _____

Appendix K: Treasurer's Fundraising Verification Form for DASH Donations

http://www.dartmouth.edu/~or1/greek-soc/cfs/cfsresources/dash_authorization.pdf

Treasurer's Fundraising Verification Form for DASH Donations

GLO/Society Organization Name: _____

Fundraising Event: _____

Date (s) of Event: _____

Total DASH Donations: _____

Minus Event Expenses (if any): _____
(Check payable to GLO/Society Organization)

Total Amount of Donations: _____

Name of Charitable Organization
Receiving Donations: _____

Contact Person for Charity: _____

Mailing Address of Charity: _____

Treasurer's Signature: _____ Date: _____

This portion needs to be filled out at the time of entering Dash charges at GLO & Societies Office:

Name of Person Entering Charges: _____

Date Entered: _____

Total Dollar Amount Entered: _____

Office Use Only

GLO Office Verification: _____

Date: _____

Check Information: _____