



GREEK HOUSING at THE OHIO STATE UNIVERSITY

VISION

We envision a safe and welcoming community environment which fosters academic excellence, responsible behavior, pride in community, and the maintenance and continual improvement of the sorority and fraternity housing community for its members, alumni, and broader Columbus community.

DEFINITION

The Greek Housing standard empowers the sorority and fraternity community at The Ohio State University to maintain and improve chapter facilities and foster an active and engaged community.

The Greek Community Association, consisting of elected alumni volunteers, students and University personnel, provides a resource for chapters in fulfilling their improvement plans and maintaining the community standard.

IMPLEMENTATION

If chapters have special circumstances that prevent them from meeting the standard, chapters may submit an alternative plan approved by a representative from the Office of Student Life to meet the original intent of the standard.

This policy shall not supersede the chapter's Inter/National Organization policies, University policy, local, state or federal law, in addition to any local or national House Corporation rules or guidelines. Chapters will follow the strictest policy.

GREEK HOUSING ACADEMICS & TECHNOLOGY GUIDELINES

1. Study Space

Chapters: Each chapter shall define a common functional academic space specific to the chapter's facility. Chapters are encouraged to consider flexible spaces to meet a variety of academic needs, including but not limited to, study space, small group meeting space, and classroom space.

University: The University will assist chapters in identifying flexible furniture and furnishings and will provide consultation in the design of spaces.

2. Student Desks

Chapters: Chapters will provide at least one desk per bedroom /dayroom. Chapters may petition for approval for alternatives to a non-traditional desk.

3. Faculty Advisor Meeting

Chapters: Chapters will designate appropriate space for one on one meetings between

students and the faculty advisor for the Second-Year Transformational Program.

University: The University will provide faculty advisors to the second-year students in compliance with the Second-Year Transformational Program.

4. Information Technology

Chapters: The facility shall provide or have a reasonable plan to provide current information technology resources that support the academic experience.

University: The University will work proactively with chapters towards obtaining the latest technologies for the chapter facilities and overall student community.

5. Alternative Housing

University: The University will provide housing for second-year students who do not live in chapter facilities.

GREEK HOUSING LIVE-IN/FACILITY ADVISOR GUIDELINES

1. Live-in Advisor

Chapters: Each chapter must have a live-in advisor or equivalent position. Each chapter will create a University approved job description for this individual. It is recommended that this individual be at least one year removed from their undergraduate experience. Graduate and professional students are eligible to fill this role.

University: The University will provide templates and consultation for the development of live-in advisor's job description. The University will also provide multiple opportunities for training and education for the live-in advisors living in the chapter facilities in order to fulfill the annual training requirement for live-in advisors.

2. Hiring Process

University: The University will provide a centralized hiring process for live-in advisors. Chapters may recommend eligible candidates to participate in this process.

Note: There are special circumstances where a live-in advisor may not be accommodated within a given facility. In these cases, the chapter must provide an alternate solution that works for the chapter and is approved by the University and the Greek Community Association.

GREEK HOUSING SAFETY & SECURITY GUIDELINES

1. Facility Audit

Chapters: Each chapter will participate in an annual facility audit conducted by a University appointed official. The audit will focus on compliance to the Greek Housing Standard and state and local laws. The audit shall not supersede Columbus city code or other requirements set forth by the city of Columbus or state of Ohio. The chapter will participate in an annual analysis with a Crime Prevention Through Environmental Design (CPTED) specialist, provided by the University.

University: The University will provide appointed designees to conduct a facility audit on a yearly basis. Included in this analysis, the University will also provide a qualified CPTED specialist to chapters to consult when designing the exterior of the facility or landscaping.

2. Keys

Chapters: Chapters will create and implement an approved key control policy.

3. Lighting

Chapters: Each chapter will provide access paths and doors to the facility which must be reasonably lit. All exterior building lighting should be maintained and operable, with additional lighting in parking areas, entrances and pathways.

4. Certifications

Chapters: Chapters must obtain a valid, annual rooming house license from the City of Columbus.

Chapters must have a hard-wired smoke detection system or a NFPA72 approved system. Please contact a University representative for consultation. In addition, facilities are required to receive an annual fire inspection from a certified fire inspector.

The chapter shall also gain other applicable certification as necessary (e.g. Food Licensure, hood inspection, etc.). Copies of licensure and inspection results will be provided to an appointed University official on an annual basis.

University: The University will keep record of inspection results, certifications, etc. for documentation and long-term record keeping purposes.

5. Exterior Maintenance

Chapters: Chapters must remove snow from sidewalks and paths within a reasonable amount of time. Chapters must maintain manicured grounds, free of trash and debris, with a reasonable attempt to grow and maintain grass where appropriate.

6. Collegiate Officer Training

Chapters: A collegiate representative (House Manager, Vice President of facilities, etc.) from each chapter is required to attend an annual safety and security training session.

University:

The University will provide student training throughout the year to fulfill the education component of the standard.

7. Alcohol

Chapters: Alcohol may be possessed and consumed by individuals over the age of 21, in a room where at least one resident is 21, in compliance with University policy and state law. Alcoholic beverages may *not* be present or consumed in common areas or defined academic space on chapter property. Exemptions may be made on a case by case basis. Please see the appendix for more information.



GREEK COMMUNITY ASSOCIATION THE OHIO STATE UNIVERSITY

GREEK COMMUNITY ASSOCIATION GUIDELINES

Purpose: The purpose of the Greek Community Association is to act as a resource for chapters to fulfill the expectations and standards outlined in the Greek Housing Standard. The Greek Community Association will:

- Regulate and hold chapters accountable to the Greek Community standard as a part of the *Standards of Excellence*.
- Mitigate grievances between chapters after chapters, first, take a good-faith effort to resolve problems amicably.
- Offer opportunity for communication and collaboration among House Corporations.
- Provide regular updates and recommendations for House Corporations.
- Act as a liaison between businesses and the Universities to leverage group purchasing power.
- Act as a liaison with the community liaison to advocate for Greek chapters and resolve issues with the following entities:
 - City Inspector
 - Fire Inspector
 - Tax Appraisers
 - University Area Commission
 - Licensing Agencies
- Maintain a list of recommendations to help streamline processes for House Corporations wishing to make facility upgrades. Examples include:
 - Pre-approval list for renovations/elements for construction
 - Pre-approved list of contractors who have completed work
 - Offers suggestions on how to move plans through approval processes
 - Opportunity to present plans to the Community Association for feedback/coaching/helping to identify resources, etc.
- Maintain a list of recommended services and businesses to House Corporations.

Membership: All chapters housing second-year students must be members of the Greek Community Association. Chapters not participating in the Second-Year Live On Requirement through the exemption process of the Greek Housing Standard can choose to opt into membership to the Greek Community Association, for a designated fee.

Requirements for Membership: Each chapter is required to have an established House Corporation board, or approved equivalent, affiliated with the undergraduate chapter. A member from each chapter's House Corporation board must attend training provided by the University on an annual basis, in the similar fashion that collegiate officer and live-in advisor training is held and attended annually. Each chapter will fulfill the responsibilities outlined in the Greek Housing Standard and will uphold and enforce alcohol policies in line with the chapter's Inter/National policies, University policies and code, federal, state and local law.

Community Association Board: The Greek Community Association board shall be comprised of four (4) fraternity alumni/House Corps members, four (4) sorority alumnae/House Corps members, one (1) faculty member appointed by the Office of Student Life whose purpose is to maintain alignment with the Second-Year Transformational Experience Program, one (1) representative from Campus Partners, one (1) representative from each of the four (4) governing councils. Each of these constituencies is included in the voting membership of the board. Voting chapter membership is selected by a slating committee and University officials and Campus Partners voting members shall be appointed by their respective organizations.

The non-voting membership of the board is comprised of one (1) University Official appointed by Student Life (Coordinator for Greek Housing & Properties) who is a non-voting member except in the case of a tie; this role is to act as a liaison between Greek properties and the University.

The Greek Community Association Board will also have a chairperson, secretary and treasurer. Additional leadership and structure can be created and decided upon once the first board is formed and functioning.

Members who serve on the Greek Community Association Board will execute two (2) year terms. Terms will be staggered for board members to ensure the consistency and forward progression of the Association. The initial terms will be set and may exceed the term limits to initiate the staggered board structure.

Slating Committee: The four fraternity and four sorority alumni/House Corporation representatives who sit on the Greek Community Association board shall be selected by a slating committee.

The slating committee shall be comprised of one (1) delegate from ten (10) chapters, comprised of five (5) fraternities and five (5) sororities. Chapters comprising the slating committee will be selected based on a rotating basis, with initial chapter rotation numbers assigned at random. Once a chapter completes its term on the Slating Committee, it will move to the end of the list. Co-ed organizations shall self-designate as a fraternity or sorority – any changes in designation shall result in that chapter moving to the end of the list. A chapter may decline its opportunity to sit on the slating committee and will be placed at the end of the list. New colonies and chapters with any break in continuity of recognition (e.g. removed from campus) will be placed at the end of the list. All chapters will be placed in the rotation. In order to serve on the slating committee, however, a chapter must have housing at the time their chapter is called and be a full member of the Greek Community Association. If they do not, they will return to the end of the list.

The slating committee will initiate a selection and interview process for vacant seats. After the completion of the interview process, the slating committee will recommend candidates to the voting membership of the Greek Community Association.

APPENDIX: ACADEMICS & TECHNOLOGY RECOMMENDATIONS

1. Electrical updates

Chapters: Chapters should consider electrical updates during renovations that provide the ability to support the current technology demands of residents (e.g. computers, TVs, cosmetic appliances, etc.)

APPENDIX: SAFETY & SECURITY RECOMMENDATIONS

1. Crime Prevention Through Environmental Design

The property should encourage patrons to enter through a common entrance, especially after hours. Fencing, signage, and access to facility should be clearly defined to exterior observer when visitor is transitioning from public to privately owned spaces. Exterior property, including trash and recycling areas, should be maintained and orderly, free of litter and graffiti, denoting that occupants care about the maintenance and upkeep of the property. Landscaping should be maintained lower than 3 feet and above 6-8 feet, limiting places of concealment and not blocking existing lighting.

2. Key Control Policy

Chapters: Chapters will keep a master copy of keys with an alumni advisor, member of the House Corporation or the live-in advisor. If the chapter chooses a keyless security system, the system must have a battery backup or ensure the device has power at all times, to allow for continuous access control to the facility. If the chapter chooses to have a key system, it will be beneficial to utilize a key watcher or lock box system to ensure the keys cannot be misplaced, lost or released to unauthorized individuals.

3. Fire Safety

Chapters: The facility should have two methods of egress on floors with bedrooms. A sprinkler system should be installed in the chapter facility if a renovation dictates the necessity for this safety measure.

If the chapter utilizes a wireless smoke detection system, several requirements must be met:

- a. All devices communicate back to a central panel for system/supervisory monitoring of those devices as well as providing building-wide notification.
- b. Systems must meet NFPA72 (or particular sections of it) and be UL listed
- c. Central panel must report off site to a central monitoring station for alarms

4. Damage Assessment

Chapters: The chapter alumni advisory board, collegiate officers or House Corporation should conduct an analysis to determine damages incurred during the leasing term, assess the need for repair and inventory all property prior to starting a new leasing term with new residents.

5. Summer Leases

Chapters: It is encouraged to have a separate, summer living contract for members and non-members if the facility

will be open and used during the May or summer terms.

6. Hired Staff

Chapters: Background checks can be requested for independently hired staff, such as live-in advisors and chefs. If such a service is requested, it may be beneficial to work with the organization’s Headquarters and legal team to put this stipulation in an employment contract.

7. Alcohol Policy and Exemption

Chapters may apply for an exemption to the alcohol standard for specific, special events (e.g. parents, alumni, etc.) approved at least 30 days in advance of the event. Exemptions are based on demonstrated past and planned risk reduction and must be signed off by the owner of the property.

APPENDIX: GREEK COMMUNITY ASSOCIATION RECOMMENDATIONS

1. Meeting Schedule

The governing board will meet at least on a quarterly basis.

2. Sub-committees

The board is encouraged to form sub-committees to fit the needs of the community. Both students and alumni may serve on sub-committees.

- a. Executive Committee
- b. Programming Committee
- c. Facilities Committee

3. Attendance of Meetings

Board members must attend the designated board meetings. Substitute members cannot be sent to these meetings. It is recommended that the board develop an absentee or no-show policy.

4. Experience of Members

House Corporation experience is not required for students to participate on the governing board. It is recommended that the student have a significant interest in the area of housing and community development.

5. The Good Neighbor Policy

It is the expectation that when issues arise among organizations, they will attempt to resolve the issue amicably and independently. If the well-intentioned

effort at resolving the issue does not provide an appropriate solution, the organizations may work with the Greek Community Association through a grievance process. Student members will not be involved in the grievance process.

6. Maintenance and Trash (aka “Grass and Trash Policy”)

It is the intent to provide community appeal – clean, cared for properties that show members of the Columbus community that we care about our neighborhood, facilities, students, and the kind of housing experience we provide. The association can make recommendations of companies that are affordable or preferred, or guide the chapter on what needs to be accomplished if they choose to execute the maintenance on their own. The Greek community association should encourage consultation of maintenance and building plans, provide group purchasing options and timelines to chapters who may be deficient in this area.

7. Security Patrol

The Greek Community Association governing board should examine the recommendation of a security patrol company to survey the Greek properties. The Greek Community Association should analyze the need and effectiveness of a neighborhood security patrol.