Dear Fraternity Member,

Welcome to the fraternity system at The University of Southern Mississippi. Whether new or returning, the information outlined in this handbook is provided as a guideline for a successful fraternity experience. Please familiarize yourself with the material as it relates to behavior, policies, procedures and personal, as well as chapter accountability.

Fall 2017 begins the tenth year for University staff—who are experienced at the administration of college housing—to be involved in our fraternity system. This fall marks the second year for the Department of Housing and Residence Life to be involved, due to fraternity housing’s recent reorganization as an area within the department.

We look forward to assisting with the transformation of the fraternity system, and maintaining the nine fraternity houses as safe facilities where men may enjoy the benefits of living in houses where leadership is observed and learned. Department staff endeavor to develop a greater understanding of the costs associated with managing a fraternity house, the importance of collaboration in house stewardship and capital improvements, active participation in the reduction of debt, and better understanding of the importance of risk-management and safe practices within the membership of each fraternity at Southern Miss.

For the current academic year, Housing and Residence Life and Greek Life staff are committed to continuing the path towards excellence as we strive to increase the prestige of our fraternity system. Your help is needed! As chapter members, much of the responsibility for success is in your hands as you effectively recruit new members, maintain high standards of excellence, and hold yourselves accountable to high ideals and commitment to excellence. University staff can be among the strongest advocates for the fraternity system.

We hope your academic year is successful and you attain your academic goals. Please know we are available to assist you and look forward to working with each fraternity’s leadership. Southern Miss To The Top!

Fraternally,

Dr. Edward “Scott” Blackwell  
Executive Director for Housing and Residence Life

Ms. Tangee Carter  
Assistant Director for Residence Education, Staff Recruitment and Greek Housing

Mr. Corey Stapp  
Applications and Assignments Manager

I Believe  
by Arthur R. Priest

I believe in the college fraternity creator of friendships.  
I believe in its quick sympathies and its helping hand.  
I believe in its brave idealism, stirring every valiant emotion,  
rousing every potential talent.  
I believe in its compelling drive for sound scholarship, for genuine culture, for clear-eyed honesty, for business integrity.  
I believe in the college fraternity, maker of men.
Executive Director - Dr. Scott Blackwell……………………………………………..… ………………..…601.266.4783
Hickman Hall, Room 100

Assistant Director for Residence Education, Staff Recruitment and Greek Housing - Tangee Carter………………………………………………………………………601.266.5590
Hickman Hall, Room 119

Manager for Applications & Assignments - Corey Stapp……………………………………………………………………………………………………601.266.5680
Century Park Learning Center, Room 112

Office of Greek Life
R.C. Cook University Union, Room 118
118 College Dr. #5008
www.usm.edu/greek-life

Office of Greek Life………………………………………………………………………………….601.266.4823
R.C. Cook University Union, Room 118

Director of Greek Life – Charles Childress
Assistant Director of Greek Life – Megan Wilkinson
Coordinator of Greek Life – Johnell Goins

Other Contact Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Department of Housing and Residence Life (M-F, 8-5)</td>
<td>601.266.4783</td>
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<tr>
<td>Office of Greek Life</td>
<td>601.266.4823</td>
</tr>
<tr>
<td>University Police</td>
<td>601.266.4986</td>
</tr>
<tr>
<td>H&amp;RL Maintenance (M-F, 7-4)</td>
<td>601.266.5404</td>
</tr>
<tr>
<td>Scholarship Hall Front Desk (open 24/7)</td>
<td>601.266.3920</td>
</tr>
<tr>
<td>Campus Operator</td>
<td>601.266.1000</td>
</tr>
<tr>
<td>Bookstore</td>
<td>601.266.4381</td>
</tr>
<tr>
<td>Career Services</td>
<td>601.266.4153</td>
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<tr>
<td>Student Counseling Center</td>
<td>601.266.4829</td>
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<tr>
<td>Dean of Students</td>
<td>601.266.6028</td>
</tr>
<tr>
<td>Event Services/Room Reservations</td>
<td>601.266.4399</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>601.266.4774</td>
</tr>
<tr>
<td>Eagle Dining</td>
<td>601.266.5376</td>
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<tr>
<td>Moffitt Health Center</td>
<td>601.266.5390</td>
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<tr>
<td>iTech (Help Desk)</td>
<td>601.266.4357</td>
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<tr>
<td>Post Office</td>
<td>601.266.4006</td>
</tr>
<tr>
<td>Payne Center/Recreational Sports</td>
<td>601.266.5405</td>
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<tr>
<td>Seymour’s</td>
<td>601.266.4392</td>
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<tr>
<td>Leadership and Student Involvement</td>
<td>601.266.4403</td>
</tr>
<tr>
<td>Student Employment</td>
<td>601.266.4157</td>
</tr>
</tbody>
</table>

If you need assistance with an emergency or urgent maintenance issue after 5 p.m. or on the weekend, contact the Scholarship Hall front desk at 601.266.3920. Maintenance work orders of a non-emergency nature should be submitted online by visiting the Housing & Residence Life website listed above and selecting “Maintenance” (see pg. 10 for more information about maintenance assistance).
Important Dates to Remember

Fall Semester 2017
Fraternity Houses Open ......................................................... Friday, August 4
Classes Begin ............................................................... Wednesday, August 16
Contract Appeal Deadline (Fall Semester) ...................... Tuesday, September 5
Labor Day Holiday ........................................................ Monday, September 4
Fall Break ............................................................... Thursday-Friday, October 19-20
Fall Roster Updates Due/Spring Draft List Due .... Wednesday, November 1
Thanksgiving Holiday .............................................................. Wednesday-Friday, November 22-24
Winter Break Housing Requests to H&RL Due ........ Monday, December 4
Exams .......................................................... Monday-Thursday, December 4-7
Commencement ............................................................... Friday, December 8
Fraternity Houses Close @ Noon ......................................... Saturday, December 9

Spring Semester 2018
Fraternity Houses Open ......................................................... Sunday, January 7
Martin Luther King Jr. Holiday ........................................ Monday, January 15
Classes Begin ............................................................... Tuesday, January 16
Contract Appeal Deadline (Spring Semester) .............. Friday, February 2
Mardi Gras Holiday ............................................................ Monday-Tuesday, February 12-13
Housing Contract Signed (Fall/Spring) ......................... Thursday, March 1
Spring Break Housing Requests to H&RL Due ........ Friday, March 2
Spring Break (All Fraternity Houses Close) ............... Saturday-Sunday, March 10-18
Good Friday Holiday .......................................................... Friday, March 30
Spring Roster Updates Due/Fall Draft List Due .......... Monday, April 2
Summer Break Housing Requests to H&RL Due (May Intersession) ....... Friday, May 4
Exams .......................................................... Monday-Thursday, May 7-11
Commencement ............................................................... Friday, May 11
Fraternity Houses Close @ Noon ......................................... Saturday, May 19
Cancellations Due for Housing to H&RL Due ......... .................................................. Friday, June 15

2017-2018 Fraternity Housing Semester Costs
Double Room Rate - $1,916
Private Room Rate - $2,874 ($1,916+$958 or 1.5 times the double room rate)
Draft Fee - $1,916
Meal Plan - $1,780
New Member Parlor Fee - $50
Returning Member Parlor Fee - $130

Fraternity Housing Website
The Department of Housing and Residence Life website provides students with more detailed information for current and prospective residents. We encourage house residents to frequent the website and to utilize its services. The website is used to complete the online housing application to reside in the fraternity house, submit roster changes, and to provide various other services.

Application for Housing
Members may sign-up for fraternity housing at www.usm.edu/fraternity-housing beginning February 1, 2017, and each chapter should have its occupancy completed by the posted date. When members sign-up online for housing, they will complete an application, supply emergency contact information/missing person information and complete a profile form. To log in to the fraternity housing application, please enter your SOAR log-in info. Cancellations for the 2017-2018 academic year are due June 15, 2017. Cancellations for the 2018-2019 academic year are due June 15, 2018.
General Fraternity Policies

All fraternity members must be familiar with the handbooks and policies and procedures outlined by the Office of Greek Life, the Department of Housing and Residence Life and the University.

Commitment and Grade Release
As a member of the Southern Miss Greek Life community, I understand that it is my responsibility to uphold and promote high academic standards for myself and my peers. Academic integrity and success are a fundamental measure of my commitment to the Greek Life community. Southern Miss expects that all members demonstrate the highest standards within the community to promote academic success on personal, chapter, council and community levels. I understand that if I drop my membership, it will be one (1) semester from my commitment date for fraternity membership before I may pledge another fraternity (one full year for sorority members before they may pledge another sorority). I also agree to the Office of Greek Life policy to release my grades to my fraternity/sorority executive board, fraternity housing, chapter advisor(s) and national organization personnel for as long as I retain membership in the organization. I furthermore give the Office of Greek Life, its affiliated chapters and councils consent to use my grades in community reporting and to report my name to various media for honors or awards.

University Alcohol Policy
The University of Southern Mississippi prohibits the unlawful possession, consumption, and distribution of alcoholic beverages by students and employees on its campus. Further, any possession or consumption of alcoholic beverages of any kind in plain view shall be considered in violation of campus policy. Privacy rights of students in their residential space will be respected, but any public nuisance coming from private space related to the consumption of alcohol shall bring the full force of this policy and applicable state law into play. The concealment of illegal alcohol consumption from plain open view does not preclude the enforcement of state laws nor this policy for other just cause.

Greek Life Alcohol Policy
The Office of Greek Life at The University of Southern Mississippi prohibits the unlawful possession, consumption and distribution of alcoholic beverages by students, employees and alumni in fraternity houses and the Village. Any possession or consumption of alcoholic beverages of any kind in plain view shall be considered in violation of campus policy. Furthermore, any preponderance of evidence or presence of community alcohol including, but not limited to, drinking games and rapid-consumption techniques and devices (i.e., flip cup, beer pong, quarters, funnels, power hour, whoop juice, card games, shots, etc.) violates this policy as well as the University Alcohol Policy. All individual student violations of the University Alcohol Policy will be handled by the Asst. VP for Student Life office and will follow the sanction process for alcohol violations. Fraternities and sororities found in violation of community alcohol will be subject to the following and receive the following minimum sanctions:

1st offense - Required alcohol/drug education program and community service for entire chapter, including associate members, and probation for the remainder of the current semester and the following fall or spring semester. Probation extends through any intervening terms or institutional breaks. A judicial hearing in front of the IFC Board of Magistrates will occur as well.

2nd offense - Suspension of organization’s social activities to take place immediately and to remain in effect for a least one (1) complete fall or spring semester following the suspension’s effective date, including any intervening terms or institutional breaks. A judicial hearing in front of the IFC Board of Magistrates will occur as well.

The minimum sanctions are not appealable. Prior issues and/or citations concerning alcohol will be considered in making additional sanctions.
Non-Hazing Policy
The University of Southern Mississippi unconditionally opposes any situation created intentionally or unintentionally to produce mental, physical, psychological or emotional discomfort, embarrassment, harassment or ridicule. Hazing is interpreted in a manner consistent with the Association of Fraternity Insurance Purchasing Group (FIPG), state and federal guidelines. In essence, hazing shall include any of the following: any willful act or practice by a member or new member directed against a member or new member that, with or without intent, is likely, with reasonable possibility, to cause bodily harm or danger, offensive physical punishment or disturbing pain likely to (a) compromise the dignity of a member or new member; (b) cause embarrassment or shame to a member or new member in public; (c) cause a member or new member to be an object of malicious amusement or ridicule; (d) cause psychological harm or substantial emotional strain; or (e) will unreasonably or unusually impair a member’s or new member’s academic efforts.

Housing Policies and Member Obligations
All fraternity houses are the property of The University of Southern Mississippi. For that reason, the institution must play an active role in their operation. The revenue generated from room rent can pay for the mortgage, utilities, basic cable television, maintenance work, housekeeping, university property insurance, water, gas, yard care, normal maintenance and annual improvement projects when financially possible.

I understand by virtue of my membership in a fraternity, I am required to reside in fraternity housing and to comply with the requirement to live a minimum of four (4) semesters (excluding summers) in fraternity housing. The live-in requirement must begin the immediate fall semester following the signing of this membership card for four (4) consecutive semesters, excluding summers. I also acknowledge that some fraternity chapters may require additional semesters in residence. This decision is left with the chapter and subject to their amendment. I should be aware of my specific chapter’s requirements for living in the house at the time of membership card signage.

I understand in the event my respective fraternity house is at maximum occupancy, I can reside elsewhere, but in the event the house is below maximum occupancy, each organization will require its members to move into their respective fraternity house. In accordance with this policy, I will not enter into any other housing contract (i.e., signing an off-campus apartment or rental house lease) without first verifying my draft status with my fraternity by speaking with my organization’s president, house manager or other chapter leader responsible for coordinating draft selection. This draft selection process is determined by each individual organization. I understand this policy applies regardless of my permanent address. If I do not move into the fraternity house and am drafted by my respective fraternity, I understand I am responsible for paying the housing fee, regardless of my actual physical residence. The fraternity housing fee is subject to annual review and/or changes.

The Office of Greek Life and the Department of Housing & Residence Life share a copy of signed documents and relevant membership information with parents, family members and the community via newsletters and press releases.

University Withdrawal
To be released from the Fraternity Housing Contract Lease Agreement, the resident must notify in writing the Department of Housing and Residence Life their wish to withdraw from the University.

Students withdrawing from the university must vacate their rooms within forty-eight (48) hours unless special permission is granted by authorized personnel from the Department of Housing and Residence Life.
Fraternity Housing Contract Lease Agreement/Appeal

Similar to the Housing and Residence Life Housing Contract Lease Agreement, The University of Southern Mississippi considers the Fraternity Housing Contract Lease Agreement (FHCLA) to be a legally-binding document on the part of the student and University. Students interested in appealing the FHCLA or a draft charge are responsible for submitting an online appeal form by the advertised deadline to the Department of Housing and Residence Life. Supporting documentation and attendance at a scheduled hearing are mandatory, or the appeal will be forfeited. The Housing and Residence Life appeals committee hears all appeals. Signing an off-campus apartment contract and city of residence are insufficient reasons for release from the FHCLA.

**Deadlines for submitting an appeal form:**
- Fall semester - September 5
- Spring semester - February 2

*There is no “buyout” option for the Fraternity Housing Contract Lease Agreement due to the significant rate difference of other on-campus housing.*

**Housing-Related Member Obligations in Brief**

- All residents of the fraternity houses must be registered for at least one (1) credit hour at The University of Southern Mississippi for both the fall and spring semesters.

- First-year Southern Miss male students are not permitted to reside in a fraternity house. Once a student has completed his first year of college work, even though classified as a “freshman” in academic hours earned, he is eligible to move into a fraternity house.

- Upper-class and/or transfer males are permitted to reside in a fraternity house during their new member education process if they have attained a cumulative grade point average of 2.60 or higher.

- Each fraternity member will be required to live a **minimum of four (4) semesters** (excluding summers) in fraternity housing. The live-in requirement must begin the immediate fall semester following the signing of a membership card, regardless of the semester the membership card is signed.

- Individuals not enrolled as a current student at Southern Miss may not reside in any University housing unit. A removal from campus housing notice will be served should this violation occur.

- It is in each fraternity’s best interest to occupy all the rooms in the fraternity house. This assists the fraternity in achieving the chapter responsibility level. Unoccupied rooms must remain locked and unused. If a room that is known to be unoccupied is found to be occupied or used, the chapter will be assessed a cleaning fee and may be assessed a rental fee for the room.

- Each fraternity member planning to live in a fraternity house must complete a Fraternity Housing Contract Lease Agreement. No student may move into any fraternity house prior to signing the FHCLA nor prior to the opening date of the fraternity house. All students should be aware that once contracts are processed or a student moves into a fraternity house, the student is committed to fulfilling the terms of that contract. All fraternity housing contracts are for one (1) full academic year, fall and spring semesters.

- Should a housing resident be forced to withdraw mid-semester, he will be charged a prorated amount based on the date of departure. If the chapter should fall below the mandated occupancy requirement, the chapter will be expected to make up the difference.

- Undergraduate members are classified as an “active” member until graduation, and the member cannot be removed from the chapter roster. The member can be removed from the chapter roster once documentation of being an “alum” member is provided from the following three (3) sources: chapter president, chapter advisor, and national office.
Greek Life Draft Policies & Draft Fee Assessment
To reiterate, each fraternity member will be required to live a minimum of four (4) semesters (excluding summers) in fraternity housing. Live-in requirements begin the fall semester after a membership card is signed.

During each semester, all fraternity men will be given an update to their official draft status within their chapter for the following academic year, fall and spring. This will be done prior to a date that will be jointly determined by the Office of Greek Life and the Department of Housing and Residence Life. In accordance with this policy, fraternity members should not enter into any other housing contract without first verifying their draft status within their own fraternity and the Department of Housing and Residence Life.

All chapters must submit a ranked listing of chapter members for their draft list. In the event a fraternity is below the chapter responsibility level, and/or a ranked draft list is not submitted by the due date, all eligible members of said fraternity who have chosen not to live in the house will be assessed the draft fee. This is done to protect chapters and to notify students in case of an actual or projected occupancy shortage.

Draft fees cannot be “split” among chapter members by the Department of Housing and Residence Life. However, draft fees may be split internally among the chapter, but no one paying less than the full draft fee will receive credit toward semester of residency for draft payment. Should a fraternity member desire to terminate his fraternity membership so as to not be assessed the draft fee, the following procedure should be followed the semester prior to being drafted:

A letter must be received from each of the following entities verifying the individual has terminated his membership with the chapter: the chapter’s presiding officer, the chapter’s advisor and the director of chapter services (or comparable position) from the national office of the chapter. All three (3) letters must be received by November 1 for the following spring semester and by April 2 for the following fall semester prior to the individual being released from financial obligation. Should a fraternity member terminate his membership during the semester after a housing fee has been assessed, no refund will occur for that semester.

All chapters must submit a ranked listing of chapter members for their draft list. It is expected that each chapter provides five (5) names of members who will be notified of their position on the draft listing. In the event a fraternity is below the chapter responsibility (85%) or member responsibility (90%) levels or a ranked draft list is not submitted by the due date established by the Department of Housing & Residence Life, all eligible members of the fraternity who have chosen not to live in the house will be assessed the draft fee. This is done to protect chapters and notify students in case of an actual or projected occupancy shortfall. Drafted members will not be obligated to have an on-campus meal plan unless they decide to receive a room key or to live in the fraternity house.

Members must be removed from the chapter roster before dates established by the Department of Housing and Residence Life to avoid fraternity housing-related fees. If a member should choose to appeal his draft status, he must contact the Department of Housing and Residence Life.

Fraternity members will be responsible for paying the draft fee, regardless of their permanent residence. If a drafted member receives a room key for his fraternity house, he will be assessed a meal plan charge. If a member should choose to appeal his draft status, he must contact the Department of Housing and Residence Life.

Occupancy Policy
Occupancy of an assigned room is limited to residents assigned to a particular room. The room should be used only as living space, and that space may not be loaned, leased or occupied by nonresidents. Unoccupied rooms must remain locked and unused. If a room that is known to be unoccupied is found to be occupied or used, the chapter will be assessed a cleaning fee and may be assessed a rental fee.
Fraternity Occupancy Obligation(s)
It is each fraternity’s responsibility to monitor its own housing occupancy. As stated, each fraternity must fill its house to a required minimum occupancy rate. Chapters which have attained the chapter responsibility level but who have members who have failed to meet the four (4)-semester residency requirement will have those members drafted to live in and be billed the aforementioned draft fee.

**Occupancy Numbers:**

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<tr>
<th>Fraternity</th>
<th>100% Occupancy</th>
<th>Chapter Responsibility</th>
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<td>Delta Tau Delta</td>
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<tr>
<td>Sigma Phi Epsilon</td>
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*Private rooms count as 1.5 persons toward occupancy numbers. Residents with no roommate will be billed the private room rate. 100% occupancy represents the full capacity of each house, with the president’s room and one (1) academic room designee each receiving a private room at the double room rate.*

85% Chapter Responsibility
This number represents the occupancy level required by the Department of Housing and Residence Life. It represents the occupancy for chapters, dependent upon membership and utilizing the four (4)-semester policy. To achieve this occupancy level, the Department of Housing and Residence Life and Office of Greek Life will communicate with chapter membership the status of members not having completed the four semester house occupancy obligation and who have not registered to reside in the fraternity house. The Department of Housing and Residence Life will require any chapter failing to attain the 85% level to be financially responsible to that level.

Occupancy Shortage
Any chapter that is anticipated to have an occupancy shortage must submit a payment plan and draft listing by the due date given by the Department of Housing and Residence Life. Should a chapter fail to submit a payment plan and/or pay their outstanding debt by the due date, the chapter will face social suspension immediately.

Room Assignments
All room assignments will be determined internally by each individual fraternity but are subject to change by the Department of Housing and Residence Life.

It is the responsibility of the chapter and its membership to determine roommates, as well as those residing in private or academic rooms, by the dates established by the Department of Housing and Residence Life. To reiterate, those individuals electing a private room and/or residing in a room without a roommate will be charged the private rate. The designated academic room resident will be the member achieving the highest cumulative grade point average. This resident will be allowed to live in a private room without having to pay the private room fee.
**Roster Updates**
Rosters must be updated by the date set by the Department of Housing and Residence Life to avoid fraternity housing-related fees. In addition, all chapters are expected to update their rosters in advance of the semester deadlines. Failure to update a chapter roster in the appropriate amount of time may result in the chapter being placed on social suspension until the roster is updated.

Members must be removed from the chapter roster before November 1 to avoid fraternity housing-related fees for the following spring semester and before April 2 to avoid fraternity housing-related fees for the following fall semester.

**President and Academic Room Usage**
The president’s room and academic room discounts (i.e., private at double room rate) are available to those chapters at or above the 85% chapter responsibility after these credits have been applied. Once the credits are issued, the chapter must remain above 85% chapter responsibility level.

The Department of Housing and Residence Life will allow the president of the chapter and one (1) academic room discount recipient to receive a private room at the double rate. Once these three (3) students are determined, the chapter must remain above 85% occupancy level. The president’s room in each house is available only for the current president of the chapter. If the president elects not to live in the president room, then the room will remain empty for his term until a new president occupies the room. No other member is permitted to move into this room.

**Resident Removal by a Chapter**
Should a chapter’s membership vote to remove a member from the house, the chapter will be responsible for any prorated funds due to the individual by the Department of Housing and Residence Life. In addition, should the removal impact the chapter’s required occupancy level, the chapter will be responsible for the amount to the 85% occupancy level.

**The Department of Housing and Residence Life Conduct Process**
As a member of a Greek organization and the fraternity housing family at Southern Miss, you are responsible for becoming aware of and observing all published rules affecting your status with the University. You are also expected to conduct yourself in such a manner as to allow others the enjoyment of residing in the fraternity house.

All fraternity members are expected to follow the policies and guidelines set forth in the Code of Student Conduct as explained in the *Southern Miss Student Handbook*. Any violation of these policies will be subject to disciplinary action by the Department of Housing and Residence Life, the Office of Greek Life, or the Asst. VP for Student Life.

**Conduct Violations Procedures**
An individual who has been found guilty of violating any student conduct policy, including alcohol/drug-related issues and/or property damage shall be subject to a three-strike rule pending the severity of the violation:

- **1st offense** - Student placed on disciplinary probation for a set time period as determined by the Dean of Students’ office or Asst. VP for Student Life
- **2nd offense** - Pending the severity of the action, student placed on disciplinary probation and may be suspended from respective and all Greek Life organizations
- **3rd offense** - Student suspended from respective and all Greek Life organizations (effective from the date of 2nd or 3rd guilty offense(s) through student’s graduation. From the time a student is suspended from all Greek Life organizations through graduation, said student may not be present on any grounds or within any house occupied by a Greek Life organization. Violating this policy is considered unauthorized entry.)
Social Suspension
Suspension status will prevent the chapter from hosting any social gatherings and from approval from the Office of Leadership and Student Involvement for any events. Social suspension will be removed upon full payment of the outstanding vandalism or amount due on the semester occupancy payment plan.

Vandalism
All chapters will be given vandalism notices in a timely manner. Once provided with the vandalism information, chapters must provide the name(s) of the responsible party and/or submit payment within seventy-two (72) hours of receipt of said information by delivering a check to the Housing and Residence Life office in Hickman Hall. Failure to do so will result in the chapter being placed on suspension.

Examples of vandalism include, but are not limited to:
- Life safety- $500 (1st offense); $1,000 (2nd offense); recommendation of chapter suspension (3rd offense)
- Candles- $250 (1st offense); $500 (2nd offense); $1,000 (3rd offense)
- Smoking and excessive cleaning- $150 (1st offense); $200 (2nd offense); $300 (3rd offense and each thereafter occurrence for remainder of the academic year)
- Excessive cleaning with bodily fluids- $300 (each occurrence); additional sanctions apply for 2nd and 3rd offense(s) (see pg. 11 for details)
- Pet policy violation- $25.00 per day fee for dogs/pets after initial verbal warning issued

Assessment of Damages
Any damage to the fraternity houses (state property) holds the expectation that full reparation by the individual responsible for the damage takes place within seventy-two (72) hours after the incident has been communicated to a chapter. All attempts will be made to ensure that this is done in a timely manner. If the charge has not been paid to the Department of Housing and Residence Life within seventy-two (72) hours, the charge will be placed on the student’s account. Chapter leadership is required to email the names of the individuals to an office staff member. If an individual cannot be identified as being responsible for the damage, the fraternity will be charged and full reparation must occur within seventy-two (72) hours. Payments should be brought to the Department of Housing and Residence Life at the front desk of Hickman Hall. Noncompliance will result in the fraternity being placed on immediate social probation regardless of the type and date of the next scheduled event. Social probation entails immediate suspension of activities. This event and all future events will be cancelled until appropriate reparation has occurred.

Parlor Fees
Parlor fees are assessed via SOAR to all members who do not reside in the house as a way to defray costs associated with housekeeping services, maintenance, supplies and special projects. All members not living in the house will be assessed a parlor fee as soon as the member roster is completed. The drop date for members not charged parlor fees for all fall semesters is April 2. The drop date for members and associate members to avoid being charged fraternity-associated fees for all spring semesters is the preceding November 1.

Meal Plans
All residents of fraternity housing will automatically be billed the cost for a meal plan per Eagle Dining.

Fraternity Housing Operations-
Respect for Health, Safety and Welfare

Maintenance Requests
Students should report routine maintenance requests whenever they see an issue arise. The working hours for maintenance staff are M-F from 7 a.m. to 4 p.m. When maintenance requests are submitted, students should clear the work area of any personal belongings. In case of an emergency maintenance situation, please immediately report the problem. Then, if warranted, contact a staff member of Housing and Residence Life as soon as possible, so the housing maintenance office may be contacted. If the emergency occurs during 7 a.m. to
4 p.m., Monday through Friday, please report it to Housing & Residence Life maintenance office at 601.266.5404. If the maintenance emergency occurs after 4 p.m. or on weekends, report it to the Scholarship Hall front desk at 601.266.3920 or to the University Police Department at 601.266.4986.

For a routine maintenance request, please follow the instructions below to submit your request online. If you encounter a problem submitting your request, please call 601.266.5404 between 7 a.m. to 4 p.m., M-F.

1. Go to www.usm.edu/fraternity-housing
2. Click the “Maintenance” tab on the left side
3. Click “Submit/Query Work Order” icon
4. Login by entering your student SOAR ID and password for access to the work order request form
5. Click on “Submit Work Request” on the left side of the menu
6. Select your building (house) from the drop-down menu
7. Complete all boxes that have a red asterisk
8. Enter a description of the problem in the box provided and click “Submit”

House Inspections
The Department of Housing and Residence Life and its maintenance staff reserve the right to inspect the facilities of all fraternity houses at any time that is deemed necessary. This includes common areas, hallways, restrooms, laundry rooms, front yard, closets, backyard, parking areas and individual rooms.

Cleanliness inspections will be conducted each morning at 7 a.m. by a member of the housekeeping staff. If it is decided that a house fails inspection, effort will be made to notify the chapter president or executive board member in a timely manner. The normal cleaning schedule will be maintained, and if the area is not cleaned, fee(s) may be assessed.

Housekeeping Services
The Department of Housing and Residence Life provides daily housekeeping services five (5) days a week, Monday through Friday. Common area bathrooms are cleaned daily while common area showers are cleaned once per week. Houses with suite-style bathrooms will have their bathrooms cleaned once per month. To avoid excessive cleaning charges, chapters should make sure their houses look appropriate. Simply put, trash should be in the trashcan, the floors clean. Because housekeeping does not service the houses on the weekends, it is the expectation that residents be proactive and take the trash to the dumpster if necessary.

Excessive Cleaning Fee(s)
As certain items require immediate and specialized cleaning procedures to ensure the safety of residents and cleaning personnel, the following policy is in effect: Where evidence exists that chapter members have failed to remedy a situation that poses danger to peers and/or staff, an excessive cleaning fee will be assessed to the chapter. The types of items include, but are not limited to, broken bottles, vomit, hair, urine, trash in toilets, fecal matter, or other waste materials. Excessive trash in the house will continue to result in a charge to the chapter.

Without bodily fluids - $150 (1st offense); $200 (2nd offense); $300 (3rd offense and each occurrence thereafter)
With bodily fluids - $300 (1st offense); $300 plus a letter to Greek Life and the Asst. VP for Student Life. Social probation may also be recommended until the responsible person(s) is/are identified and completes an educational program for the chapter as well as the completion of the BASICS program (2nd offense); $300 plus a recommendation for chapter suspension (3rd offense)

Cleaning of bodily fluids such as vomit, urine, trash in toilets, etc. often requires additional specialized cleaning materials and labor by housekeeping staff, therefore, the rate is different from standard excessive cleaning fees. Students may appeal any charges and/or sanctions outlined above by contacting the Department of Housing and Residence Life.
Waste Policy
Waste Management, the University’s trash collection vendor, does not allow certain items to be placed in the dumpster. Sofas, paint cans, lumber, concrete blocks and other hazardous waste materials cannot be placed in the regular dumpsters. Only household waste may be placed in the regular dumpster. Waste Management charges $500 per offense. This expense will be passed on to the fraternity responsible. At the beginning and end of each semester, special dumpsters will be provided for those items deemed as hazardous waste materials. Items unsuitable for the dumpster should be placed on the side of the dumpster in an orderly fashion. Chapters hosting a philanthropic event at their fraternity house are expected to notify the Department of Housing and Residence Life at least thirty (30) days in advance. At that point, we will work with Waste Management to provide extra dumpster capacity for said fraternity house, as well as to provide disposable receptacles. The cost per each roll-off dumpster is $360 and subject to change.

Community Living Expectations
Students are expected to comply with directives from the staff of the University, the Office of Greek Life as well as the Department of Housing and Residence Life. Failure to cooperate with any staff member who is acting as a representative of the University will result in disciplinary action, ranging from censure to removal from campus housing.

Recommended Study/Quiet Hours
Quiet hours - 11 p.m. to 8 a.m., Sunday - Thursday
Courtesy hours - 24 hours per day, seven days per week
Final exam quiet hours - 24 hours per day, seven days per week

Non-Discrimination and Obscene Language
Obscene conduct and public profanity will not be tolerated. Furthermore, The University of Southern Mississippi offers to all people equal access to educational, programmatic and employment opportunities without regard to age, sex, sexual orientation, religion, race, color, national origin, Vietnam-era veteran status or disability status. These provisions are pursuant to applicable federal and state regulations, and violators (individual and chapter) will be subject to disciplinary action.

Respect for the Residents of the Village, Cedarbrook II, and Surrounding Neighborhoods
All fraternity members are expected to behave appropriately at all times. Common courtesy must be given to the residents of all housing complexes surrounding Fraternity Row and Morningside Drive. Help maintain and protect the image of the Greek system and the University.

Fire Safety/Life Safety Equipment
Evacuation of University buildings is mandatory when a fire alarm sounds. The sounding of false alarms and modifying and tampering with fire-fighting or life-safety equipment, including fire extinguishers, hoses, smoke detectors, EXIT signs, emergency notification system, sprinklers, fire extinguisher boxes or fire alarm pull boxes are prohibited. Any tampering, modifying, damage or removal of/to any life safety equipment will result in a $500 fine (1st offense), $1,000 (2nd offense), and a recommendation of chapter suspension (3rd offense). Payments are to be made within twenty-four (24) hours. Those suspected of such offenses are subject to criminal prosecution, removal from University housing and/or suspension from the University.

Fire Drill Procedures
- Leave your room immediately, as required by state law.
- Leave the wall or overhead light on.
- Close the room door and lock it (only if time permits).
- Walk quietly and quickly outside via the stairwells.
- Remain outside until the signal is given to return to your room.
For your own protection, obey all fire regulations. Failure to evacuate a house when an alarm sounds is grounds for disciplinary action, which may include removal from the fraternity house.

Interference with smoke detectors mandates immediate attention. Students responsible will be assessed the applicable punitive fine, as well as for damages and the rate of the repair person’s labor. All violators are subject to disciplinary action and possible criminal prosecution. The criminal penalty for malicious use and/or intentional damage of fire safety equipment is a $500 fine and/or ninety (90) days in jail.

Fire Safety Reporting Information
Effective immediately and mandated by the institutions of Higher Learning Board of Trustees and the State Fire Marshal, vandalism to emergency fire and campus notification equipment, including damage to fire alarm pull boxes or pull stations, fire panel boards, emergency notification equipment, fire extinguishers, sprinkler heads, exit signs, smoke detectors and fire hoses, is required to be reported in writing by the University to the IHL Board. As noted, there are fines associated with this vandalism.

This becomes a public document that can be obtained by local, state and national media and reported to your national office for involvement. The following policy is in effect per the University Fire Marshal and applies to all campus buildings including residence halls, sorority and fraternity houses and academic buildings.

In addition, damage to doors or walls resulting in a breach of the space’s ability to contain smoke or fire to a specific room must also be reported. When walls and doors are breached with a hole, it allows for smoke and flames to spread at a faster rate thus minimizing the containment of the fire. This damage will be immediately addressed and repairs made as soon as possible.

It is imperative each member be aware of this policy and to support a plan to deter or address behavior that might lead to this vandalism. Due to the safety improvements and cost of the new fire protection systems installed in the fraternity houses, the IHL risk manager and the State Fire Marshal’s office are monitoring Fraternity Row more than ever before.

Obstruction of Corridors, Lobbies, Lounges and Walkways
In support of state and University fire safety evacuation codes and out of respect for all members and guests, it is essential residents comply with the guideline stipulation that all corridors, lobbies, lounges and walkways in and around the house must be free from any obstruction at all times. All personal belongings such as bicycles, skateboards, athletic equipment and ironing boards must never obstruct the flow of traffic. Roof access is restricted to authorized personnel only. Sunbathing and other activities on the roof are strictly prohibited.

Fraternity Housing Miscellaneous

Use of Fraternity Houses for Social Functions
All fraternity houses are first and foremost University housing. The use of fraternity houses for social functions is a privilege and may be revoked at any time. For the fall and spring semesters, social functions will be regulated by the Office of Leadership and Student Involvement, the Office of Greek Life, and the Department of Housing and Residence Life. No activities should occur in the fraternity houses during the winter break, spring break, or summer semester until after the first day of school/classes.

Electrical Requirements
Heavy duty, single-receptacle extension cords should be used in fraternity house rooms. Because of the threat of fire, extension cords should never be placed under rugs or carpets. Outlet multipliers are prohibited. A power strip with built-in circuit breaker should be used if more receptacles are needed.
Satellite Dish/Direct TV
Satellite dishes and/or any other kind of Direct TV accessories are strictly prohibited and may not be attached to any part of a fraternity house at any time.

iTech Equipment
Wireless Internet connection is provided on campus and within each fraternity house. Any damage to network equipment owned by iTech will be subject to a replacement fee as well as a fine for the damage.

Off-Road and Other Vehicles
The storage of ATV or other off-road vehicles should not occur at or in the fraternity houses. Furthermore, any damage as a result of the ATV, car, truck or SUV in the front or back yard(s) of the fraternity house will be subject to a fine. Motorcycles must be kept outside and preferably parked in the rear of the house. No parking on the grass on any side of the fraternity houses is permitted at any time.

Volleyball and Basketball Courts
The responsibility of court maintenance lies with each individual chapter. Certain supplies may be obtained through the Department of Housing and Residence Life; however, the chapter will be responsible for the costs associated with the supplies.

Alcohol and Controlled Substances
Residents must abide by the University policy regarding alcoholic beverages and illegal narcotics or other controlled substances. Violations of Mississippi law and the University policy are considered serious and may result in fines, sanctions from the University Police Department, removal from campus housing, suspension or expulsion from the University.

Smoking
In compliance with the University’s smoking policy, all fraternity houses are smoke-free. Smoking is strictly prohibited. Evidence of smoking in the house may result in disciplinary action if, following a warning, it fails to cease. Students wishing to smoke are required to smoke outside buildings at least fifteen (15) feet from the doorway in accordance with Mississippi law. Smoking should not occur on front steps, balcony areas, or entrances to buildings within the 15-feet limit. Anyone found smoking in a fraternity house or evidence of smoking in a fraternity house will result in a $150 fine payable by the chapter.

Incense/Candles
Incense and candles are strictly prohibited in all areas of the fraternity house. Burning substances in any form creates both a fire and a health hazard. If candles are found in the fraternity house or evidence of a burned candle exists, there is a $250 fine for this violation payable by the chapter (1st offense), $500 (2nd offense), and $1,000 as well as a possible recommendation for removal of charter (3rd offense). This includes candle use during fraternity rituals.

Halogen Lamps and Strands of Lights
Because of high-operating temperatures that could result in threat of fire, halogen lamps and strands of lights are prohibited in the fraternity houses.

Space Heaters
Individual heaters are not permitted in the fraternity houses at any time. In addition, a fine of $50 per each violation will be assessed for any fraternity resident violating this policy. If there is a heating/cooling issue in your room, please report it to the Department of Housing and Residence Life maintenance by using the maintenance request online work order report form.
Cooking and Appliance Policy
Because of the nature of fraternity house living, the physical facilities in the houses, and the concerns for fire and safety standards, cooking is not permitted in student rooms. Small refrigerators and micro-fridges (i.e., combination microwave, refrigerator, and freezer) are allowed. Cooking appliances such as percolators, George Foreman grills, toasters and hot plates are not allowed. All cooking should take place in the kitchen area of each fraternity house.

Harm to Others
Individuals who threaten or attempt to cause harm to others are subject to disciplinary action, which may include immediate removal from the fraternity house. Individuals deemed to be in need of counseling or psychiatric help will be referred to the appropriate counseling centers. If a resident displays any symptoms of suicide, contact Student Counseling Services immediately at 601.266.4829 or UPD at 601.266.4986.

Weapons
The possession or use of firearms, ammunition, or other weapons are prohibited and can result in immediate removal from campus housing and/or suspension from the University. The term “other weapons” includes, but is not limited to, knives, swords, bows and/or cross bows, arrows, air rifles, and potato guns.

Explosives, Fireworks, Flammables
The possession or use of explosives, fireworks, candles and other flammable or explosive items are prohibited and can result in immediate removal from University housing and/or suspension from the University.

Combustible Materials
Because of the threat of fire, combustible decorative materials, such as dry vegetation, natural Christmas trees and similar materials are not permitted inside or within twenty (20) feet of the fraternity houses. This includes any decorative items that increase the fire load of a student room including any material covering lights or ceilings, covering more than 50% of a student room’s walls, or the use of any high-energy appliance that may overload a standard outlet, such as air conditioning window units. This policy includes decorations for any parties at fraternity houses and during spring parties. Equipment, motorcycles, lanterns, lawn mowers or appliances that operate with combustible materials such as gasoline, diesel, natural gas, etc. are not permitted within the fraternity houses. Lawn care is the responsibility of the University.

Pet Policies
Pets are prohibited in all fraternity houses. This includes but is not limited to dogs, cats, snakes, birds, etc. Major problems in sanitation, pest control for fleas and lice, allergies and common courtesy for fellow residents provide the basic rationale for our no-pet policy. Small fish in tanks that are no larger than twenty (20) gallons are the only pets allowed in any fraternity house. Furthermore, fraternity residents may not keep the pets of nonresidents. Residents found in violation of this policy will be assessed a $25 per day fee payable to the Department of Housing and Residence Life. Damages and costs associated with pets visiting the fraternity house with members who do not live in the house is the responsibility of the fraternity.

Service and Assistance Animals
Service and assistance animals fall under the policies of the Department of Housing and Residence Life. All service and assistance animals must be registered with the Office of Disability Accommodations, and the applicable resident must complete the appropriate paperwork with the Department of Housing and Residence Life before the animal is allowed into a fraternity house.

Window and Balcony Policy
Throwing any objects, including garbage and trash, from the windows/balconies is hazardous and shows a lack of respect, especially for the University community. Please put all trash in appropriate areas.
Furniture/Room Decorating Policy
We want you to feel at home in your room and encourage you to decorate. In order to help maintain the condition of the rooms, certain rules must be observed when decorating. Students are reminded of the use of nails or glue on walls is prohibited. Masking tape should be used to attach posters and pictures. Permanent adhesives such as double-sided masking tape, contact paper, etc. are not to be used. Any resident wishing to commission any painting projects (i.e., murals, designs, crests, etc.) must submit the design and paint color via email for approval by the Department of Housing and Residence Life. All work is subject to approval and must have a final inspection upon completion. Should a chapter wish to make any modifications to their house, an email request must be submitted for approval prior to the beginning of any work.

Each resident and chapter is responsible for the loss of or damage to furniture and other equipment in the room and common spaces in the chapter houses.

Move-out Procedures
All residents are required to check out of the fraternity house by the closing date set by the Department of Housing and Residence Life. Residents are notified each semester of move-out dates and times, as well as the proper procedures to follow. A proper check-out includes moving out in accordance with published dates, removal of ALL personal items including personal furniture, cleaning the room and returning the key to the Department of Housing and Residence Life staff. Residents must have all floors clear of couches, chairs, pool tables, speakers, sound equipment, staging, etc.

Improper check-out of your fraternity house with a staff member from the Department of Housing and Residence Life and failure to be out of the building by the designated time will result in a minimum charge of $100. Failure to clean a room will result in a minimum cleaning fee of $175 to be assessed to the student’s account.

Lost Room Key
If a resident loses a room key, he should report it immediately to the fraternity housing office staff. Lost keys will be replaced at a cost of $50 each to the Department of Housing and Residence Life.

Break Housing
The Department of Housing and Residence Life reserves the right to close the fraternity houses during semester breaks for any necessary renovations, safety/security issues, energy savings or any disciplinary actions against the chapter. Also, if the University closes completely for any reason, fraternity housing will be mandated to close as well. An example of this policy is during the spring break holiday. As a reminder, when the fraternity houses close, any unauthorized person caught in the house will be subject to University disciplinary policies.

The Department of Housing and Residence Life will assist residents in locating housing accommodations for all semester breaks. Residents are responsible for requesting these accommodations for all semester breaks by the deadline set by the Department of Housing and Residence Life. Residents are also responsible for making reservations and are responsible for additional costs.

Hurricane Policy
Safety is always the most important aspect of fraternity housing. However, if a hurricane threatens the area, it may be decided that an evacuation of fraternity housing is warranted. This decision will be made by the University officials. Furthermore, if a hurricane threatens the area and you are allowed to stay in the fraternity house, it may not be used as a shelter for family and friends. The house may be occupied only by residents during this time. Further information can be found on the Department of Housing and Residence Life website.

Harassment of Staff
Harassment of the University staff, whether physical or verbal, will not be tolerated. Damage to any University employee’s residence, personal property or vehicle will not be tolerated. Individuals found to be in violation of
this policy will be subject to disciplinary action and may be removed from the fraternity house. In addition, a
recommendation of expulsion may be made to the Asst. VP for Student Life. All fraternity house students and
their guests are expected to abide by the requests of University staff.

Solicitation
Solicitation is not allowed in the fraternity houses. Exceptions to this policy must be cleared with the
Department of Housing and Residence Life and the Office of Leadership and Student Involvement. Solicitation
includes any activities performed for the purpose of selling and promoting a product or service, such as door-to-
door knocking and/or the distribution of pamphlets and flyers. If you see anyone soliciting in the houses, please
notify the office staff. Individuals wishing to have fundraisers or sell items on campus must obtain prior
permission from the Office of Leadership and Student Involvement (see the Office of Leadership and Student
Involvement’s manual on policies and procedures).

Policy Violations
Violation of fraternity house rules and regulations will be processed by the Department of Housing and
Residence Life with close collaboration with the Office of Greek Life and the Asst. VP for Student Life.
Appropriate sanctions will be imposed, including cancellation of the FHCLA and removal of the resident from
the house without refund of fees.

Notification to respective parents will occur shortly after a Greek Life membership “bid card” has been signed by
individual members. Each new member shall be provided a fraternity housing handbook, and specific information within
the handbook will be sent to parents with the intent that parents are completely aware of the commitment(s) made by their
son(s).

AA/EOE/ADA

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