



Handbook

National Policies

National Emergency Procedures

August 2022

Dear Sisters,

The Grand Council is pleased to present the 2022 Handbook, which includes the National Policies and National Emergency Procedures. The standards and policies are tools for Chapters, Emerging Chapters and Alumnae Associations to use to ensure that all sisters have a positive and safe Theta Phi Alpha experience. Please be aware that failure to abide by any of the National Policies may result in personal liability to you and/or your parents.

Small changes and additions have been made throughout the Handbook. Some of these changes affect the ways Chapters must do business. Policies revised or adopted by the Grand Council for this printing include Alumnae Association Standards of Achievement, Policy on the New Member Experience, and Policy on Hazing. Please pay special attention to these policies during your policy reviews each semester.

If you have questions, please contact your Chapter Manager or the National Office.

Yours in the Bonds of Sisterhood,

The Grand Council

Kristin, Jessica, Ainsley, Kristin, Candice, Lisa, and Katie
August 2022

We are pleased to work with Theta Phi Alpha's Partners:

Insurance Company:



MJ Insurance, Inc
9225 Priority Way West Drive, Suite 100
Indianapolis, IN 46240
Phone: (317) 805-7500
Fax: (317) 805-7515
www.mjinsurance.com/sorority
Contact: Estacia Brandenburg

National Panhellenic Conference (NPC)

3901 West 86th Street, Suite 398
Indianapolis, IN 46268
Phone: (317) 872-3185
Fax: (317) 872-3192
www.npcwomen.org
npccentral@npcwomen.org
Contact: Dani Weatherford, Executive Director

Trademarking/Marketing:



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Phone: (760) 734-6764
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Melissa@greeklicensing.com
Contact: Melissa Jean-Baptiste



North American Interfraternity Conference

865 W. Carmel Dr., Suite 116
Carmel, IN 46032
Phone: (317) 872-1112
www.nicindy.org
Contact: Judson Horas

Financial System:



Billhighway
363 West Big Beaver Road, Suite 400
Troy, MI 48084
www.billhighway.com
kmartin@billhighway.com
Phone: 866-245-5499
Contact: Kyle Martin



Jeweler: Herff Jones
9147 W. 1000 N
P.O. Box 800
Elwood, IN 46268
www.hjgreek.com
Phone: 800-451-3304
Contact: Kathy Kaiser



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**THETA PHI ALPHA
ASSESSMENTS FOR POLICY VIOLATIONS**

The following assessments will apply to violations of the Policy on Events, Policy on Alcohol and Policy on New Member Education. The Grand Council reserves the right to apply an assessment for an investigation or any violation of any other national policy.

Assessments will be billed only if a Chapter, Emerging Chapter or Alumnae Association is found to be in violation after an investigation has been completed.

First Violation: The Chapter, Emerging Chapter or Alumnae Association found to be in violation of a policy will:

- pay a fine equal to the minimum of \$500 or the cost to the Fraternity to investigate the incident;
- be required to send an additional representative to the following National Convention (in the case of Alumnae Associations, two representatives will attend), at the Chapter's, Emerging Chapter's or Alumnae Association's expense;
- additional restrictions may be imposed as considered necessary by the Grand Council.

Second Violation: The Chapter, Emerging Chapter or Alumnae Association found to be in violation of a policy twice within two years will:

- pay a fine equal to the minimum of \$1000 or the cost to the Fraternity to investigate the incident;
- be required to send two additional representatives to the following National Convention (in the case of Alumnae Associations, three representatives will attend), at the Chapter's, Emerging Chapter's or Alumnae Association's expense;
- additional restrictions may be imposed as considered necessary by the Grand Council.

Additional Violations: The Chapter, Emerging Chapter or Alumnae Association found to be in violation of a policy three or more times within two years will:

- pay a fine equal to the minimum of \$2500 or the cost to the Fraternity to investigate the incident;
- be required to send two additional representatives to the following National Convention (in the case of Alumnae Associations, three representatives will attend), at the Chapter's, Emerging Chapter's or Alumnae Association's expense;
- additional restrictions will be imposed as considered necessary by the Grand Council, including deliberations regarding the suspension of the violating group's charter.

Adopted by The Grand Council
June 2008

**HOW TO USE THE THETA PHI ALPHA HANDBOOK
AND NATIONAL CONSTITUTION AND BYLAWS**

Each Chapter, Emerging Chapter, and association officer should review the above named documents during the period between her election and transition.

Additionally, a national policy should be reviewed at two Chapter meetings per month and at every new member education meeting.

**THETA PHI ALPHA
POLICY ON NATIONAL PANHELLENIC CONFERENCE**

Theta Phi Alpha supports all National Panhellenic Conference Unanimous Agreements and Resolutions. Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Adopted by The Grand Council
May 2012

**THETA PHI ALPHA
POLICY ON EVENTS**

RATIONALE

Events are defined as any activity, which is hosted, planned, or supported by a Chapter, Emerging Chapter or Alumnae Association. Events include, but are not limited to, formals, socials, co-sponsored functions (e.g., mixers, exchanges), philanthropies, fundraisers, and recruitments.

Theta Phi Alpha fully supports the NPC Resolution, which encourages holding all social events in the college community area. Any sister, new member, or her guest(s), may be held financially responsible if her acts, or the acts of her guest(s), result in injury or damage to any other person(s) or property.

National events are excluded from the distance provision of this policy.

1. No Chapter organized social event shall keep undergraduate sisters away from campus overnight for any event. National events are excluded from the overnight provision of this policy. Exceptions to this policy may be granted in limited circumstances, provided that a Chapter, sister, new member or alumna requests the exception from the Grand Council's designee no less than 30 days prior to the anticipated event. In the event that such exception is granted, all sisters, new members and alumnae participating in the event may be held personally liable for any incidents which may arise from the event. Failure to request such exception may automatically result in personal liability to the sister, new member or alumnae involved and/or her parents.
2. The renting or use of a hotel room or rooms by the Chapter, an undergraduate sister or sisters, or their guests, in conjunction with an event, regardless of the physical location of the event site, is strictly prohibited, except in cases of severe inclement weather during which travel would be dangerous.
3. Events that do not involve alcohol, including sisterhood retreats, visits with other Chapters, and attendance at National events, are permitted to take place outside of the college community area.
4. Events planned in conjunction with another event (pre- and post-parties) are not consistent with the ideals of the Fraternity and are prohibited. Fraternity insurance coverage for events is limited to a designated date, place and time. In the event that a Chapter, sister, new member or alumna chooses to either host or participate in a pre- or post-event, she may be held personally liable for any incidents which may arise from any such event.
5. Events that require a contract should not be fully executed until the following procedure has been completed:
 - a. Chapter obtains contract from vendor and reviews for accuracy.

- b. Chapter sends contract to MJ Insurance for review and approval, no less than two weeks prior to the event.
- c. Once approved by MJ, the chapter may sign the contract, ensuring that a copy of the contract is maintained for their records.

Note that only the Chapter President, in conjunction with the Treasurer, should sign any contracts.

In all cases, common sense should prevail.

Any Chapter, Emerging Chapter, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council. Failure to abide by this policy may result in personal liability to the individual sisters or new members involved, and/or their parents.

Revised by the Grand Council
June 2021

THETA PHI ALPHA POLICY ON FOUNDERS' DAY

RATIONALE:

In order to honor the founding of Theta Phi Alpha and since August 30th may fall outside of the academic year for colleges and universities, this policy outlines the expectations for members to celebrate the fraternity's founding.

POLICY:

April 30 of each year shall be designated by all Chapters and Associations as Founders' Day. On this date, or as close thereto as the Chapter and/or Association can schedule it, collegiate, alumnae, and honorary members shall join in a suitable observance, an essential part of which shall be the use of the Founders' Day Ritual.

Any Chapter, Emerging Chapter, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Adopted by the Grand Council
February 2022

THETA PHI ALPHA POLICY ON ALCOHOL

RATIONALE

Theta Phi Alpha seeks to promote an environment that respects both individual choice and promotes the health, safety, and welfare of its sisters, new members, and guests. This Policy on Alcohol shall be followed when alcoholic beverages are present. In addition, the use of alcoholic beverages is also regulated by state and local laws and, in many cases, by campus regulations.

The abuse of alcohol is a risk of consumption. Alcohol abuse has contributed to adverse health effects on individuals; vandalism and property damage; violent behavior; physical injuries; emotional difficulties; poor academic performance; and student attrition.

Theta Phi Alpha expects its sisters and new members who choose to consume alcohol at events to act legally and responsibly, considering the consequences to themselves, the Chapter, and others.

Theta Phi Alpha supports programs leading to a better understanding of the use and abuse of alcohol. All Chapters and Emerging Chapters must sponsor or participate in programs annually that educate their members in the responsible use of alcohol.

POLICY

1. The possession, use, and/or consumption of alcoholic beverages during an official Fraternity event or in any situation sponsored or endorsed by the Fraternity, and/or a Chapter, Emerging Chapter or Alumnae Association, or any event which an observer would associate with the Fraternity, must be in compliance with any and all applicable laws and regulations of the state, county/parish, city, and institution of higher education.
2. Fraternity funds may not be used for the purchase of alcoholic beverages. Funds are defined as any money of the treasury of any Chapter, Emerging Chapter, or Alumnae Association, as well as funds of the National Fraternity. The purchase of alcoholic beverages for members or guests may not be undertaken or coordinated by anyone in the name of or on behalf of a Chapter or Emerging Chapter. The purchase or use of bulk quantities of alcoholic beverages (e.g., keg or party ball) is prohibited. Checks with a blank payee are prohibited.
3. Alcoholic beverages are not permitted at open events. Open events are defined as those with unrestricted access by non- members of the Fraternity without specific invitation. Specific invitation means that the Chapter, Emerging Chapter or Alumnae Association must have a method of insuring restricted access (i.e. a guest list specifying the names of each invited guest).
4. No sister, new member, or alumna shall serve or sell alcoholic beverages at any Fraternity event. No sister, new member, alumna or guest shall purchase alcoholic beverages for anyone under the legal drinking age as defined for purchases.
5. No Chapter, Emerging Chapter or Alumnae Association may co-sponsor or co-finance an event where alcohol is purchased or donated by any of the host Chapters, groups, or organizations.
6. Alcoholic beverages will not be served or consumed at recruitment, bid day, or initiation. This includes celebration activities which may occur prior to or after the aforementioned events.
7. No sister, new member or alumna shall permit, tolerate, encourage, or participate in "drinking games".

8. Use of a cash bar, where individuals each pay for their own beverages, is the only permitted method for serving alcohol at a Theta Phi Alpha sponsored or co-sponsored function, unless explicit written consent has been provided by the Grand Council as per the BYOB Policy stated below.
9. The possession, use and/or consumption of alcoholic beverages while in or on Fraternity property is prohibited. Property is defined as a house, apartment, lodge, suite, residence hall (or portion thereof), facility, parking lot, or other area designated by Theta Phi Alpha letters or insignia, owned, rented, or leased by a Housing Corporation, Chapter or Emerging Chapter; used as a Chapter's or Emerging Chapter's official address, or commonly referred to, designated, or which may be construed as the Chapter or Emerging Chapter house or area or Theta Phi Alpha property.
10. Non-alcoholic beverages must be prominently available in sufficient amounts when alcoholic beverages are present. Substantial food (e.g., non-salty snacks) must be available at all events where alcohol is present.
11. Attendance at events at which alcohol will be present cannot be required.

BYOB Campuses

To address the changing atmosphere on some campuses, Theta Phi Alpha has developed the following policy for Chapters on campuses with a documented BYOB policy.

1. At the beginning of each academic year (or when the campus policy changes), each Chapter on a BYOB campus must submit documentation from the campus official overseeing sororities that the campus has a strict BYOB policy and does not allow for third party vendors.
2. BYOB events will not be held until the Chapter has received a letter from the Grand Council granting permission to hold BYOB functions. If BYOB events are approved, the letter will be sent to the Chapter within 30 days of receiving the documentation required in part 1) of this section. Permission to host BYOB events can be revoked at any time by the Grand Council.
3. BYOB events will comply with all federal, state, local and campus laws and/or regulations regarding alcohol.
4. BYOB events cannot be held on Fraternity property.
5. BYOB events must be by invitation only; they cannot be open events. The entrance(s) to the event site must be monitored and anyone entering the event must be on a guest list. Entrances must be monitored by security personnel who are licensed and insured through a reputable company that carries adequate insurance limits.
6. No Theta Phi Alpha sister, new member or alumna shall serve as bartender at a BYOB event.
7. At events sponsored or co-sponsored by Theta Phi Alpha, a licensed bartender will deposit all alcoholic beverages at a bar. The licensed bartender will give the owner a tag/ticket for each container of alcohol deposited. Only one tag/ticket can be redeemed at a time, and only after the bartender has rechecked the identification of the person redeeming the tag/ticket. Any alcohol not consumed will be returned to the owner the next day.
8. Identification must include the birth date of the person presenting the identification.
9. Alcohol will be limited to one six pack of bottles/cans of beer, wine coolers or malt beverages. No other alcohol or mixers will be permitted.

Theta Phi Alpha National Meetings

Alcohol may only be present at Theta Phi Alpha national meetings or events as supplied by a third party vendor through a cash bar, where individuals each pay for their own beverages.

Any Chapter, Emerging Chapter, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council. Failure to abide by this policy may result in personal liability to the individual sisters, new members or alumnae involved, and/or their parents.

Revised by The Grand Council
July 2014

THETA PHI ALPHA POLICY ON PEER MONITORING

RATIONALE

Members of Theta Phi Alpha are sometimes asked to serve as peer monitors at events for other organizations. Such a system imposes duties which members of Theta Phi Alpha should avoid. Negligence in acting as a peer monitor could create liability on the part of the monitor and/or National Theta Phi Alpha in the event of injury to a person or damage to property.

POLICY

Theta Phi Alpha expects all collegians and new members to uphold the high standards of the Fraternity, as well as all laws and university policies. As such, each Chapter should appoint/elect a committee to serve as Event Assistants for each Theta Phi Alpha event at which alcohol will be present and each Theta Phi Alpha event which will be held out of town (as defined in the Policy on Events). There should be one Event Assistant for every 20 attendees at the event.

Theta Phi Alpha Event Assistants cannot:

1. Be a new member or sister initiated less than 6 months (Emerging Chapters should be in contact with the National Vice President - Extension for further direction);
2. Serve as Event Assistants, Peer Monitors, or any similar capacity for any other organization;
3. Take corrective action for any issue other than violations of Theta Phi Alpha policies.

Theta Phi Alpha collegian Event Assistants are required to:

1. Be initiated members for at least 6 months;
2. Be identified to the attendees at the beginning of each event;
3. Be clearly identifiable via a name tag;
4. Refrain from the consumption of alcohol;
5. Report violations of Theta Phi Alpha policies, state or local laws or university policies to the Chapter President and/or Vice President immediately;
6. Remove immediately any members in violation of Theta Phi Alpha policies, state or local laws or university policies with the assistance of the Chapter President and/or Vice President;
7. Ensure that the event ends on time;
8. Ensure that the bar closes on time;
9. Submit information about event in the Risk Management Report after each event.

Theta Phi Alpha Event Assistants are permitted, but not required, to:

1. Load and/or assist in loading buses;
2. Be a point of contact for the event venue, university staff, chapter members and guests.

Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council. Failure to abide by this policy may result in personal liability to the individual sisters, new members or alumnae involved, and/or their parents.

Revised by The Grand Council
May 2012

THETA PHI ALPHA POLICY ON TRAVEL

RATIONALE

Theta Phi Alpha wants to educate our members on when third party transportation should be used and how/when to safely use inter-chapter transportation.

National events are excluded from the distance provision of this policy.

POLICY

Third party transportation shall be utilized for chapter events taking place outside the college community area where alcohol and/or non-members are present. Acceptable third party transportation includes chartered transportation, such as chartered buses, that have Automobile Liability coverage with a minimum \$1,000,000 limit of liability. No alcohol shall be consumed during travel. In all cases, safe transportation shall be arranged and sound judgment shall be used in the decision regarding such arrangements.

Travel with personal vehicles is permissible for events that are open only to Theta Phi Alpha collegiate, new member, and alumnae, provided that each participant signs a [waiver](#) indicating that they understand they may be held personally liable for any incidents which may arise from the event.

Exceptions to this policy may be granted in limited circumstances, provided that a Chapter, sister, new member or alumna requests the exception from either The Grand Council or its designee no less than 30 days prior to the anticipated event. In the event that such exception is granted, all sisters, new members and alumnae participating in the event may be held personally liable for any incidents which may arise from the event. Failure to request such exception may automatically result in personal liability to the sister, new member or alumnae involved and/or her parents.

Any Chapter, Emerging Chapter, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council. Failure to abide by this policy may result in personal liability to the individual sisters or new members involved, and/or their parents.

Adopted by the Grand Council

November 2020

**THETA PHI ALPHA
POLICY ON THE NEW MEMBER EXPERIENCE**

RATIONALE

The My Sister, My Friend: New Member Experience is intended to welcome new members and provide them with information about Theta Phi Alpha necessary for life as a collegiate member. Each activity in the My Sister, My Friend: New Member Experience is designed to contribute to the positive development and welfare of new and collegiate members and to build the foundation for lifelong friendship.

The role of Big Sister is established to aid in the orientation of the new member (Little Sister) to Theta Phi Alpha, operationally and socially, as a role model and mentor during the New Member Experience. The Big Sister/Little Sister relationship is intended to enrich social relationships between the collegiate membership and the new member.

A Big Sister should be selected based on (a) her demonstrated ability to adhere to the responsibilities of membership in Theta Phi Alpha and (b) her commitment to mentorship of the new member during the New Member Experience. A Big Sister must, at minimum, be in good academic and financial standing with the Chapter at the time of selection.

While Chapters may recognize “family trees” and “branches” built on Big Sister/Little Sister relationships, at no time should these practices become exclusionary or divisive to the collective sisterhood of the Chapter.

POLICY

Chapters and Emerging Chapters are required to implement the My Sister, My Friend: New Member Experience as distributed.

Adopted by The Grand Council
July 2018

**THETA PHI ALPHA
POLICY ON HAZING**

RATIONALE

Hazing is unproductive, detrimental to the individuals being hazed, and is also illegal in many jurisdictions. Hazing is also incongruent with the values of Theta Phi Alpha as a women's organization committed to promoting the positive social, leadership, and spiritual development of its members.

Theta Phi Alpha endorses the NPC Resolution on hazing adopted in 1979 and reaffirmed in 1997 which defines hazing as follows: "Hazing is defined as any action or situation with or without consent that recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, a Chapter or Emerging Chapter of an NPC member fraternity."

Although hazing is often associated with actions directed toward new members, hazing can be damaging to any participant, whether a new member or initiated member. The importance of treating every person with respect and dignity is critical in the development of sisterhood during the new member experience and beyond.

POLICY

Any and all hazing activities are prohibited. In addition, sisters, new members, alumnae, and advisors are prohibited from participating in, encouraging, tolerating, or permitting hazing activities.

The activities listed below are always considered hazing and are prohibited. Participants in any of the activities listed below will be subject to disciplinary action, regardless of whether any new members participated in the activity: Creation of excessive fatigue; physical and psychological shocks; publicly wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts or jokes; morally degrading games and activities; late-night sessions that interfere with academic activities or normal sleep patterns; scavenger or treasure hunts; kidnapping or confinement; stranding an individual; road rallies; required calisthenics or other exercise; paddling; forced or encouraged excessive consumption of food or beverage; forced or encouraged consumption of alcohol; deprivation of food or water; full or partial nudity at any Theta Phi Alpha activity or event (other than changing clothes under appropriate conditions); lineups; interrogations; blindfolding; and prohibiting personal hygiene practices.

No sister shall deny a new member or sister the right to wear apparel that includes the Greek letters or insignia of the Fraternity.

Other activities may also be considered hazing under this Policy, as this list is not meant to be exhaustive.

Theta Phi Alpha does not support or promote the possession and/or display of items associated with hazing (i.e. paddles, paddle shaped plaques). The use of non-paddle shaped plaques may be used.

All Chapters must share reporting methods with sisters and new members. If there is an immediate threat to bodily injury or concern of safety, call 911. Incidents may be reported to 1-888-Not-Haze (1-888-668-4293); this call line is maintained by Fraternal Law and they will forward any information to the appropriate organization Headquarters/National Offices. Incidents may also be reported directly to Theta Phi Alpha's National Office. Additional reporting methods are available through each college and university.

Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council. Failure to abide by this policy may result in personal liability to the individual sisters, new members or alumnae involved, and/or their parents.

Revised by The Grand Council

July 2018

THETA PHI ALPHA POLICY ON SCAVENGER HUNTS

RATIONALE

Theta Phi Alpha recognizes the inherent risk management issues of participation in scavenger hunts, regardless of the reason or intent of the event. Scavenger hunts pose multiple challenges to their participants; specifically, that teams operate against a time constraint, which can lead to reckless behavior. As well, scavenger hunts tend to involve the taking of items, at times illegally; or the vandalism of personal property.

POLICY

No Chapter, Emerging Chapter or Alumnae Association shall participate in scavenger hunts.

Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Adopted by The Grand Council
October 2004

THETA PHI ALPHA POLICY ON TECHNOLOGY

RATIONALE

The reputation of Theta Phi Alpha rests upon the shoulders of its members, Chapters, Emerging Chapters and Alumnae Associations. With the widespread use of electronic communication, the Fraternity must protect its name, Coat of Arms, logo and other registered and common law marks.

POLICY

Theta Phi Alpha's name, Coat of Arms, logo and other registered and common law marks and names will not be used in connection with any objectionable or illegal websites, internet services or electronic communications. Individuals who identify themselves as Theta Phi Alpha members will not: (a) post, transmit or otherwise disseminate via information technology systems, including social networking sites (for further information, see the Social Media Policy), messages, materials, information or images which any reasonable person would consider insulting, threatening, offensive, defamatory or negative; or (b) otherwise engage in activities contrary to the values of, or in any way reflect adversely on, Theta Phi Alpha. Except for those purposes expressly and currently supported by Theta Phi Alpha's national website, Chapter and association affiliate sites may not be used for any other commercial, political or religious purposes. Login information for systems maintained by the Fraternity, including, but not limited to: reporting systems, payment systems, or the Intranet is not to be shared with another person for any reason. Further, passwords to documents or videos protected by the Fraternity will not be shared with non-members for any reason.

The Fraternity reserves the right to require removal of any content that is determined to cast the Fraternity in a negative light or be contrary to the values of Theta Phi Alpha. Examples include, but are not limited to:

- reference to illegal alcohol and/or drug use
- prejudicial or discriminatory statements
- reference to illegal activities
- inappropriate photographs, images, videos or language
- images or text pertaining to Theta Phi Alpha Ritual
- the use of any negative parody, commentary or fan profiles, sites or pages
- reference to hazing

Information regarding the Fraternity's electronic systems or Ritual will not be shared in any public forum or web page. To preserve the safety of our members, Theta Phi Alpha encourages members to avoid publication of personal information such as phone numbers, addresses (both home and business) and calendars.

Each Chapter's, Emerging Chapter's or Alumnae Association's website should include a link to the official Theta Phi Alpha website.

Any Chapter, Emerging Chapter, Alumnae Association or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by the Grand Council
May 2021

THETA PHI ALPHA POLICY ON SOCIAL MEDIA

RATIONALE

The reputation of Theta Phi Alpha rests upon the shoulders of its members, chapters, emerging chapters and alumnae associations. With the widespread use of electronic communication, the Fraternity must protect its name, Coat of Arms, logo, and other registered and common law marks. We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

DEFINITION

Social media includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else's blog, vlog, journal or diary, personal website, social networking, web bulletin boards or chat rooms. For the purposes of this policy, references of posting to social media refer to those established in the name of Theta Phi Alpha or its chapters. This includes, but is not limited to, Facebook, Twitter, Instagram, Snapchat, Vimeo, TikTok, YouTube, LinkedIn, or Tumblr.

POLICY

Individuals who manage Theta Phi Alpha chapter, emerging chapter, or alumnae association social media presences will not:

- a. post, transmit or otherwise disseminate via social media outlets messages, materials, information or images which any reasonable person would consider insulting, threatening, offensive, defamatory or negative; or
- b. otherwise engage in activities contrary to the values of, or in any way reflect adversely on, Theta Phi Alpha. Except for those purposes expressly and currently supported by Theta Phi Alpha's national website, Chapter and

association affiliate social media presences may not be used for any other commercial, political or religious purposes; or

- c. Further, individuals who manage Theta Phi Alpha chapter, emerging chapter, or alumnae association social media presences shall exercise due care to ensure that posts intended to be shared on their own profiles do not inadvertently appear on their chapter or association's profile.

The Fraternity reserves the right to require removal of any content that is determined to cast the Fraternity in a negative light or be contrary to the values of Theta Phi Alpha. Examples include, but are not limited to:

- reference to alcohol and/or illegal drug use
- prejudicial or discriminatory statements or images
- reference to illegal activities
- sexualized, vulgar, or otherwise inappropriate, photographs, videos, images or language
- images or text pertaining to Theta Phi Alpha ritual
- the use of any negative parody, commentary or fan profiles, sites or pages
- references to hazing
- Copyright infringement

To preserve the safety of our members, Theta Phi Alpha encourages members to avoid publication of personal information such as phone numbers, addresses (both home and business) and calendars.

Any chapter, emerging chapter, alumnae association or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Adopted by The Grand Council
May 2021

THETA PHI ALPHA POLICY ON AUXILIARY GROUPS AND MEN'S RECRUITMENT

RATIONALE

Theta Phi Alpha was founded as a Fraternity for college and university women and alumnae to meet the need for women on college campuses to share a fraternal experience.

Theta Phi Alpha affirms Unanimous Agreement X, which states, "NPC member groups exist as women-only private social organizations. We believe that the right to enforce such membership restrictions is rooted in the freedom of association protected by the First Amendment of the U.S. Constitution. The U.S. Congress has recognized that right by providing in Title IX of the Education Amendments of 1972 that social fraternities are exempt from the prohibition against discrimination on the basis of sex in participation in educational programs or related activities (20 USC 1681) and in exempting "bona fide private membership clubs" from the general prohibition against sex discrimination in employment practice (26 USC 501(c)). To further protect the right to maintain our membership policies, the National Panhellenic Conference reaffirms its long-held beliefs and policies in the form of a Unanimous Agreement."

Theta Phi Alpha has an ongoing responsibility to publicly demonstrate that our recruitment, education and initiation of our members into our organizations is without need or dependence on others — especially those of the opposite sex. The presence, involvement and activity of sorority members at men's fraternity recruitment events and in men's auxiliary groups greatly weakens our position and gives support to the argument that fraternal organizations do not need to remain single-sex groups.

Membership in such organizations is not given consideration as an honor, and no credit or consideration for this information is given to Chapters in competition for awards, recognition, or inclusion in The Compass.

POLICY

Auxiliaries. No Theta Phi Alpha Chapter shall participate in auxiliary groups to men's fraternities (big brother and/or little sister programs).

Men's Recruitment. No Theta Phi Alpha Chapter shall participate in men's recruitment activities. Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council
May 2012

THETA PHI ALPHA POLICY ON NON-DISCRIMINATION

RATIONALE

Theta Phi Alpha believes in the importance of selecting its members on the basis of alignment with its values and purposes.

POLICY

Neither the National Fraternity, nor any Chapter, Emerging Chapter, or Alumnae Association, may discriminate against anyone on the basis of race, national origin, age, religion, sexual orientation, marital status, or (dis)ability, including through the constitution, bylaws, policies, or procedures. Moreover, membership is open to all women including transgender persons who self-identify as women, regardless of gender expression.

Theta Phi Alpha affirms that initiated women, collegians and alumnae, are not subject to loss of membership on the basis of transitions in gender identity thereafter.

This policy shall be interpreted consistent with the federal law commonly referred to as "Title IX," as it pertains to social fraternities and sororities, to maintain the "single-sex" status of Theta Phi Alpha as a women's organization. Membership is not open to men.

Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council
February 2017

THETA PHI ALPHA POLICY ON HOUSING

RATIONALE

Theta Phi Alpha believes all members have the responsibility to ensure the physical and mental health and safety of all its members. Implementing safe housing practices will help meet this goal.

POLICY

Theta Phi Alpha property is defined as a house, apartment, lodge, suite, residence hall (or portion thereof), facility, parking lot, or other area designated by Theta Phi Alpha letters or insignia, owned, rented or leased by a Housing Corporation, Chapter or Emerging Chapter; used as a Chapter's or Emerging Chapter's permanent address, or commonly referred to, designated as, or that which may be construed as the Chapter or Emerging Chapter house or area or Theta Phi Alpha property.

Theta Phi Alpha property is for the use and benefit of Theta Phi Alpha sisters. Fraternity property will not be rented to, sublet to, loaned to, or used to accommodate non-members of Theta Phi Alpha without the permission of The Grand Council.

Each Chapter with Fraternity property shall:

1. Hold regular safety inspections and fire drills;
2. Follow all applicable laws and regulations of the state, county/parish, city and institute of higher learning in regard to housing;
3. Be non-discriminatory in determination of who will reside in the property;
4. Implement rules for safe and equitable lodging of all residents, including, but not limited to:
 - a. No pets shall be allowed to live in the Fraternity property;
 - b. There will be no overnight visitors, with the exception of other Theta Phi Alpha sisters and/or National Officers and female relatives;
 - c. Each member residing in the house will be responsible for cleaning a portion of the common areas weekly; d. Each member will be responsible for keeping her private room reasonably clean and accessible;
 - d. All members residing on the Fraternity property will uphold all National policies and procedures;
 - e. Establishing and enforcing of quiet hours.

Further, it is recommended that each Chapter or Emerging Chapter with Fraternity property:

1. Purchase property insurance from MJ Insurance. Chapters may also use another reputable insurance provider, but will be required to provide a Certificate of Insurance annually evidencing the coverage;
2. Work with National Officers and campus officials to ensure compliance with all state, county/parish, city and institute of higher learning laws and regulations;
3. Establish a committee to be responsible for managing the Fraternity property.
4. Any Chapter, Emerging Chapter, Alumnae Association or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council. Failure to abide by this policy may result in personal liability to the individual members, new members or alumnae involved and/or their parents.

Adopted by The Grand Council
September 2006

**THETA PHI ALPHA
POLICY ON WEAPONS**

RATIONALE

The safety of sisters and their families and guests while on Fraternity property is of the utmost importance to Theta Phi Alpha Fraternity. The presence of weapons heightens the risk of harm to those in proximity.

POLICY

The use, possession or storage of weapons, including firearms, is prohibited on Fraternity property.

Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Adopted by The Grand Council
July 2007

**THETA PHI ALPHA
POLICY ON MEDIA**

RATIONALE

During times of crisis, it is critical that the privacy of the Fraternity members be maintained and the crisis be managed in an expedient fashion.

POLICY

In the event that the media should question any action(s) of Theta Phi Alpha or its individual Chapters, Emerging Chapters, Alumnae Associations or members, the following plan is to be implemented:

1. No written material may be provided on behalf of Theta Phi Alpha without approval of The Grand Council.
2. The Chapter, Emerging Chapter or Alumnae Association president and/or Chapter Advisor must contact the National Office or a member of The Grand Council immediately, specifically if the incident involves the death of a member.
3. If approved by The Grand Council, only the Chapter, Emerging Chapter or Alumnae Association president is to communicate with the media through a formal press release issued by the National Fraternity.
4. All members are to be notified that they are not to communicate with any form of media during a time of crisis.
5. Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council
June 2008

THETA PHI ALPHA POLICY ON PHILANTHROPY

RATIONALE

Theta Phi Alpha is currently an active supporter of the following philanthropic causes: the Theta Phi Alpha Foundation; The House that Theta Phi Alpha Built; and Glenmary Home Missioners, Inc.

The primary purpose of the Theta Phi Alpha Foundation (“the Foundation”) is to provide scholarships for deserving sisters. The Foundation also funds educational workshops at National Convention and other leadership programs.

The House that Theta Phi Alpha Built allows sisters and new members to select philanthropic projects assisting the homeless or others in need of shelter.

Glenmary Home Missioners provides services to residents of rural Appalachia.

Theta Phi Alpha encourages its members to support Camp Friendship, a summer camp for underprivileged children in Mississippi.

Theta Phi Alpha encourages sisters, new members and alumnae to participate actively in the Fraternity's primary philanthropies. Sisters, new members and alumnae are encouraged to volunteer their time and efforts to assist these charities in achieving their goals.

POLICY

In the case of community projects selected in conjunction with The House that Theta Phi Alpha Built or for funds raised for another local organization, all monetary donations should be remitted directly to the organization within 15 calendar days. A Philanthropy Report must be submitted for all philanthropy events hosted by the Chapter and in order to be eligible for awards given at National Convention.

In the case of donations specifically for the Foundation, Glenmary Home Missioners, or Camp Friendship, gifts should be designated as:

1. an unrestricted gift; or
2. a gift for a specific fund (e.g., the Scholarship Fund, the Educational Programming Fund, the White Rose Memorial Fund).

Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council
September 2014

THETA PHI ALPHA POLICY ON RECRUITMENT

RATIONALE

Recruitment is the lifeline of Theta Phi Alpha. As each Chapter and Emerging Chapter strives to recruit new members who will work to achieve the Fraternity's high standards and ideals, it should remember the wonderful opportunities that lie ahead for the collegians it will be influencing. The Fraternity's strong, vibrant Chapters and Emerging Chapters offer many young women the responsibilities of membership as well as the benefits of teamwork and collaboration. It is each Chapter's and Emerging Chapter's commitment to recruitment excellence that is reflected in the consistent increase in membership up to the maximum Chapter size (Total) determined by the campus Panhellenic, Intersorority Council or campus guidelines.

Theta Phi Alpha recognizes and supports the recruitment guidelines and Resolutions that have been adopted by the member groups of the NPC.

POLICY

TOTAL CHAPTER SIZE

Campuses with Panhellenic

Each Chapter shall achieve Total. Total is established by the College Panhellenic.

Campuses without Panhellenic

Each Chapter shall achieve Total. Total will be the total established by the campus, or greater of either 35 or the average Chapter size on the campus. The Chapter shall participate fully in recruitment to obtain and/or maintain Total, either in formal recruitment, or Continuous Open Bid (C.O.B.).

QUOTA

Campuses with Panhellenic

Each Chapter shall attain Quota during formal recruitment. If Quota is not attained during the Panhellenic's primary recruitment period, the Chapter shall attempt to snap bid to Quota prior to the bid day ceremony. The Chapter shall C.O.B. immediately following the Panhellenic's primary recruitment period until Quota has been attained. The Chapter shall also C.O.B. until Chapter Total has been attained.

All Chapters and Emerging Chapters on campuses using Release Figures Methodology (RFM) are required to follow the recommendations of the RFM Specialist.

If a question arises in regard to a legacy or a special circumstance the Chapter should reach out to their Chapter Manager for further direction/clarification. For those Chapters using RFM, Potential New Members (PNMs) not meeting the required GPA of 2.50 should be released after the first invitational round, to allow her to be placed elsewhere in the Panhellenic system. Documentation, such as Recruitment Applications or reports that show GPAs, should be maintained for one calendar year. Carry figures issued by the RFM Specialist after each event must be followed. Chapters shall not release more women than instructed. Failure to follow the recommendation of the RFM Specialist is a violation of National Policy.

If a Chapter encounters a situation in which they cannot meet the carry figures provided, they must contact their Theta Phi Alpha NPC Delegate, listed on the National Roster, for further instruction. If their assigned NPC Delegate cannot be reached, it is the Chapter's responsibility to continue to outreach to the other members of the Theta Phi Alpha NPC

Delegation as listed on the National Roster. Chapters that under-invite without conferring with a member of the NPC Delegation may be subject to disciplinary action.

Campuses without Panhellenic

Each Chapter shall attain Quota during formal recruitment. Where Quota has not been established on campus, it will be defined as a new member class of 25% of the Chapter's undergraduate collegiate membership. If Quota is not attained during the primary recruitment period, the Chapter shall C.O.B. immediately following the formal recruitment period until Quota has been attained.

VOTING

All voting on recruitment shall be conducted by secret vote.

LEGACY

A Legacy is defined as a sister, half-sister, stepsister, daughter, stepdaughter, granddaughter, great-granddaughter, mother, grandmother, great-grandmother, niece, aunt, or any other woman so designated by The Grand Council.

A Legacy may be either self-identified or the Chapter or Emerging Chapter may be notified of a Legacy's presence on campus. Each Legacy must be accorded special consideration as a courtesy to her related sister. Once identified, a Legacy must be invited to the first invitational round of recruitment parties. Any Chapter or Emerging Chapter that will not have at least two rounds of invitational parties must notify National Office six weeks in advance of the beginning of recruitment and will be counseled as to how to proceed. If a Legacy is invited to the preference (or final) recruitment party, the Chapter must include the Legacy on its first bid list or, where bid matching is not used, extend a bid to her.

Chapters and Emerging Chapters cannot remove a legacy from their invitation list at any point in recruitment without seeking approval from these officers, in order of suggested contact: the Chapter Advisor, the Chapter Manager, or the Region Lead. If all three of these officers are unavailable, the Chapter must seek approval from the National Vice President - Collegians.

Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council
August 2017

**THETA PHI ALPHA
POLICY ON ILLEGAL DRUGS**

RATIONALE

Theta Phi Alpha believes it is inherent in its principles that our sisters and new members comply with any and all applicable laws and regulations of the state, county/parish, city and institute of higher learning.

POLICY

Use and/or possession of illegal drugs and/or misuse of other medications will not be tolerated.

Any Chapter, Emerging Chapter, Alumnae Association or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council
October 2008

**THETA PHI ALPHA
POLICY ON ACADEMIC EXCELLENCE**

RATIONALE

A major priority for Theta Phi Alpha is academic excellence. The Fraternity encourages its sisters and new members to achieve the highest standards of academic excellence.

POLICY

To remain in academic good standing within the Fraternity and in order to be considered for membership (i.e. offered a bid), the minimum required cumulative grade point average is a 2.50 on a 4.00 scale. In addition, a sister or new member must be in academic good standing with her respective college or university. A Chapter or Emerging Chapter may choose to set the minimum grade point standard for its sisters and new members higher than a 2.50 on a 4.00 scale.

For an executive officer to remain in academic good standing, she must maintain a cumulative grade point average of at least 2.75 on a 4.00 scale from the previous semester's final grades and be in academic good standing with the college or university. An officer who falls below the minimum grade point average requirement shall relinquish her office. Only in Chapters of less than 15 members and under extreme circumstances may the Advisory Board or Chapter Manager allow a member with a grade point average below the minimum stated above to hold office.

A sister or new member who is not in academic good standing with her Chapter shall limit attendance at activities and events. She must continue to fulfill the other requirements of membership, such as financial obligations and attendance at meetings, Chapter retreats, and Rituals. The Advisory Board has the option of recommending suspension for any member who has a cumulative grade point average below 2.50 on a 4.00 scale for two consecutive terms, but it is not required.

A student with sufficiently documented learning disabilities will be required to maintain a 2.00 cumulative grade point average on a 4.00 scale to remain in academic good standing with the Fraternity and in order to be considered for membership, provided such documentation is supplied to the Fraternity. Said members shall have the same rights and

privileges as other members in academic good standing, but shall not be exempt from cumulative grade point average requirements as they pertain to Executive Board positions.

Theta Phi Alpha discourages the creation and use of test files, but in all cases supports university policies (i.e. Student Code of Conduct and/or Honor Codes).

Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council
September 2014

THETA PHI ALPHA POLICY ON SPECIAL STATUS

RATIONALE

Theta Phi Alpha understands that members will, at times, find themselves in situations where personal or family issues must take priority over the obligations of membership. Theta Phi Alpha seeks to support those members during their difficult times, allowing for lifetime commitment to the Fraternity to continue when circumstances have changed.

POLICY

Pursuant to Bylaw IX, Section 3, of the National Constitution and Bylaws, a sister may apply to the Advisory Board for Special Status. Special status is granted in one term increments and is based on the following reasons as determined by The Grand Council:

- Scholastic Issues
- Employment (including military service) Health
- Family Issues (illness in family, financial problems)

If a member must leave school for one or two academic terms but intends to return to the same college or university to obtain additional education, she may apply for special status prior to leaving school. She must be in financial good standing prior to leaving the college/university. Should a member leave school without having first requested this status, except in emergencies which could not be anticipated or avoided, she will be listed on the term report as having left school and will be considered an alumna, as indicated in Article IV, Section 2, of the National Constitution and Bylaws. In the event that the termination of education was not foreseen (i.e. illness, emergency or military service), the member must appeal in writing to The Grand Council for reconsideration of her alumna status.

Members on Special Status must be listed on the Chapter roster that is provided to both National Office and the college/university. Members on Special Status will count towards Chapter Total.

Members on Special Status are responsible for per capita and insurance fees minimally. They will also be responsible for complying with additional requirements, including fines and attendance at Chapter events, as set forth by the Advisory Board. These requirements will be set forth in writing and will indicate the member's unique situation in the development of such requirements. During the time the member is on Special Status, she is considered to be a member in good standing.

The Advisory Board may allow additional terms of Special Status, determined as requested by the affected member. In the absence of an Advisory Board, the affected member should direct her request to the National Office for appropriate action.

Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council
September 2014

THETA PHI ALPHA POLICY ON ELECTION TO BE AN ALUMNA MEMBER

RATIONALE:

Theta Phi Alpha recognizes that certain circumstances require collegiate members to relinquish this class of membership early and enter the alumnae phase of membership prior to their graduation from an institution of higher learning.

POLICY:

Initiated members in financial good standing who: (i) marry, (ii) have children, (iii) have attended college for more than 4 academic years, or (iv) for the remainder of their undergraduate enrollment to degree completion will be enrolled in a program which takes them away from the physical vicinity of the college campus, may elect to become alumnae members.

Alumna status is a permanent status. Members who elect alumna status prior to graduation may not return to collegian status.

Alumna status is requested from and granted by a chapter's Advisory Board. Advisory Boards must address a request within 30 days of receipt and they must grant the request if the member is in good financial standing and meets the requirements outlined above. No exceptions to this policy will be granted. Members may seek other alternatives, such as special status, if they do not meet the criteria of this policy.

Any Chapter, Emerging chapter or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Adopted by the Grand Council
February 2022

THETA PHI ALPHA
POSITION STATEMENT ON PARTICIPATION IN TELEVISED REALITY PROGRAMMING

Theta Phi Alpha does not support participation in reality based shows when a sister is being exploited because of her membership in the Fraternity.

Adopted by The Grand Council
September 2003

THETA PHI ALPHA
POLICY ON USE OF INSIGNIA

RATIONALE

The Fraternity Badge is to be worn with the utmost respect. When pinned, it must be worn over the heart, and is always placed above any other piece of jewelry, including guards. Alumnae may also wear the Badge in a ring holder or necklace charm. All members are strongly encouraged to wear their Badge.

POLICY

Fraternity Jewelry

In order to preserve the beauty and dignity of the Badge, only guards approved by the Convention body may be worn with the Badge. Official Fraternity guards are the Guard of Honor, the Grand Council Guard, the Senior Service Award, and the Chapter Greek Letter or Alumna Guards. The Badge shall be worn with not more than three (3) guards.

No guard shall be placed above the badge.

The wearing of Greek Honor pins, e.g., Order of Omega, is permissible.

The new member pin occupies a position of similar importance until the new member has been initiated.

The following are examples of appropriate attire when wearing the Badge or new member pin: Formal dress, business dress, or business casual.

Badges and new member pins may not be worn with clothing made of denim material, shorts, and other casual attire.

The Badge of Theta Phi Alpha must be purchased by each initiate when she pays her initiation fee or within six (6) months thereafter.

The Badge is ultimately the property of Theta Phi Alpha. The wearer of the Badge, if suspended, must return the Badge to the Fraternity. There is no obligation of the Fraternity to reimburse the cost of the Badge.

Upon the death of a member, her Badge, attached to two-inch gold and silver ribbons, may be pinned upon her; or it shall be returned to the National Archives. In the case where a member may have more than one badge, then whichever badge is not buried with the member should be returned to the National Archives.

If the initiate is a legacy of a deceased member whose Badge is in the National archives, the initiate may request that Badge as her own.

The only jewelry that can be given to or worn by nonmembers is the recognition pin, which includes the letters Θ, Φ, and Α, connected in a staggered pattern.

Coat of Arms, Greek Letters, and Fraternity Logo, and Hand Sign

The Greek letters of the Fraternity, ΘΦΑ, the Coat of Arms (a.k.a. Crest), the Fraternity logo Ever Loyal, Ever Lasting and all other recognizable symbols must be used or worn with the utmost respect. Whenever used, such use must be in alignment with the Theta Phi Alpha Style Guide, reflecting the high esteem in which we hold these insignia and the high ideals upon which our Fraternity was founded. This includes, but is not limited to, their use in printed materials, favors, scrapbooks or photo albums, and apparel (t-shirts, boxers, sweatpants, etc.). The appearance of cultural insensitivity, sexual innuendo and references to the negative use of illegal drugs or alcohol are strictly prohibited.

No sister shall deny a new member or sister the right to wear apparel that includes the Greek letters of the Fraternity.

Theta Phi Alpha does not have a hand sign, nor does it recognize or condone the use of hand signs.

Licensed Vendors

Theta Phi Alpha has developed a list of licensed vendors. These vendors work with Affinity Marketing to ensure that our Greek letters, Coat of Arms and logo are reprinted appropriately.

Chapters and members shall only purchase Theta Phi Alpha merchandise from licensed vendors

The list of licensed vendors can be obtained from the National Office or on the website.

Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council
June 2021

**THETA PHI ALPHA
POLICY ON CONFLICT OF INTEREST**

Conflict of interest can be defined as a situation in which personal considerations compromise, or have the appearance of compromising, an individual's judgment.

Theta Phi Alpha recognizes that conflict of interest is inherent in the management of our Chapters. It is the Fraternity's position and expectation that sisters who have conflicts of interest recognize, express and address those conflicts. In some cases, appropriate action may include removing yourself from the decision making process.

Examples of conflicts of interest include: personal relationships with women being considered for membership; participation in disciplinary decisions regarding you; participation in discussions regarding awards when you are a nominee; a personal relationship with a business owner with whom the Chapter is doing or is considering doing business.

Any Chapter, Emerging Chapter, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Adopted by the Grand Council
July 2012

THETA PHI ALPHA POLICY ON WHISTLEBLOWING

Rationale:

The Sarbanes-Oxley Act of 2002 makes it a federal crime for any organization — nonprofit and for-profit — to retaliate against a “whistleblower” who reports illegal or unacceptable (alleged or real) activity. As such, Theta Phi Alpha adopts the following Whistleblower policy.

Policy:

General

The Theta Phi Alpha requires board members, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Theta Phi Alpha we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all board members, officers, and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No board member, officer, or employee who in good faith reports an ethics violation shall suffer harassment, retaliation, or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. A board member who retaliates against someone who has reported a violation in good faith is subject to discipline as set forth in the Theta Phi Alpha National Constitution and Bylaws. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Fraternity prior to seeking resolution outside the Fraternity.

Reporting Violations

Theta Phi Alpha has an open door policy and encourages employees, board members, and volunteers to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the Executive Director is in the best position to address an area of concern. If you are not comfortable speaking with the Executive Director or you are not satisfied with the Executive Director’s response, you are encouraged to speak with the National President or a member of Grand Council. The Executive Director is required to report suspected ethics violations to the National President, who has specific and exclusive responsibility to investigate all reported violations, unless such reported ethics violations involve the National President or a member of Grand Council. In that case, such reported violations should be reported to the Chairman of the Board of Trustees who will exclusively oversee an independent third party investigation.

Accounting and Auditing Matters

The National Treasurer shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The book keeper shall immediately notify the National Treasurer of any such complaint and work with the National Treasurer until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Anyone filing allegations that prove not to be substantiated and/or which prove to have been made maliciously or knowingly to be false will be subject to disciplinary action.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, and to comply with fiduciary obligations and applicable state and federal laws and regulations.

Handling of Reported Violations

The Executive Director or National President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Rationale: Creates a whistleblower policy aligned with the National Council of Nonprofits and comes from recommendations on MI law, Boardsource and peer organizations.

Adopted by the Grand Council

July 2022

**THETA PHI ALPHA
POLICY ON FINANCIAL STANDING**

PURPOSE

Members of Theta Phi Alpha come from a variety of economic situations. Theta Phi Alpha is dedicated to providing an equitable and accessible experience for its members.

POLICY

Theta Phi Alpha defines good financial standing as:

- Having no debt to any chapter, association, or the national organization;
- Being current on an established payment plan for debt to any chapter, association, or the national organization.

Theta Phi Alpha defines delinquent financial standing as:

- Having debt to any chapter, association, or the national organization;
- Failure or unwillingness to work with the chapter, association, or national organization to resolve any outstanding debt.

In order to be considered for awards, appointment or election to national office, and be eligible to vote at Convention as defined in the Constitution and Bylaws, a member, chapter, or association must be in good financial standing.

Adopted by the Grand Council
July 2022

**THETA PHI ALPHA
POLICY ON FRATERNITY PUBLICATIONS**

Rationale:

Theta Phi Alpha recognizes our historic publication and wishes to ensure its continued importance in the recording of our history.

Policy:

The official publication of the fraternity shall be known as *The Compass*.

The Compass shall be sent to all collegiate members in good standing, to all national-dues-paying alumnae members, and to such other suitable persons as are designated by the Grand Council to receive it.

Adopted by the Grand Council
May 2022

THETA PHI ALPHA NATIONAL EMERGENCY PROCEDURES

Despite our best efforts to minimize risk associated with participation in not only Fraternity events but also daily living, situations may arise where sisters need to utilize the Fraternity's emergency procedures. Emergencies are characterized as death of a member, physical or sexual assault, fire, drug overdose, serious injury, natural disaster, or car accident resulting in hospitalization. This list is intended to be illustrative and not exhaustive.

The following procedures have been established to assist the Chapter, Emerging Chapter or Alumnae Association in the management of an emergency.

The president or the next highest ranking officer takes charge of the situation immediately.

- 1) If necessary, or directed by emergency response personnel, evacuate the building and gather at a predetermined meeting place.
- 2) Call appropriate emergency response agencies (e.g., paramedics, fire department) and campus police if the event is on campus.
- 3) In the case of an injury, sisters should form an outward facing, large circle around the injured person(s) to prevent her from being trampled and to protect her dignity. The injured person(s) should not be moved or disturbed by untrained people.
- 4) Assign sisters to all entrances to seal the building or room to only emergency response personnel and advisors.
- 5) Sisters and guests should be gathered into as few rooms as possible. Everyone should be reminded to remain calm. Explain that the building or room is closed to everyone but emergency response personnel and advisors. Stress that all necessary measures have been taken, limiting your comments to facts. Opinions are not appropriate and should not be shared.

Chapter members should be reminded NOT to discuss the situation with anyone. All questions should be directed to the president or spokesperson. An appropriate answer to inquiries would be "The best person to speak with on that issue would be our Chapter president."

- 6) Assign a sister to the highest-ranking emergency response official to attend to any questions or needs that arise without speculating as to the case.
- 7) Assign another sister to the hospital until family arrives.
- 8) After the immediate managing of the crisis, the president should begin telephoning advisors per the attached chart until she reaches someone. If an unsolicited call is received and their voice is not recognized, the president should verify their phone number and return their call. This person will help advise the president and develop the statement for the media, consulting with The Grand Council or National Officers, if possible. The statement should be concise and limited to the facts.
- 9) Provide the sister's yellow emergency card to emergency response personnel. They will notify the family.
- 10) Determine a plan for informing sisters and new members who are not present.

- 11) Ensure that all necessary reports (e.g. police report) are completed and filed with emergency personnel.
- 12) After the emergency has been resolved, the Chapter will assemble to evaluate the events that took place and ensure that all steps were taken.
- 13) Contact M-J Insurance at (888) 442-7470 and follow requested steps.
- 14) An incident report will be filed with the National Office within 48 hours of the incident.
- 15) When appropriate, utilization of campus resources (e.g. counseling center, health center, etc.) is recommended.

| EMERGENCY NUMBERS FOR *ADVISORS * cell numbers for emergency use only | | | |
|-----------------------------------------------------------------------|---------------------------------------|-----------------------|----------------|
| Title | Name | Phone # | Cell # |
| Theta Phi Alpha National Office, Executive Director | Kathryn Hartmann | (440) 899-9282, Ext 1 | |
| Director of Collegiate Services | Ashley Crews | (440) 899-9282, Ext 2 | |
| Chapter Advisor | | | |
| Chapter Risk Manager Advisor | | | |
| Housing Corporation President | | | |
| Conference Director | | | |
| Conference Administrator | | | |
| Counselor on Call | | | |
| Campus Police/Security | | | |
| Campus Security Emergency | | | |
| Campus/Local Fire Dept. | | | |
| Faculty Advisor | | | |
| Greek Advisor | | | |
| Dean of Students | | | |
| MJ Insurance | Tiffany Maurovich/ Cindy Stellhorn | (888) 442-7470 | (317) 374-5039 |

*please insert names and phone numbers as needed