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Theta Phi Alpha 

NATIONAL POLICIES  
& PROCEDURES  
MANUAL

A GUIDE FOR OUR MEMBERS, CHAPTERS,  
EMERGING CHAPTERS, AND ALUMNAE  
ORGANIZATIONS

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# TABLE OF CONTENTS

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Policy Education	<a href="#">Section 1</a>
Policy Education Procedure	<a href="#">06</a>
Policies on Risk Management	<a href="#">Section 2</a>
Policy on Alcohol	<a href="#">08</a>
Policy on Illegal Drugs	<a href="#">10</a>
Policy on Hazing	<a href="#">11</a>
• Policy on Scavenger Hunts	<a href="#">12</a>
Policy on Sexual Misconduct	<a href="#">13</a>
Policy on Housing	<a href="#">15</a>
Policy on Weapons	<a href="#">16</a>
Policy and Procedure on Amnesty	<a href="#">17</a>
Policies and Procedures on Events	<a href="#">Section 3</a>
Policy on Collegiate Events	<a href="#">20</a>
Policy on Alumnae Events	<a href="#">22</a>
Policy on Travel for Collegiate Events	<a href="#">23</a>
Policy on Peer Monitoring	<a href="#">24</a>
Special Event Procedure	<a href="#">25</a>
BYOB Event Policy and Procedure	<a href="#">26</a>

<b>Policies on Public Relations</b>	<b><a href="#">Section 4</a></b>
Policy on Media	<a href="#">30</a>
Policy on Political Activity	<a href="#">31</a>
Policy on Technology	<a href="#">32</a>
Policy on Fraternity Publications	<a href="#">34</a>
Policy on Social Media	<a href="#">35</a>
Policy on Photography Usage	<a href="#">37</a>
Policy on Branding, Style, and Usage of Name	<a href="#">38</a>
<b>Policies on Membership</b>	<b><a href="#">Section 5</a></b>
Policy on Academic Excellence	<a href="#">40</a>
Policy on Philanthropy and Service	<a href="#">41</a>
Policy on Recruitment	<a href="#">42</a>
• Policy and Procedure on Voting	<a href="#">43</a>
• Legacy Procedure	<a href="#">44</a>
Policy on Special Status	<a href="#">45</a>
Policy on Election to Become an Alumna Member	<a href="#">46</a>
Policy on Non-Discrimination	<a href="#">47</a>
Policy on Conflict of Interest	<a href="#">48</a>
Policy on Whistleblowing	<a href="#">49</a>
Policy on Financial Standing	<a href="#">51</a>
Policy on New Member Experience	<a href="#">52</a>
Policy on Human Dignity	<a href="#">53</a>

Policies on Operations	<a href="#">Section 6</a>
Policy on NPC	<a href="#">55</a>
Policy on Founders' Day	<a href="#">56</a>
Policy on Insignia	<a href="#">57</a>
Policy Violations	<a href="#">Section 7</a>
Assessment on Policy Violations	<a href="#">60</a>
Investigation and Membership Review Procedure	<a href="#">61</a>
Chapter Investigation Procedure	<a href="#">63</a>
Alumnae Organization Investigation Procedure	<a href="#">65</a>
National Emergency Procedures	<a href="#">Section 8</a>
Crisis Management Procedures	<a href="#">68</a>

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POLICY

*Education*

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# POLICY EDUCATION PROCEDURE

## Procedure

### **How to use the Theta Phi Alpha National Policies and Procedures Manual and the National Constitution and Bylaws**

Each chapter, emerging chapter, and alumnae organization officer should review the above named documents during the period between their election and transition.

Additionally, a national policy should be reviewed at two chapter meetings per month and at every new member education meeting. It is the expectation of Theta Phi Alpha that every member, new member, and alumna understand the current versions of the national policies and procedures.

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POLICIES ON

*Risk Management*

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# POLICY ON ALCOHOL

Theta Phi Alpha seeks to promote an environment that respects both individual choice and promotes the health, safety, and welfare of its members, new members, and guests. This Policy on Alcohol shall be followed when alcoholic beverages are present.

## Policy

- 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 organization, 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.
- 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 organization, 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.
- 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 organization must have a method of ensuring restricted access (i.e. a guest list specifying the names of each invited guest).
- No member, new member, or alumna shall serve or sell alcoholic beverages at any Fraternity event. No member, new member, alumna or guest shall purchase alcoholic beverages for anyone under the legal drinking age as defined for purchases.
- No chapter, emerging chapter or alumnae organization may co-sponsor or co-finance an event where alcohol is purchased or donated by any of the host chapters, groups, or organizations.
- 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.
- No member, new member or alumna shall permit, tolerate, encourage, or participate in "drinking games".
- 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 or its designee as per the [Bring Your Own Beverage Policy](#).



- 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.
- 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.
- Attendance at events at which alcohol will be present cannot be required.

### **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. Additionally, Theta Phi Alpha may work with our vendors or sponsors to offer alcoholic beverages to members of the legal drinking age through a third party vendor that does not require individuals to pay for their own beverages.

Any chapter, emerging chapter, alumnae organization, 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 or guardians.

# POLICY ON ILLEGAL DRUGS

## Policy

Use or possession of illegal drugs/controlled substances, marijuana, medications not prescribed to the individual, or the misuse of other medications is strictly prohibited.

Any chapter, emerging chapter, alumnae organization, 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 or guardians.

# POLICY ON HAZING

## Policy

Any and all hazing activities are prohibited. In addition, members, 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 member shall deny a new member or member 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 members 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 or through the Theta Phi Alpha Report A Concern Page (linked below). Additional reporting methods are available through each college and university.

[Theta Phi Alpha Report a Concern Page](#)

Any chapter, emerging chapter, alumnae organization, 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 or guardians.

REVISED JULY 2018 | REVIEWED JUNE 2023

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## POLICY ON SCAVENGER HUNTS

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 organization shall participate in scavenger hunts.

Any chapter, emerging chapter, alumnae organization, 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 or guardians.

ADOPTED OCTOBER 2004 | REVIEWED JUNE 2023

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# POLICY ON SEXUAL MISCONDUCT

## Policy

Theta Phi Alpha expects its members to conduct themselves to the highest standards and values. Theta Phi Alpha does not tolerate sexual misconduct in any and all forms (as described below). Sexual misconduct is prohibited under this policy and violations may result in disciplinary action, up to and including termination of membership, as deemed appropriate by the Grand Council.

## Definition(s)

### **Sexual Misconduct**

Sexual misconduct is a type of violence that uses power, control, and/or intimidation to harm another. It is a broad term that encompasses the range of sex-based behaviors, including sexual harassment, sexual assault, sexual violence, sexual exploitation, nonconsensual sexual contact, dating and domestic violence, and stalking. It occurs when there is an absence of consent.

### **Sexual Harassment**

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, and electronic communications or physical conduct that is sufficiently severe and pervasive to adversely affect an individual's participation in any Theta Phi Alpha events. 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.

### **Sexual Violence**

Sexual violence is a type of sexual discrimination and harassment including nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking.

### **Sexual Exploitation**

Sexual exploitation is abusing, gaining advantage of, or benefitting from another person sexually without their consent. It includes, but is not limited to, transmission of sexually inappropriate material, voyeurism, exposing your own or someone else's genitals or breasts, recoding sexual activity, and any other sexual acts or activities without explicit consent.

### **Nonconsensual Sexual Intercourse**

Nonconsensual sexual intercourse is any sexual intercourse or penetration (anal, oral, or vaginal), however slight, with any body part or material object, by a person upon another person, that is without consent and/or by force. Often referred to as sexual assault.

## **Nonconsensual Sexual Contact**

Nonconsensual sexual contact is any sexual touching, however slight, with any body part or material object, by a person upon another person, that is without consent and/or by force.

## **Domestic Violence**

Domestic violence is violence committed by the victim's current or former spouse, cohabitant, or intimate partner.

## **Dating Violence**

Dating violence is violence by a person who has been in a social relationship of a romantic or intimate nature with the victim.

## **Stalking**

Stalking is intentional and repeated harassment or following of another person, which would cause a reasonable person to fear of their safety (or the safety of others), or suffer substantial emotional distress.

## **Consent**

Consent is knowing, voluntary, and clear permission, to engage in mutually agreed upon sexual activity. Each person is responsible for gaining consent, which cannot be given if a person is unable to understand what is happening, helpless, asleep, or unconscious for any reason, including due to alcohol or other substances. Consent cannot be assumed based on silence, the absence of "no" or "stop," or the existence of a prior/current relationship or sexual activity. Consent also cannot be obtained by force, deception, threat, intimidation, or by ignoring or acting without regard to the objections of another. A person always has the right to revoke consent at any time during a sexual act or interaction, and a person's consent for one sexual act does not constitute consent for another sexual act.

Federal, state, and local laws may also apply, and criminal prosecution may take place independently of any disciplinary action instituted by Theta Phi Alpha.

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

# POLICY ON HOUSING

## Policy

All chapters and emerging chapters must work with and comply with all policies and procedures prescribed by the Theta Phi Alpha National Housing Corporation if they occupy or utilize any type of facility. A facility is any building (including exterior property and parking area), room, apartment, residence hall floor, suite, storage closet, storage locker, storage unit, or office space which is commonly known as Theta Phi Alpha property; discussed at chapter meetings; Theta Phi Alpha is mentioned in any facility agreements; or chapter funds are used to pay for, decorate, or furnish. Facilities may be residential or non-residential, owned, leased, or rented.

Any chapter or emerging chapter found to be in violation of this policy is 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 or guardians.

You can find the National Housing Corporation Policies and Procedures linked below:

[National Housing Corporation Policies and Procedures](#)

# POLICY ON WEAPONS

## Policy

The use, possession or storage of weapons, including firearms, is prohibited on property owned or affiliated by Theta Phi Alpha.

Any chapter, emerging chapter, alumnae organization, 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 or guardians.

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ADOPTED JULY 2007 | REVIEWED JUNE 2023



# POLICY AND PROCEDURE ON AMNESTY

Theta Phi Alpha hopes to promote the understanding that our chapters are capable of cultivating positive and empowering environments as well as relationships, while respecting and prioritizing the health and safety of their members. Theta Phi Alpha recognizes that members may feel hesitant to seek assistance in an emergency situation due to fear of facing disciplinary action. This policy is a direct effort to remove barriers that might prevent a member or chapter from seeking medical or professional attention in an emergency situation, and to encourage responsible decision making in situations that result from alcohol and/or other substance use or abuse.

## Definition

An emergency situation may include but is not limited to incidents involving:

1. Alcohol and/or illegal substance(s)
2. Sexual or behavioral misconduct
3. Violence, bias, hate, or intolerance

## Policy

Members and/or chapters that take swift action to address emergency situations and provide complete and truthful information will be eligible to receive amnesty. Additionally, the member(s) receiving medical or other emergency assistance will not be sanctioned for violations of existing policies following their first incident requiring such attention.

Any member and/or chapter who qualifies for amnesty under this Policy will not be charged with violations of any of the following Theta Phi Alpha national policies (dependent on reason and approval of amnesty request):

- Policy on Events
- Policy on Alcohol
- Policy on Hazing
- Policy on New Member Education
- Policy on Illegal Drugs

This Policy only provides amnesty from violations of Theta Phi Alpha national policy. It does not grant amnesty for criminal, civil, or legal consequences for violations of federal, state, or local law(s) or university policies.

\*Note: Amnesty is not intended to be a defense for chapters who repeatedly violate Theta Phi Alpha national policy or conduct themselves in manners that endanger themselves or others. In the event of an egregious incident or repeated policy violation, Theta Phi Alpha reserves the right to take action as outlined in the Chapter Investigation and Membership Review Procedures.

## Procedure

1. After an incident occurs and has been reported to the proper individuals, a member and/or chapter may request amnesty from the Grand Council or its designee.
2. The [amnesty request form](#) can be found online.
3. Once submitted, Grand Council will work with National Office Staff to ascertain details and facts surrounding the incident.
4. Grand Council will provide a response to the request in writing no later than thirty (30) days after the amnesty request is received.

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POLICIES & PROCEDURES ON

*Events*

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# POLICY ON COLLEGIATE EVENTS

Events are defined as any activity, which is hosted, planned, or supported by a chapter or emerging chapter. 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 member, new member, or their guest(s), may be held financially responsible if their acts, or the acts of their 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.

## Policy

- No chapter or emerging chapter organized social event shall keep undergraduate members 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, member, 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 members, 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 member, new member or alumnae involved and/or their parents/guardians.
- The renting or use of a hotel room or rooms by the chapter, emerging chapter, an undergraduate member or members, 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.
- Events that do not involve alcohol, including sisterhood retreats, visits with other chapters and emerging chapters, and attendance at National events, are permitted to take place outside of the college community area.
- 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, emerging chapter, member, new member or alumna chooses to either host or participate in a pre- or post-event, they may be held personally liable for any incidents which may arise from any such event.
- For events that require contracts, the chapter or emerging chapter must follow the Special Event Procedure.

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 members, new members or alumnae involved, and/or their parents or guardians.

# POLICY ON ALUMNAE EVENTS

## Policy

Events hosted or sponsored by alumnae organizations are expected to follow the policies listed below. Alumnae organizations should also ensure that all events follow state, federal and local law.

- 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 alumnae organization, member, new member, or alumna chooses to either host or participate in a pre- or post-event, they may be held personally liable for any incidents which may arise from any such event.
- With questions regarding contracts, alumnae organizations can reach out to the National Office at [thetaphino@thetaphialpha.org](mailto:thetaphino@thetaphialpha.org).

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

In all cases, common sense should prevail.

Any alumnae organization 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 or guardians.

# POLICY ON TRAVEL FOR COLLEGIATE EVENTS

## Policy

Third party transportation shall be utilized for chapter and emerging 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 collegians, new members, 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, emerging chapter, member, new member or alumna requests the exception from the Theta Phi Alpha National Office no less than 30 days prior to the anticipated event. In the event that such exception is granted, all members, 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 member, new member or alumnae involved and/or their parents/guardians.

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 members, new members or alumnae involved, and/or their parents or guardians.

# POLICY ON PEER MONITORING

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 member initiated less than 6 months (emerging chapters should be in contact with the Coordinator of Growth and Outreach 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.

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, 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 or guardians.



# SPECIAL EVENT PROCEDURE

## Procedure

Events that require a contract should not be fully executed until the following procedure has been completed:

1. Choose a venue, travel company, caterer, and 3rd party alcohol vendor (if applicable). Determine when each vendor needs the signed contracts to be submitted. An additional three weeks must be allotted for the review and approval process.
2. Request contracts from all applicable sources. **DO NOT SIGN ANY CONTRACTS UNTIL THEY HAVE BEEN REVIEWED AT STEP SIX.**
3. Review contracts as a chapter, making a point to recognize any language that might indicate an issue. This includes, but is not limited to: "hold harmless," "indemnification," "additional insured," and "primary and non-contributory."
4. Submit a Travel/Event Request on the Theta Phi Alpha Officer Portal under Reports That May Completed At Any Time. All copies of contracts must be attached in the request, including the venue contract, 3rd party travel company contract, etc. Submit the contracts to campus (if required).
5. Director of Collegiate Services will contact you for follow up or approval of the Travel/Event Request.
6. Once the request has been returned, either submit the changes to venue/travel company/3rd party alcohol vendor or, if no changes need to be made, sign all applicable contracts.

If you have any questions, please contact the Director of Collegiate Services at (440) 899 - 9282, ext. 3 or [collegiateservices@thetaphialpha.org](mailto:collegiateservices@thetaphialpha.org).

# BYOB EVENT POLICY AND PROCEDURE

Theta Phi Alpha recognizes that many of our chapters are hosted by institutions whose campus culture and policies allow for events with alcohol. In an effort to ensure that our chapters can participate in the culture of the campus in a safe and structured manner we ask that our chapters abide by the BYOB Event Policy and Procedure described below. Emerging chapters are not eligible to apply for BYOB Events prior to installation.

## Policy

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.

- 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.
- BYOB events will not be held until the chapter has received a letter from the National Office 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. Permission to host BYOB events can be revoked at any time.
- BYOB events will comply with all federal, state, local and campus laws and/or regulations regarding alcohol.
- BYOB events cannot be held on Fraternity property.
- 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.
- No Theta Phi Alpha member, new member or alumna shall serve as bartender at a BYOB event.
- 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.
- Identification must include the birth date of the person presenting the identification.
- 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.

**Chapters may request a BYOB exception reviewed by the Grand Council or one of its designee utilizing the following procedures:**

## Requirements

- All University, Local, State and Federal Laws must be followed.
- All Theta Phi Alpha National Policies must be followed.
- Chapter must be in good standing with both the Fraternity and Institution.
- Chapters must obtain a letter from the Institution (Fraternity and Sorority Life Advisor or Equivalent) including either the campus event/BYOB policy or a statement that the event is approved.
- Chapters must submit a request through the [BYOB event request form](#) at least 3 weeks in advance.
- Chapters must receive approval from Theta Phi Alpha National office prior to hosting the event.
- No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under legal drinking age).
- No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.

## Procedures

- One well lit entrance, controlled and monitored by contracted and licensed security or Peer Monitor(s).
- Alcohol brought to the event by an individual of legal drinking age is for that individual's consumption and the alcohol is not to be given away, sold, or otherwise provided to others.
- Everyone brings their own alcohol.
  - Individuals of legal drinking age may bring their own alcoholic beverages, not including hard alcohol, and not to exceed six (6) twelve (12) oz. beers/seltzers.
  - Bulk quantities of alcoholic beverages (e.g., keg or party ball) is prohibited.
- A guestlist must be submitted 24 hours prior to the event, list must include birthdays.
  - Only the individuals on the guest list may be permitted to attend the event
  - A limit of 2 guests per member is permitted
  - Chapters must provide one peer monitor for every 10 guests
- Wristbands are the preferred method of identifying those of legal drinking age (21+)
- Indication, that can be a stamp card or something equivalent, is given for each beverage that is checked in at the beginning of the event and personalized with the type of drink the individual brought.

- When guests want one of their beverages, they turn in a ticket and/or present their wristband or adhere to a designed system to obtain one of the drinks they bought.
- To obtain additional beverages, an empty container should be turned in and/or presented with their wristband to mark off an additional drink number.

In case of an incident please notify emergency services immediately, notify your campus and fill out a Theta Phi Alpha Incident report (within 48 hours of incident).

Any 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 members, new members or alumnae involved, and/or their parents or guardians.

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POLICIES ON

*Public Relations*

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# POLICY ON MEDIA

## Policy

In the event that the media should question any action(s) of Theta Phi Alpha or its individual chapters, emerging chapters, alumnae organizations 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 organization 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, then the Director of Communications will reach out to the chapter, emerging chapter, or alumnae organization president to communicate with the media through a formal press release.
4. All members are to be notified that they are not to communicate with any form of media during a time of crisis. All media questions should be directed to our Director of Communications.

Any chapter, emerging chapter, alumnae organization, 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 or guardians.

# POLICY ON POLITICAL ACTIVITY

## Policy

### **Political Contributions**

Theta Phi Alpha encourages individual participation in civic affairs. However, Theta Phi Alpha, its chapters, emerging chapters, and alumnae organizations may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Further, chapters, alumnae associations, and members shall not speak for Theta Phi Alpha. This includes speaking for Theta Phi Alpha about any political, commercial, or controversial issue or indicating involvement of Theta Phi Alpha by the use of Theta Phi Alpha stationery, social media accounts, or other means.

Chapters, alumnae associations, and members shall therefore:

- Refrain from making any contributions to any candidate for public office or political committee on behalf of Theta Phi Alpha.
- Refrain from making any contributions to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of Theta Phi Alpha.
- Refrain from using any organizational financial resources, facilities, or personnel to endorse or oppose a candidate for public office.
- Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of Theta Phi Alpha.
- Clearly communicate that we are not acting on behalf of the organization, if identified as an official of Theta Phi Alpha, while engaging in political activities in an individual capacity.

Any chapter, emerging chapter, alumnae organization, or individual found to be in violation of this policy may be subject to disciplinary action by the Grand Council.

# POLICY ON TECHNOLOGY

The reputation of Theta Phi Alpha rests upon the shoulders of its members, chapters, emerging chapters and alumnae organizations. 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, emerging chapter, and alumnae organization 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 organization's website should include a link to the official Theta Phi Alpha website.

Any chapter, emerging chapter, alumnae organization, 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 or guardians.

# POLICY ON FRATERNITY PUBLICATIONS

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.

ADOPTED MAY 2022 | REVIEWED JUNE 2023

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# POLICY ON SOCIAL MEDIA

The reputation of Theta Phi Alpha rests upon the shoulders of its members, chapters, emerging chapters and alumnae organizations. 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, etc. 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, emerging chapters, or alumnae organizations. This includes, but is not limited to, Facebook, Twitter, Instagram, Snapchat, Vimeo, TikTok, YouTube, LinkedIn, Tumblr, etc.

## Policy

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

1. 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
2. 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, emerging chapter, or alumnae organization affiliate social media presences may not be used for any other commercial, political or religious purposes; or
3. Further, individuals who manage Theta Phi Alpha chapter, emerging chapter, or alumnae organization 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, emerging chapter, or alumnae organization'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 organization, 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 or guardians.

# POLICY ON PHOTOGRAPHY USAGE

The reputation of Theta Phi Alpha rests upon the shoulders of its members, chapters, emerging chapters, and alumnae organizations. 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.

## Definition

The “right to use” means the right to disclose, copy, duplicate, reproduce, modify, and otherwise use. It does not include the right to manufacture or have manufactured.

## What is explicit permission?

Explicit permission gives Theta Phi Alpha clear and unambiguous permission to use photos on chapter and association accounts or individual tags of Theta Phi Alpha. This could be in the form of a verbal agreement or a written agreement signed by both parties.

## Policy

The "right to use" grants Theta Phi Alpha the ability to use any photos without explicit permission on any chapter, emerging chapter, club or association social media pages or if an individual tags our national account. These usage rights include the right to reproduce, the right to display, and the right to distribute.

Direct usage of photos by any organization member outside the National Office does not fall under this policy, and direct permission to use any photo must come directly from the photo owner.

Any chapter, emerging chapter, alumnae organization, 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 or guardians.

# POLICY ON BRANDING, STYLE, AND USAGE OF NAME

## Policy

All emerging chapters, chapters, associations, and individuals must comply with Theta Phi Alpha's branding, style, and usage guides. Use of any name other than those listed in the current usage guide will be found in a violation of this policy.

## Existing References

[Policy on Insignia](#)

[Usage Guide - Definitions of Legal Name, Trade Name and Trademark](#)

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POLICIES ON

*Membership*

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# POLICY ON ACADEMIC EXCELLENCE

A major priority for Theta Phi Alpha is academic excellence. The Fraternity encourages its members 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 2.00 on a 4.00 scale. In addition, a member or new member must be in academic good standing with their institution of higher education. Individual chapters should not set a higher minimum grade point average.

There is no additional GPA requirement for elected officers of the chapter. Individual chapters should not set a higher minimum grade point average for elected officers.

A member or new member who is not in academic good standing with their chapter shall limit attendance at activities and events. They 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 2.00 on a 4.00 scale for two consecutive terms, but it is not required.

A student with sufficiently documented learning exceptionalities will be required to remain in good standing with their institution of higher education 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.

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).

Chapters and emerging chapters are expected to utilize the Academic Excellence Program template to create and maintain an academic excellence program.

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



# POLICY ON PHILANTHROPY AND SERVICE

The House that Theta Phi Alpha Built allows members and new members to select philanthropic projects assisting those experiencing houselessness and/or food insecurity in their local communities.

## Policy

Theta Phi Alpha expects all chapters, emerging chapters, and alumnae organizations to choose and support a cause relating to houselessness and/or food insecurity within their local community.

Theta Phi Alpha expects all chapters, emerging chapters, and alumnae organizations to support the Theta Phi Alpha Foundation through at least one monetary donation a year.

Chapters and emerging chapters are expected to participate in the annual Theta Phi Alpha Day of Service by completing the educational chapter development module and organizing a local service event. Alumnae organizations are encouraged to organize and participate in Day of Service events.

All chapters and emerging chapters must report their Philanthropic events through the PEARL report found on the Officer Portal.

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

# POLICY ON RECRUITMENT

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 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 primary recruitment, or Continuous Open Bid (C.O.B.).

### **Quota**

Campuses with Panhellenic:

Each chapter shall attain Quota during primary 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 Figure 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. Carry figures issued by the RFM Specialist after each event must be followed. Chapters shall not release more Potential New Members 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 the Coordinator of Growth and Outreach for further instruction. Chapters that under-invite without permission may be subject to disciplinary action.

Campuses without Panhellenic:

Each chapter shall attain Quota during primary 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.

### **Technology**

All Chapters:

Each chapter is required to consistently utilize the ChapterBuilder and MyVote systems for their recruitment processes. Training on each of these systems will be provided through the National Office by Phired Up and TechniPhi.

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

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REVISED OCTOBER 2022 | REVIEWED JUNE 2023

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## POLICY AND PROCEDURE ON VOTING

### Policy

All voting on recruitment shall be conducted by secret vote. All voting discussions should be values-based.

### Procedure

MyVote and ChapterBuilder should be utilized for voting and recruitment process management.

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

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REVISED OCTOBER 2022 | REVIEWED JUNE 2023

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# LEGACY PROCEDURE

A Legacy is defined as a sister, half-sister, stepsister, daughter, stepdaughter, granddaughter, great-granddaughter, mother, grandmother, great-grandmother, niece, aunt, or any other individual 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.

## Procedure

1. Once Identified, a Legacy should be invited to the first invitational round of recruitment parties with all other Potential New Members. No other special considerations should be provided to a Legacy.
2. In order to assess if a legacy would be a good fit for the chapter, values based conversation strategies should be utilized.
  - a. Strategies for having values based conversations with legacies can be found in the Recruitment Workshops provided by Theta Phi Alpha National Office. This will allow chapters to identify if a legacy's values align with the chapter's values.
3. If a Legacy is invited to the preference (or final) recruitment party, the chapter must include the Legacy on its bid list or, where bid matching is not used, extend a bid to them.

# POLICY ON SPECIAL STATUS

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 Article II, Section 4, Membership by classes, of the National Constitution and Bylaws, a member may apply to the Chapter 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 (including mental health related concerns), 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, they may apply for special status prior to leaving school. The member must be in financial good standing prior to leaving the college/university. Should a member leave school without first requesting special status, the chapter will report the member as having transferred in the officer portal. 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 their 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, they are 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 their request to the National Office for appropriate action.

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

# POLICY ON ELECTION TO BECOME AN ALUMNA MEMBER

Theta Phi Alpha recognizes that certain circumstances require collegiate members to relinquish this class of membership 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.

# POLICY ON NON-DISCRIMINATION

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. Membership is open to all self-identified<sup>1</sup> women (i.e., cisgender and transgender women) and nonbinary<sup>2</sup> individuals, regardless of gender expression.<sup>3</sup> Consistent with federal law, which recognizes the right of college social fraternities and sororities to maintain single sex membership practices, membership in Theta Phi Alpha is not open to self-identified men.

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

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 or guardians.

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1 Participation in recruitment and member selection are to be based on prospective members' self-identification as women or nonbinary, as indicated by participation in sorority recruitment. In other words, assumptions about sex and gender identity should not be determined by one's gender expression (e.g., appearance, attire, behavior), nor should members solicit confirmation of gender identity from prospective members.

2 A number of different terms are used to capture identities that do not conform to the gender binary including, but not limited to, terms such as genderqueer, gender fluid, agender, and bigender.

3 Gender expression generally refers to external appearance, such as dress or behavior, which may or may not conform to dominant societal expectations of gender. As such, gender expression should not be used to make assumptions about one's gender identity. Different people also use different pronouns, including traditional gender pronouns (e.g., woman using 'she/her'), gender neutral pronouns (e.g., someone using 'they/them'), or mixed pronouns (e.g., someone using 'she/he/they'). Women and nonbinary individuals are eligible for membership regardless of their pronouns.

# POLICY ON CONFLICT OF INTEREST

## Policy

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 members 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 individuals 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 organization, or individual found to be in violation of this policy will be subject to disciplinary action by the Grand Council.



# POLICY ON WHISTLEBLOWING

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. 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.

### **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.

# 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, alumnae organization, or the national organization;
- Being current on an established payment plan for debt to any chapter, alumnae organization, or the national organization.

Theta Phi Alpha defines delinquent financial standing as:

- Having debt to any chapter, alumnae organization, or the national organization;
- Failure or unwillingness to work with the chapter, alumnae organization, 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 alumnae organization must be in good financial standing.

# POLICY ON NEW MEMBER EXPERIENCE

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) their demonstrated ability to adhere to the responsibilities of membership in Theta Phi Alpha and (b) their 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.

Chapters and emerging chapters are required to complete two votes on new members throughout the new member experience by secret ballot. The midway vote occurs during week two and the final vote occurs during week four. New members are required to receive a 3/4ths vote to be initiated.

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

# POLICY ON HUMAN DIGNITY

## Policy

Theta Phi Alpha expects that all members respect the dignity and value of each other. All members must abide by the Health and Dignity Agreement below. In addition, each academic year, all collegiate members must review the Health and Dignity Agreement as a part of the revalidation process to maintain a healthy and respectful environment within our chapters.

### Health and Dignity Agreement

Theta Phi Alpha believes that each member has a role to play in maintaining a healthy and respectful environment for each of its members. Theta Phi Alpha asks each of its members to uphold the values, creed, and mission of this organization.

Please read below:

As a member, I pledge to uphold the following expectations as a commitment of mutual respect and wellbeing for myself and that of my fellow members.

- I will respect the dignity and value of each member.
- I will engage in education and resources to reduce harm for self and others.
- I will take responsibility for my behavior, actions, and words.
- I will serve as a change agent, helping my fellow members make positive and proactive choices and changes towards the wellness of all individuals.
- I will promote an enabling and inclusive environment where all individuals are treated with dignity and respect, free from bullying, harassment, and discrimination.
- I will take action to learn about, understand, and respect the various beliefs, customs, and identities of my fellow members and other members of my community.
- I will commit to facilitating the full participation of people with exceptionalities in all Theta Phi Alpha programs, meetings, and events.
- I will follow the procedures to uphold myself and my fellow members to our Creed, values, mission, and this agreement as detailed by the Theta Phi Alpha National Constitution and Bylaws.
- I will immediately report any behavior that is harmful to myself or my fellow members to Theta Phi Alpha National Office at [thetaphino@thetaphialpha.org](mailto:thetaphino@thetaphialpha.org) or submit a concern on our [National page](#).

Any chapter, emerging chapter, alumnae organization, or individual found to be in violation of this policy may be subject to disciplinary action by the Grand Council.

ADOPTED JUNE 2023 | REVIEWED JUNE 2023

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POLICIES ON

*Operations*

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# POLICY ON NATIONAL PANHELLENIC CONFERENCE

## Policy

Theta Phi Alpha supports all National Panhellenic Conference Unanimous Agreements and Resolutions.

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

ADOPTED MAY 2012 | REVIEWED JUNE 2023

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## MANUAL OF INFORMATION

If you would like to learn more about the National Panhellenic Conference Unanimous Agreements, they can be found in the Manual of Information located on the NPC website Resources page (linked below).

[NPC Website - Resources](#)

# POLICY ON FOUNDERS' DAY

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, emerging chapters and alumnae organizations as Founders' Day. Chapters, emerging chapters, and/or alumnae organizations should schedule it on this date, or as close thereto as possible. Collegiate members, new members, alumnae, honorary members, and guests shall join in a suitable observance, an essential part of which shall be the use of the Founders' Day Ritual.

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



# POLICY ON USE OF INSIGNIA

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. Any number of official guards can be worn with the Badge. 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 attire, business attire, or business casual attire.

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 they pay their 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, their Badge, attached to two-inch gold and silver ribbons, may be pinned upon the member; 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 their own.

The only jewelry that can be given to or worn by nonmembers is the recognition pin, which includes the letters  $\Theta$ ,  $\Phi$ , and A, 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 member shall deny a new member or member 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 organization, or individual found to be in violation of this policy will be subject to disciplinary action by the Grand Council.

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POLICY

*Violations*

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# ASSESSMENTS FOR POLICY VIOLATIONS

The following assessments will apply to violations of the National Policies and Procedures. The Grand Council may assess additional educational programs and restrictions as necessary based on the outcomes of any investigation.

Assessments will be billed only if a chapter, emerging chapter or alumnae organization is found to be in violation after an investigation has been completed.

## First Violation

First Violation: The chapter, emerging chapter or alumnae organization 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 additional representatives to national and regional leadership experiences at the chapter's, emerging chapter's or alumnae organization's expense.

## Second Violation

Second Violation: The chapter, emerging chapter or alumnae organization 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 additional representatives to national and regional leadership experiences at the chapter's, emerging chapter's or alumnae organization's expense.

## Additional Violations

Additional Violations: The chapter, emerging chapter or alumnae organization 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 additional representatives to national and regional leadership experiences at the chapter's, emerging chapter's or alumnae organization's expense.

# INVESTIGATION AND MEMBERSHIP REVIEW PROCEDURE

Theta Phi Alpha seeks to ensure due process is afforded to all members at all times. Due process is defined as “a course of formal proceedings (such as legal proceedings) carried out regularly and in accordance with established rules and principles” ([www.merriam-webster.com](http://www.merriam-webster.com)). Chapters and alumnae organizations are encouraged to outline due process in their standards documents.

## Procedure

1. “Preponderance of the evidence” will be the evidentiary standard. Under this standard, the investigator must find evidence suggesting that it is more likely than not that the violation in question occurred.
2. Allegations against a chapter, emerging chapter, alumnae organization and/or member shall be investigated in accordance with established procedure.
3. All Theta Phi Alpha members (regardless of their membership status), chapters, alumnae organizations, and emerging chapters must participate in an investigation/membership review if so instructed.
4. Any member asked to participate in an investigation/membership review will be allowed to have a non legal representative/supporter in any interview, who is not also involved in the investigation/membership review.
5. The Grand Council, or their designee, may put in place any interim measures that they deem to be in the best interests of the Fraternity and its members.
6. The Grand Council, or their designee(s), shall be responsible to appoint an investigator to determine the facts surrounding an allegation. The investigator will question those who may have knowledge of the allegations, review pertinent documentary evidence and render a report on their findings to the Grand Council or their designee(s).
7. Allegations against National Officers must be reviewed and investigated by the National Alumnae Standards Board (NASB). In the case that it is difficult to identify an unbiased, qualified member to investigate the allegations against a National Officer, or as reasonably requested, a third party, non-member investigator will be identified to conduct the investigation/membership review with the support of the NASB.
8. At the outset of an investigation/membership review, the Grand Council or their designee(s) shall send a notification letter to the chapter, emerging chapter, alumnae organization, and/or member being investigated. That letter should outline:
  - a. The allegations, or in the event of a review, the findings leading to the review;
  - b. The section of the National Constitution and Bylaws, Policy or Procedure that would be violated if the allegations were true;
  - c. The name and contact information of the investigator;
  - d. The timeline for the investigation/review interviews; and
  - e. A link to the section(s) of the appropriate documents that outline disciplinary procedures, so that the member, chapter, emerging chapter, or alumnae organization being investigated/reviewed can know and understand the process and their responsibilities during that process.

9. The investigator should disclose the following to anyone that they interview or to anyone who provides them with documentary evidence:
  - a. Anything shared with the investigator will be considered evidence;
  - b. Failure to answer questions fully and truthfully or to provide documentary evidence upon request during an investigation is a violation of this policy;
  - c. Willfully misleading or lying to the investigator is a violation this policy and will result in sanctions; and
  - d. Anonymity will be honored whenever requested, but if law enforcement or the courts become involved, anonymity can only be honored to the extent allowed by law.
10. Within five (5) days of completing the investigation/review, the investigator will furnish their report to the Grand Council or their designee(s) for consideration. The Grand Council or their designee(s) will consider the report and render outcomes. They will then send a letter outlining the findings and the outcomes, which will include:
  - a. A listing of the alleged violations and whether each alleged violation was substantiated as being more likely than not to have occurred;
  - b. A listing of all violations for which the accused member, chapter, emerging chapter, or alumnae organization is being found responsible;
  - c. The sanctions that have been ordered;
  - d. The process for appeal; and
  - e. A link to the section(s) of the pertinent documents that deal with disciplinary matters, so that the individual or entity being sanctioned can know and understand the process and their responsibilities during that process.

# CHAPTER INVESTIGATION PROCEDURE

## Procedure

The following procedure outlines the steps that are taken once the National Office receives information that indicates that a chapter or emerging chapter may need to be investigated or be in need of a membership review.

### Visit Preparation and Communication

1. The member of the National Office staff that is leading the membership review/investigation will reach out to the chapter or emerging chapter President in order to discuss details of the process and visit.
  - a. They will clarify the dates that they will be visiting the chapter or emerging chapter and check with the President to ensure that the dates will work.
  - b. They will provide details regarding the information that will be sent to the members and how the interview process will be organized.
  - c. They will provide a brief explanation of the reasoning for the membership review/investigation.
2. Once the dates and details have been communicated to the President, the Chapter Administration team will be notified of the membership review/investigation with the finalized details.
3. The chapter or emerging chapter members will then be contacted by the lead staff member and given the dates of the visit, a letter about the membership review/investigation, and the sign-up sheet for an interview time.
4. The staff member will contact the Fraternity/Sorority Advisor (FSA) to inform them about the visit and to request interview rooms on campus for the duration of the membership review/investigation.
5. Prior to arriving on campus, National Officers and volunteers in the area may be asked to assist with the member interviews during the visit.

### On-site Operations and Interviews

1. The staff members, National Officers, and volunteers will arrive on campus to conduct the interviews.
2. Each chapter member or emerging chapter member will meet with a member of the membership review/investigation committee for a predetermined amount of time.
  - a. If possible, the staff members, National Officers, and volunteers will schedule a meeting with the Chapter Advisory Board.
3. During the visit, the staff members will try to schedule a time to meet with the FSA in order to provide updates on the membership review/investigation process and to gain their insight.
4. The staff members, National Officers, and volunteers may also attend any scheduled events the chapter is holding while they are on site. This will allow them to learn more about the chapter or emerging chapter and see the everyday operations.

## After the Visit

1. After conducting all interviews and meetings, the staff members, National Officers, and volunteers will submit a membership review/investigation report with their findings and recommendations for the chapter or emerging chapter to the Grand Council.
2. The Grand Council reviews the report and will make a final decision on the outcome for the chapter. The outcome may result in no changes, a status change accompanied by a development plan, or in some circumstances, chapter closure.
3. Should the membership review/investigation result in a status change accompanied by a development plan the membership review/investigation committee will work with the Grand Council to create the plan for the chapter or emerging chapter. The result of this development plan depends on the reasons for the membership review/investigation and the information gathered during the visit.
4. Upon completion and approval by the Grand Council, the development plan will be distributed to all chapter or emerging chapter members.
  - a. The membership review/investigation committee, Chapter Administration team, Executive Director, and the Grand Council member that oversees the chapter or emerging chapter (NVP-Collegians or NVP-Extension) will be copied on the email.



# ALUMNAE ORGANIZATION INVESTIGATION PROCEDURE

## Procedure

The following procedure outlines the steps that are taken once the National Office receives information that indicates that an alumnae organization may need to be investigated or be in need of a membership review.

### Preparation and Communication

1. The member of the National Office staff that is leading the membership review/investigation will reach out to the alumnae organization President in order to discuss details of the process.
  - a. They will clarify the dates for the investigation/review and check with the President to ensure that the dates will work. They will also determine whether it will be in-person or virtual.
  - b. They will provide details regarding the information that will be sent to the alumnae organization members and how the interview process will go.
  - c. They will provide a brief explanation of the reasoning for the membership review/investigation.
2. Once the dates and details have been communicated to the President, the Alumnae Association Communication Manager, Alumnae Associations and Clubs Lead, and NVP-A will be notified of the membership review/investigation with the finalized details.
3. The alumnae organization members will then be contacted by the lead staff member and given the dates, a letter about the membership review/investigation, and the sign-up sheet for an interview time.
4. Prior to the membership review/investigation, National Officers and volunteers in the area may be asked to assist with the member interviews.

### Operations and Interviews

1. The staff members, National Officers, and volunteers will conduct interviews virtually or in-person.
2. Each alumnae organization member will meet with a member of the membership review/investigation committee for a predetermined amount of time.
3. If on-site, staff members, National Officers, and volunteers may also attend any scheduled events the alumnae organization is holding. This will allow them to learn more about the everyday operations.

### After the Review

1. After conducting all interviews and meetings, the staff members, National Officers, and volunteers will submit a membership review/investigation report with their findings and recommendations for the alumnae organization to the Grand Council.
2. The Grand Council reviews the report and will make a final decision on the outcome. The outcome may result in no changes, a status change accompanied by a development plan, or in some circumstances, alumnae organization closure.

3. Per National Office Staff or Grand Council recommendation, individuals may be referred to National Alumnae Standards Board, if necessary.
4. Should the membership review/investigation result in a status change accompanied by a development plan the membership review/investigation committee will work with the Grand Council to create the plan for the alumnae organization. The result of this development plan depends on the reasons for the membership review/investigation and the information gathered during review/investigation.
5. Upon completion and approval by the Grand Council, the development plan will be distributed to all alumnae organization members.
  - a. The membership review/investigation committee, the Alumnae Association Communication Manager, Alumnae Associations and Clubs Lead, Executive Director, and the NVP-Alumnae will be copied on the email.

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NATIONAL

*Emergency Procedures*

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# CRISIS MANAGEMENT PROCEDURES FOR COLLEGIANS

## Procedure

Theta Phi Alpha recognizes that relationship building, implementing programs and events and interacting with the greater campus community are all essential components to a rich sorority experience. Many of these activities come with inherent or potential risks, the intended outcome of this crisis management procedure document is to assist you should an emergency arise.

These procedures were established to assist chapters and emerging chapters in the event of an emergency. An emergency can occur in many situations, including but not limited to, at the chapter/emerging chapter facility, during an organizational event, during transportation to or from an organizational event, during college/university functions and at member's private residences. An emergency may be a result of the following circumstances (this list is designed to be illustrative, not exclusive):

- An accident resulting in severe or fatal injuries
- Alcohol/Illegal Drug related incident
- A death of a member
- A fire at the chapter facility
- A natural disaster (flood, hurricane, tornado, earthquake, etc.)
- Deliberate damage to the chapter facility
- Campus crises
- An active shooter or bomb threat situation
- A member suffering from mental distress

### All Emergency Situations

In all emergency situations, the following guidelines should be consulted:

#### During the emergency

1. The President or the next ranking officer should be the point of contact and/or take charge of the situation immediately
2. In nearly all situations, the President's first call should be to 911. Do not hesitate to call the police regardless of the situation. Briefly and calmly explain the situation so that the appropriate emergency personnel can respond.
3. Assign members to all entrances to seal the building or room to only emergency response personnel and advisors. If the emergency has occurred in a space that cannot be blocked members should try to maintain order to the best of their ability.
4. Assign a member to the emergency response official to attend to any questions or needs that arise.
5. Should the emergency result in a member going to the hospital, assign a member(s) to the hospital until the family arrives.
6. Do not notify the emergency contact. In the event of a serious accident or illness, the medical personnel or the appropriate university official will notify the emergency contact and

advise them of the member's physical situation. Find out the visitation wishes of the family and coordinate this with chapter members.

Immediately after the emergency has been controlled

1. Assign a member to reach out to campus professional(s), and chapter advisor(s) to notify them of the situation and the steps the chapter is taking. If no one is reached, utilize the emergency numbers listed below to contact the chapter administration team until the member reaches someone. Note: Once a call is made, a text follow up might be helpful in the event that the team member does not answer unknown calls.
2. Chapter members should be reminded NOT to discuss the situation with anyone. All questions should be directed to the president or designated member. An appropriate answer to inquiries would be "The best person to speak with on that issue would be our Chapter President."
3. Members should not speculate on what occurred. Details about the incident should only be shared with appropriate officials (e.g. police, university staff, National Office staff, etc.) investigating the incident. Members should not discuss details about the incident with friends, significant others, parent or guardian, etc.
4. Assemble all chapter members for a chapter meeting. Please note that some situation may not be appropriate to share with all chapter members, such as any situation relating to suicide or mental distress.

### **Additional Procedures**

Suicide attempt or Death by Suicide

- In the case of a suicide attempt, with or without serious injury, DO NOT assemble your members or call the parent or guardians. Appropriate action should be discussed with your chapter adviser and designated campus professional. Should the advisor not be available please use the emergency numbers listed below.

Fire on chapter property

- Create a rooming chart that resembles the house floor plan. List the residents of each room directly on the floor plan. Note any information next to the individual's name that may become important to the fire department (i.e. crutches, exceptionalities, etc.) Note: Please note the placement of beds and who is assigned to each on the floor plan; this is in addition to the room assignments.
- Keep floor plans in a common place easy to get to should an incident occur.
- The President or designee will assist the fire department in determining if anyone was left in the facility, and if so, where they might be found. The floor plan can be of great benefit at a point when chapter officers may not have time to recall numerous names and room assignments.
- Any chapter with a house should coordinate/hold a timed fire drill each semester. A planned escape route and an alternate route should be permanently affixed to the back of the door of each room.
- Select/Identify a common meeting place outside of the facility at which all members will meet if a fire occurs. The designated spot can be a parking lot or a neighbor's porch, etc.

Serious Injury or Death of a member

- Follow procedures for all emergency situations
- Allow only authorized personnel in the room, chapter facility (keep the door locked until authorities arrive.) or space where incident has occurred

- After approval from the university officials and/or National Office staff, the Chapter President, chapter advisory or designee should call the members parent or guardian to express the chapter's feelings.
- Assist in the coordination of the hospital visitation or funeral/memorial attendance if asked.
- Do not move anything in the room until instructed by the parent or guardian or police.
- After the incident is over, ask the parent or guardian what they wish to be done with possessions if necessary. Every effort should be made to help gather the member's possessions if the parent or guardian makes such a request.

### **Reporting an Incident or Crisis**

Per National Policy all incidents should be officially reported within 48 hours, even if you have communication with your chapter administration team and/or National Office Staff. Collect and report on the facts of the incident (who, what, when, where, why, how). Do not attempt to hide or alter the facts in any fashion.

- The incident report can be found in the officer portal under reports that may be completed at anytime.
- Members may also use our Report a Concern page to provide information if the incident report does not feel like the appropriate manner of reporting. You can find a link to the Report a Concern page here: [Report a Concern](#).

When in doubt, submit a report! There is no harm in providing more information or ensuring that the proper individuals have been notified even if you may think it is not necessary.

### **Crisis Management and Public Relations**

In any situation that involves any source of media outlet please reach out to the Director of Communications for assistance in fielding questions and providing responses prior to any communication with media. Avoid "no comment" as it leads to speculation. Instead, make a simple statement: "We are aware that an incident occurred and are cooperating fully with all parties involved." Keep repeating the above statement if you are pursued further. Do not give in because you are asked the same question several different ways. Never release names or admit liability.

### **Education**

The best way to handle an emergency situation is to prepare for all possible outcomes, it is highly suggested that each chapter create a specific emergency plan that meets the needs of their members and facilities. The plan should always incorporate the crisis procedures listed above.

- Be sure all members of the chapter understand that the president or designee is in charge of every emergency situation. The president should consult with other members who may possess more expertise or insight. However, the final decision rests with the president.
- All new members must know who is in charge and be prepared to follow instructions. Crisis management procedures should be reviewed each semester with collegians and new members.
- Review of Procedures can occur during chapter meetings and/or new member meetings, the information should be digestible and all members should understand what their role is during any emergency.

- Chapters should coordinate with campus professionals to ensure proper campus policies and procedures are followed and educated on during the semester.

**Emergency Numbers: Please ensure the list is completed prior to the Fall Semester**

Title	Name	Phone Number
Theta Phi Alpha National Office, Executive Director	Kathryn Hartmann	(440) 899-9282, Ext 1
Theta Phi Alpha National Office, Director of Collegiate Services	Ashley Crews	(813) 957-4366
Chapter Advisor		
Chapter Risk Manager Advisor		
Housing Corp President (If applicable)		
Chapter Manager		
Region Lead		
Fraternity and Sorority Advisor		
Faculty Advisor		
Counselor on call (if applicable)		
Campus Emergency Management Department (i.e. Campus Safety or Police)		

Individual member emergency contacts can be found in each chapter's Ourhouse documents section. Chapters must assign positions who have access to this document through their Ourhouse web version platform.

REVIEWED JUNE 2023



IF YOU HAVE ANY QUESTIONS REGARDING THE  
NATIONAL POLICIES AND PROCEDURES MANUAL,  
PLEASE CONTACT THE NATIONAL OFFICE:

EMAIL: [THETAPHINO@THETAPHIALPHA.ORG](mailto:THETAPHINO@THETAPHIALPHA.ORG)  
PHONE: (440) 899-9282

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