



FARMHOUSE

FRATERNITY

MEMBER AND CHAPTER POLICY MANUAL

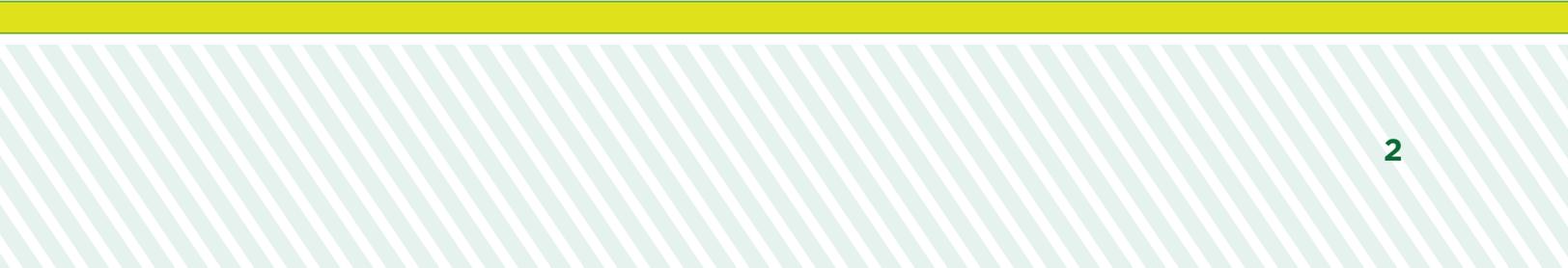
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POLICY MANUAL OVERVIEW

This policy manual is provided to FarmHouse chapters, associate chapters, associations, advisors, house mothers/directors, volunteers and staff as a resource for understanding the important policies and positions of FarmHouse International Fraternity, which apply to individual members, chapters and associations. As deemed necessary and appropriate, the International Executive Board (IEB) of Directors will draft and adopt policy, with updated versions of this manual distributed to chapter and association leadership.

These policies do not require approval from the membership but are offered at each Biennial Conclave for review by the voting delegates representing the membership. Suggestions for policy improvement or clarification are continually sought and welcomed as a means to help the International Fraternity be responsive to meeting the needs of our membership and chapters in accordance with good governance practices.

These policies supplement the further expectations and policies contained within other guiding documents for the organization and members, including the FRMT, Ltd. Insurance & Claim Manual, the counsel of Holmes-Murphy Fraternity Insurance Division or other insurance policy carrier and the Standards of the North American Interfraternity Conference (NIC).

This policy manual is also available online at farmhouse.org.

FarmHouse Fraternity Policy on Member Health, Safety and Well-Being

FarmHouse Fraternity recognizes its responsibility to exert influence toward high standards of personal, social, and moral conduct upon its members. The Fraternity acknowledges that the college years are times particularly important to the testing and shaping of individual attitudes, beliefs and values. These concepts are basic to the collective missions of all chapters and recognize that the shaping and development of members is a function of the nature of individual chapters of FarmHouse.

Each term, all chapter members will review the Fraternity's policies on member health, safety, well-being and risk management and will conduct educational programming on relevant risk management topics, including alcohol education awareness. Written and verified attendance and completion of educational programming is to be provided by the chapter to the International Fraternity.

I. Alcohol & Drugs

- A. The possession, use and/or consumption of alcoholic beverages must be in compliance with any and all applicable laws of the state, province, county, city and university.
- B. No alcoholic beverages may be purchased through the chapter treasury nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase and/or use of a bulk quantity of such alcoholic beverage, i.e. kegs, is prohibited.
- C. No chapter member or any other individual(s), collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
- D. The possession, sale and/or use of any illegal drugs or controlled substances at any chapter house, sponsored event or at any event that an observer would associate with the fraternity, is strictly prohibited.
- E. The possession, sale and/or use of any illegal drugs or controlled substances by any member is strictly prohibited.
- F. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
- G. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.
- H. All recruitment (rush) activities associated with any chapter will be "dry" (no alcohol present).
- I. Open parties where alcohol is present, meaning those with unrestricted access

- by non-members of the fraternity, without specific invitations, shall be prohibited.
- J. No member shall permit, tolerate, encourage or participate in “drinking games”.
 - K. No alcohol shall be present at any prospective/new member program or activity of the chapter.
 - L. Alcoholic beverages may be present or consumed at chapter functions off FarmHouse property only if approved by a 3/4 vote of the chapter. Chapter function is defined as any event an individual would associate with the Fraternity. Each proposed function must be voted on separately by the chapter.
 - M. Chapter functions with alcohol must be Bring-Your-Own Beverage (B.Y.O.B), or cash bar operated by the holder of a valid liquor license, in accordance with NIC policy, with a maximum 3:1 guest to member ratio.
 - N. In no case may alcohol be stored or consumed on FarmHouse property.
 - O. FarmHouse Fraternity, and/or any of its chapters or associations, may at no time be considered the holder of a liquor license.
 - P. This policy does not preclude an individual chapter from establishing a stricter policy if the members of that chapter vote to do so.
 - Q. If the host institution at which the chapter is established has a stricter policy, the chapter must adhere to and follow said institutional policy.
 - R. Alcohol above 15% ABV may only be served by a licensed and insured third-party vendor (regardless of event location) at registered events
 - S. A chapter or individual that (who) seeks immediate and appropriate medical assistance for a person in need related to the use or consumption of alcohol drugs, or to another medical emergency, may be eligible for mitigation of charges related to violations of organizational policies. To be eligible for this potential mitigation, the chapter (or person) will be required to meet in person or by phone with an international staff member or an alumni volunteer designated by the fraternity.

II. Alcohol-Free Housing at Conferences

- A. No alcohol will be allowed in hotel rooms and college dormitory rooms in conjunction with any stays for FarmHouse sponsored leadership conferences or conventions.
- B. If they so choose, of-age chapter members will not be prohibited from going to a tavern/bar near the hotel or consuming alcohol at a tavern/bar inside the hotel – with the explicit understanding that they will conduct themselves in a responsible manner – and not bring alcohol outside of that licensed liquor establishment. No alcohol will be allowed in meeting rooms, hallways or just outside the property.
- C. This policy does not preclude members and/or the International Executive Board

or staff from voting to allow alcohol at specially designated off-property events at Regional Leadership Conferences, FarmHouse Leadership Institute, Conclave, To Be and Become, etc. (i.e. bowling/pizza nights at a licensed liquor establishment). However, a 3/4 vote is required for participants to consume alcohol — as per FarmHouse Alcohol and Drug Policy requirements.

- D. All participants will be expected to stay in the host hotel/residence hall — unless they're staying at their chapter houses or make prior arrangements with FarmHouse International. The same policy will apply to all members in attendance — regardless of where they're lodged.
- E. Hotel managers and/or RAs will be given full authority to remove any person (or room full of persons) from the hotel/facility should this policy be violated. No refunds will be given to participants sent home. Additional penalties/disciplinary action may be taken against individual(s) and/or chapters who violate this policy.

III. Animals, Pets and Mascots

- A. No chapter of FarmHouse International Fraternity shall own a pet, animal or mascot of any kind at any time. Furthermore, Alumni Association Boards are strongly encouraged to prohibit any and all pets, animals and mascots at any time at Fraternity facilities. It is the request and expectation of the International Fraternity that each FarmHouse association includes preventative and prohibitive language regarding pets, animals and mascots in chapter and or individual member housing agreements/contracts that are executed by the association.

IV. Fighting and Physical Abuse

- A. The fraternity will not tolerate or condone any form of fighting or physically abusive behavior while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event a reasonable observer would associate with the fraternity.

V. Fire Prevention, Health and Safety

- A. All chapter houses should meet all local fire and health codes and standards.
- B. All chapters should post, by common phones and in other locations, emergency numbers for fire, police, and ambulance as well as have posted evacuation routes on the back of the door of each sleeping room.
- C. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
- D. Candles shall not be used in chapter houses or individual rooms.

VI. Firearms, Explosive and Incendiary Devices

- A. The use of firearms, explosive or incendiary devices of any kind on FarmHouse premises is expressly forbidden. The possession of firearms, explosive or incendiary devices is expressly forbidden in the chapter house.
- B. Unless prohibited by state law or university regulations, a firearm may be stored in a locked compartment within a vehicle with access limited to the owner of the firearm to prevent it from misuse or accidental use by its owner, another member, a guest, or an intruder. Any and all ammunition will be stored in a locked compartment separate from any firearms. All firearms will remain unloaded at all times while on Fraternity property.
- C. Firearms shall not be displayed, demonstrated, or cleaned on chapter premises or as part of any chapter activity.
- D. Each chapter shall proactively educate chapter members on their local laws and policies, regarding firearms, explosives or incendiary devices.

VII. Hazing

- A. No chapter, new member, chapter member, student, alumni member or volunteer shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense.
- B. Hazing activities are defined as: “Any action taken, or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities that are not consistent with academic achievement; fraternal law, ritual, or policy; the regulations and policies of the educational institution; or applicable state law.”

VIII. Sexual Misconduct

- A. FarmHouse and its members must comply with applicable all federal, state, provincial, and local laws related to sexual misconduct. This is including, but not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.
- B. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any fraternity activity or event as defined in this policy is prohibited.

IX. Retaliation

- A. FarmHouse prohibits retaliation against any individual — members and non-members — for reporting, inquiring, or cooperating with a report around a violation of this policy manual.
- B. Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a compliance report, cooperating with a compliance investigation, seeking guidance regarding a compliance concern, or to deter one from taking such action.

X. Member Conduct and Behavior

- A. Members of FarmHouse Fraternity are expected to adhere to the policies and practices of FarmHouse Fraternity in a manner that represents the principles and values of the organization. A member whose behavior or conduct is contrary to these principles or who violates policy may be held accountable for their actions by a chapter or the International Fraternity as stated under the Policy on Conduct.

FarmHouse Fraternity Judicial Procedures

FarmHouse Fraternity is a values-based organization that holds its chapters and members to the highest standards. When they violate these standards, the fraternity exerts its influence to hold our brothers accountable.

I. Responsibilities and Rights

- A. Every member has a duty to understand and abide by the International bylaws, policy handbook, chapter bylaws, house rules, and any sanctions brought by the fraternity for violations to these documents. All members have right to:
 - 1. To be informed of the charges against them either by direct mail or by electronic means;
 - 2. To request an informal resolution of the case to be agreed upon with the Chief Executive Officer or his designee;
 - 3. To be allowed a reasonable time to prepare a defense;
 - 4. To hear and respond to evidence upon which a charge is based;
 - 5. To appeal as provided herein;
 - 6. To waive some or all of these rights, including the process of a formal adjudication.

II. Jurisdiction

- A. This document applies to all members, chapters and associate chapters of the Fraternity. Each chapter and associate chapter shall have jurisdiction to institute conduct proceedings concerning any of its members. The Chief Executive Officer (CEO), International Executive Board (IEB), or their designee, will have jurisdiction to institute conduct proceedings in the following cases:
 - 1. All cases concerning any member of the Fraternity;
 - 2. All cases concerning any chapter/associate chapter;
 - 3. All cases primarily reserved to the chapters/associate chapters in which they fail, neglect, or refuse, upon request of the CEO or a majority of the IEB, to institute and pursue conduct proceedings promptly to conclusion;
 - 4. All other cases not herein provided for.
- B. If the IEB chooses to appoint a designee it must be in the form of a three-person panel, chosen by the IEB, who will conduct the proceedings. They will be known as the FarmHouse Accountability Board.
 - 1. The Accountability Board volunteers will serve on one case, and their responsibilities end when the case has reached an outcome. Volunteers can serve on multiple cases as an Accountability Board member if they wish to and are chosen by the IEB to do so.
- C. All appeals may be made to the IEB, with conclave acting as the final appellate body. Appeals are addressed in Section VII of this document.

III. Interim Suspension

- A. Any member, chapter, or associate chapter may be placed on interim suspension at the start of an investigation or at the time that proceedings are commencing. This standing forfeits all rights of membership until the conclusion of proceedings.

IV. Prohibited Conduct

- A. All prohibited conduct of FarmHouse members is listed under the Policy on Member Health, Safety and Well-being.
- B. Chapters and associate chapters are prohibited from:
 - 1. Violating any federal, state, provincial, or local law.
 - 2. Violating any article of the international bylaws.
 - 3. Violating any chapter/associate chapter specific policy as is written in the Policy Manual.
 - 4. Violating any University policy.

V. Standards of Due Process and Evidence

- A. Formal rules of evidence will not be applied, nor will deviations from prescribed

procedures necessarily invalidate a decision, unless significant prejudice to the Respondent or Complainant may result.

- B. The complaint against the Respondent must be established by a preponderance of the evidence, meaning that a reasonable person would accept that “more likely than not” a fact is true or an incident occurred.

VI. Sanctions

- A. The Accountability Board, IEB, or Conclave delegation may assign one or more of the following sanctions to members, associate chapters, or chapters by a majority vote, with each sanction being voted upon separately at the discretion of the presiding officer:
 - 1. Warning – notice, oral or written, that continuation or repetition of prohibited conduct may be cause for additional conduct proceedings
 - 2. Censure – a written reprimand for violation of specific provisions within the international bylaws or policy manual, including a warning that continuation or repetition of prohibited conduct may be case for additional conduct proceedings
 - 3. Written apology to those affected
 - 4. Probation – a designated period of time during which additional violations of the Fraternity’s standards of conduct may result in more severe sanctions
 - 5. Educational sanctions – the completion of education programs or other discretionary sanctions necessary to develop the skills and/or knowledge necessary to prevent future violations
 - 6. Loss of privileges
 - 7. Exclusion from various fraternity activities--members
 - 8. Fines
 - 9. Payment for loss or damage
 - 10. Removal from office--elected officers
 - 11. Suspension from the Fraternity--members
 - 12. Expulsion from the Fraternity--members
 - 13. Charter revocation--chapters/associate chapters
 - 14. Other sanctions as appropriate

VII. Appeals

- A. Any member, chapter or associate chapter found responsible of a conduct violation by the Accountability Board may appeal his case in accordance with the international bylaws and Conduct Policy. Once the appellant’s right to an appeal, as defined by the Conduct Policy, has been exhausted, he may not exercise a further right of appeal.

- B. Appeals must be submitted in writing and supporting documentation should accompany all appeal requests. Appeals shall be based on one or more of the following grounds:
1. Procedural error that substantially affected the outcome of the case.
 2. New information that was not available at the time of adjudication that could substantially affect the finding of responsibility.
 3. Finding party responsible against the weight of the evidence.
 4. Sanctions that are disproportionately severe in light of the violation committed.
- C. Except as required to explain the basis of new information, an appeal shall be limited to a review of the decision letter issued in accordance with this policy, the minutes of the conduct proceedings as defined herein, the appellant's written statement, and any written response or memorandum prepared by the member, chapter/associate chapter, conduct board, or IEB.
- D. Any brother exercising his right of appeal to the IEB or Conclave must do so by filing a written notice of appeal with the National Headquarters within thirty (30) days of the conclusion of the conduct process or notice of the outcome of any case adjudicated by the conduct board or IEB, and the appeal shall be adjudicated within sixty (60) days thereafter. If the appeal is being made to conclave, then adjudication will have to wait until the start of conclave
- E. An appellate board may affirm or reverse in whole or in part the findings of responsibility and sanction assigned, remand the case for new conduct proceedings, or reduce the sanction assignee

FarmHouse Fraternity Policy on Auxiliary Organizations

All chapters of FarmHouse Fraternity are prohibited from maintaining, organizing, establishing or governing auxiliary groups (commonly known as "sisters") as part of chapter operations.

Chapters are prohibited from allowing non-members (those who are not candidates for membership or initiated members) to:

- Vote on chapter business or policy.
- Pay any dues or fees to a chapter.
- Be recognized or take part in the Pearls Ceremony of Initiation from the Ritual, (for Chapter, Associate or Honorary membership) other than as an invited guest.
- Be included in the chapter composite picture or listed on any roster with FarmHouse members or new members.

FarmHouse recognizes that there are persons who wish to organize to support the mission and values of FarmHouse Fraternity. The First Amendment Right of Freedom

of Association allows individuals to organize such groups which are independent of FarmHouse Fraternity. The choice to conduct activities with an independent formed auxiliary is a chapter decision. An independent auxiliary shall be one that:

- Independently governs itself with absolute authority to create and disband the organization.
- Selects its own members independently of other organizations.
- Is a recognized organization of the university or college.
- Has its own constitution or bylaws.

FarmHouse Fraternity prohibits any auxiliary or other organization from using its name, logos, and jewelry and prohibits chapters from recognizing auxiliaries in chapter by-laws.

FarmHouse Fraternity Policy on Diversity & Inclusion

FarmHouse is a fraternity dedicated to the building of men. It is a college home in which a man can be: creative, share responsibilities, make lasting friendships, express his inner self in an atmosphere of trust and understanding, learn lessons in living in a community of which he is an integral part, be accepted as a participant, learn the essence of brotherhood, and learn the caring of one man—and of a community of men—for the individual, the brother, for the community and for the mutual welfare.

FarmHouse Fraternity and its members are committed to the recruitment and selection of any student who is interested in the ideals of the fraternity. FarmHouse embraces the differences of race, creed, religion, sexual orientation, physical attributes, socio-economic status and national origin. The Fraternity shall only discriminate on the basis of sex.

FarmHouse Fraternity Policy on Legacy Recruitment

A FarmHouse chapter and associate chapters should not assume that a “legacy” prospect will accept an invitation to membership because of his relative’s membership in the Fraternity, nor should such an individual be entitled to membership on the basis of such a relationship.

When a legacy or a prospective member has been brought to the chapter or associate chapter’s attention by an alumnus, the chapter members have an obligation to introduce themselves to the prospect and to consider the possibility of extending him an invitation to membership.

The chapter or associate chapter also has an obligation to acknowledge the efforts of alumni in assisting with the recruitment of prospective new members.

The International Board reaffirms the Fraternity’s policy that the local FarmHouse chapters and associate chapters are solely responsible for new member and membership selection.

Neither the Chief Executive Officer, nor the International Executive Board, collectively or individually, will become involved in new member selection of local chapters or associate chapters.

FarmHouse Fraternity Financial Policy

I. Non- payment of Accounts Receivable

The following policy applies to all associate chapters, chapters and associations—as well as vendors and outside companies or organizations the Fraternity does business with:

- A 1.5 % late fee will be assessed if invoice is not paid within 31 days of invoice date and an additional 1.5 % late fee will compound and be added each month bill is unpaid thereafter;
- For chapters, associate chapters and associations, if invoice is not paid within 61 days of the invoice date, they will be placed on probation as is outlined in the Conduct Policy.
- For chapters, associate chapters and associations, if invoice is not paid within 91 days of the invoice date, they will be sent before the conduct board for proceedings as is outlined in the Conduct Policy.
- Chapters are to pay all Term Reports and Fees within 30 days of the beginning of each academic term in fall and spring. Initiation Reports are due within 10 weeks of the start of New Member Education, by April 15th for the spring semester, or by November 15th for the fall semester, whichever comes first. All bills issued from the Fraternity are due within 30 days from the date issued.

II. Non-payment of FRMT Insurance Premiums

The following applies to associate chapters and chapters:

- A 1.5% late fee will be added to the FRMT premium invoice for any chapter or associate chapter that has not paid the total by April 20th in the spring semester or October 30th in the fall semester.
- The 1.5% late fee will compound and be added each month the bill is unpaid thereafter.
- Chapters and associate chapters that have not submitted payment within a 90 day period thereafter will be subject to charter suspension under the Policy on Conduct.

FarmHouse Fraternity Policy on University Relationship Statements

No chapter or association of FarmHouse International Fraternity shall sign, enter into or execute a contract, relationship statement of consent, lease, special event lease or similar contract with a campus host institution, regarding the defined relationship between the university/campus and the chapter or association, without first consulting with and receiving consent from the International Fraternity.

Additional Policy and Risk Management Resources

FarmHouse Fraternity
farmhouse.org

Holmes Murphy Insurance
holmesmurphyfraternal.com

North-American Interfraternity Conference (NIC)
nicfraternity.org

Association of Student Conduct Association (ASCA)
theasca.org

Local Campus Resources
Office of Fraternity/Sorority Life
Office of the Dean of Students
Office of Student Conduct
Office of Equity & Compliance

Questions regarding policy education, application and compliance may be directed to the International Fraternity at fhhq@farmhouse.org.

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