



FARMHOUSE

FRATERNITY

Member & 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 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 Excelsior program, FarmHouse Fraternity Bylaws, the counsel of Holmes-Murphy Fraternity Insurance Division or other insurance policy carrier and the Standards of the North-American Interfraternity Conference (NIC).

FarmHouse Fraternity Risk Management Policy

I. Alcohol & Drugs

In any activity or event sponsored or endorsed by FarmHouse, including those that occur on or off FarmHouse premises:

- A. FarmHouse members and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, sell or be provided alcoholic beverages.
- B. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage (BYOB) system.
- C. The presence of alcohol products above 15% alcohol by volume (ABV) is prohibited at any event, except when served at an event by a licensed and insured third-party vendor.
- D. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
- E. Alcoholic beverages must not be purchased with FarmHouse funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps like Venmo, etc.).
- F. A chapter must not co-host or cosponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs or controlled substances.
- G. A chapter must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.
- H. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter must utilize a guest list system. Attendance at events with alcohol is limited to a guest-to-member ratio not to exceed 3:1 and must not exceed local fire or building code capacity of the premises or host venue
- I. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation, including but not limited to “bid night,” “Big/Little” events or activities, “family” events or activities, and any ritual or ceremony.
- J. Chapters, members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as

drinking games.

- K. 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").
 - L. FarmHouse members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on FarmHouse premises or at any activity or event sponsored or endorsed by the chapter.
 - M. In no case may alcohol be stored or consumed on FarmHouse property.
 - N. Neither FarmHouse Fraternity nor any of its chapters or associations may ever hold, or be considered to be the holder of, a liquor license.
 - O. This policy does not preclude an individual chapter from establishing a stricter policy if the members of that chapter vote to do so.
 - P. If the host institution at which the chapter is established has a stricter policy, the chapter must adhere to and follow the stricter institutional policy.
 - Q. Chapters and individual members are expected to call 911 immediately upon discovering that a member or guest needs medical assistance.
- II. Good Samaritan Policy
- A. 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 with an international staff member or an alumni volunteer designated by the fraternity following the circumstance prompting medical assistance.
- III. 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. All participants will be expected to stay in the host hotel/residence hall - unless they make prior arrangements with FarmHouse International.

- D. 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 as detailed in the Conduct and Judicial Procedures of this document.

IV. 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 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.

V. Assault and Battery

- A. At any activity or event sponsored or endorsed by the chapter, including those that occur on or off FarmHouse premises, no chapter, member or guest shall engage in assault and battery, as defined in the state statutes in which the activity or event occurs.

VI. Fire Prevention, Health and Safety

- A. All chapter houses should meet all local fire and health codes and standards.
- B. All chapters should post 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.

VII. 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 safe on chapter property provided that access to the safe is restricted to chapter president, risk management chair and chapter advisors. Any and all ammunition is to be stored in a locked compartment separate from any firearms. All firearms are to remain unloaded at all times while on Fraternity property.
- C. 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.

- D. Firearms shall not be displayed, demonstrated, or cleaned on chapter premises or as part of any chapter activity.
- E. Each chapter should proactively educate chapter members on their local laws and policies, regarding firearms, explosives or incendiary devices.

VIII. Hazing

- A. No chapter, new member, chapter member, student, alumni member or volunteer shall conduct nor condone hazing activities, and must comply with all federal, state, provincial, and local laws regarding hazing.
- B. The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on FarmHouse property, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:
 - 1. Be coerced to violate federal, state, provincial, local law, or FarmHouse policy.
 - 2. Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
 - 3. Endure brutality of a physical nature, including but not limited to beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
 - 4. Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
 - 5. Endure any other activity which may adversely affect the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, scavenger hunts, or personal, physical, or financial servitude.

IX. Sexual Misconduct

- A. FarmHouse and its members must comply with all applicable federal, state, provincial, and local laws related to sexual misconduct. This is including, but not limited to, definitions of consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.
 - B. The payment for or use of strippers, exotic dancers or similar type dancers, whether professional or amateur, at any fraternity activity or event as defined in this policy is prohibited.
- X. Retaliation
- A. FarmHouse prohibits retaliation against any individual 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.
- XI. Member Conduct and Behavior
- A. Members and chapters 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 the chapter or the International Fraternity, and chapters may be held accountable by the International Fraternity as stated in the Judicial & Conduct Procedures.
 - B. Chapters, associate chapters, and members 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

FarmHouse Fraternity Conduct & Judicial Procedures

I. Jurisdiction

- A. These Conduct and Judicial procedures apply to all undergraduate members, chapters and associate chapters of the Fraternity.
- B. The Chief Executive Officer (CEO), International Executive Board (IEB), or the Accountability Board functioning as the IEB Designee, will have jurisdiction to institute conduct proceedings in the following cases:
 - 1. All cases concerning any member of the Fraternity wherein the chapter has not taken any action or appropriate action as deemed by the CEO or IEB;
 - 2. All cases concerning any chapter/associate chapter;
 - 3. All other cases not herein provided for.

II. Responsibilities and Rights

- A. Every member is expected to understand and abide by the International bylaws, policy manual, chapter bylaws, house rules, and any sanctions assigned by the chapter or Fraternity for violations to these documents.
- B. All members and chapters/associate chapters have a right:
 - 1. To be informed of the charges against them by the Fraternity;
 - 2. To request or agree to 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.

C. Adjudication Options

1. Informal Resolution

- a) If a report is made or staff are made aware of an incident involving a chapter that violates one or more policies as outlined in this document, an attempt will be made to resolve the issue through an informal process, facilitated by the CEO or his designee.
- b) If a chapter requests or agrees to an informal resolution, an action plan will be drafted with appropriate sanctions or items to be completed by the chapter and the timeframe in which they are to

occur. By accepting this action plan and the items within, the chapter waives their right to appeal.

- c) In the case of a chapter closure, an informal resolution can be requested or agreed upon with the CEO or his designee. This will result in a chapter closure letter without action plan items.

2. Accountability Board

- a) The Accountability Board is a group of volunteers who adjudicate conduct cases for both individuals and chapters/associate chapters.
- b) The board may convene to hear a case if an informal resolution is not possible or the member/chapter requests a hearing with the Accountability Board.
- c) Accountability Board volunteers shall be approved by the IEB by majority vote prior to their appointment to the Board.
- d) At least three members of the Accountability Board must serve on any conduct case.
- e) The Accountability Board shall hear all cases related to chapter performance on Excelsior, the FarmHouse standards program.
- f) If the Accountability Board recommends a chapter closure for any reason, the IEB may adopt their recommendation if at least a three-fourths majority of IEB members vote to close the chapter.

D. All chapter, associate chapter, and member appeals may be made to the IEB. Exceptions are addressed below, and appeals are further addressed in Section VI of this document.

- 1. In the case of member termination, since an IEB vote is required by FarmHouse Fraternity bylaws, the only appellate option will be to an appeal committee of three Accountability Board volunteers who did not serve on the original hearing committee.
- 2. In the case of chapter closure by recommendation of the Accountability Board, since an IEB vote is required, the only appellate option will be to an appeal committee of three Accountability Board volunteers who did not serve on the original hearing committee.

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 a potential violation is reported. A member, chapter, or associate chapter placed on interim suspension status forfeits all

membership rights or rights associated with the ability to operate as a chapter associated with FarmHouse until the conclusion of conduct proceedings or until the suspension is otherwise lifted.

IV. 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. A complaint 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.

V. Sanctions

- A. The Accountability Board or IEB may assign one or more of the following sanctions to members, associate chapters, or chapters by a majority vote, with each sanction being voted on separately at the discretion of the presiding officer.
 - 1. Warning
 - 2. Written apology to those affected
 - 3. Probation
 - 4. Educational sanctions or programs
 - 5. Loss of privileges
 - 6. Exclusion from various fraternity activities
 - 7. Fines
 - 8. Payment for loss or damages
 - 9. Removal from elected chapter officer role
 - 10. Suspension from the Fraternity
 - 11. Termination from the Fraternity
 - 12. Chapter closure
 - 13. Other sanctions as appropriate
- B. In the case of an informal resolution with the CEO or his designee, one or more of the above sanctions may be assigned but do not require a vote.

VI. Appeals

- A. Any member, chapter or associate chapter found responsible for a conduct violation by the Accountability Board may appeal the case to the IEB.

1. If an IEB member participated in the Accountability Board hearing process and had a vote, that IEB member will not get a vote in the appellate process.
- 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 the 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, the appellant's written statement, and any written response or memoranda prepared by the member, chapter/associate chapter, Accountability Board, or IEB.
 1. In a case where the IEB determined the initial outcome of a case, the appellate body would be the Accountability Board.
- D. Any member exercising his right of appeal to the IEB or Accountability Board must do so by filing a written notice of appeal with the FarmHouse 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.
- 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 assigned.

Policy on Good Chapter Standing

- I. Chapters and associate chapters are expected to meet all 1-star items outlined in the Excelsior document each semester.
 - A. If a chapter does not meet all 1-star expectations for a semester, the chapter will be placed on Probationary Status with the Fraternity.
 - B. If a chapter on Probationary Status does not meet 1-star Excelsior expectations for a second semester in a row, they will appear before the Accountability Board as outlined above.

- II. At the end of each semester, staff will report each chapter's status to chapter leadership and advisors, including the next steps for chapters on Probationary Status.

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 by-laws.

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 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.

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.

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. Accounts Receivable

- A. All bills issued from the Fraternity are due within 30 days from the date issued.
- B. A 5% late fine will be assessed if an invoice is not paid within 31 days of the invoice date. An additional 1% late fine will compound and be added each month bill is unpaid thereafter;
 1. If a chapter, associate chapter, or association enters into a payment plan with FarmHouse Fraternity and stays current on those payment terms, late fines may be waived for the duration of the payment plan.
- C. For chapters, associate chapters and associations, if an invoice is not paid within 61 days of the invoice date, they will be placed on financial probation if a payment plan is not agreed upon.
- D. For chapters, associate chapters and associations, if an invoice is not paid within 91 days of the invoice date, they will appear before the Accountability Board if a payment plan is not agreed upon.

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 the International Fraternity.