



<b>Topic: STUDENT ORGANIZATION CONSTRUCTION PROJECT GUIDELINES</b>		
<b>Policy # FA-4</b>	<b>Version: 1.0</b>	<b>Effective Date: 09/13/2013</b>

**Purpose:**

The purpose of this policy is to clarify the guidelines to be followed by Student Organizations that desire to complete any type of construction project.

**Policy Statement:**

Student Organizations that want to complete a construction project must follow the process outlined below, and they must meet the requirements specified regarding paying off any debt prior to requesting a loan from The University of Alabama (UA) and establish formal plans to mitigate and prevent the use and abuse of alcohol, drugs, and hazing.

**Background:**

In 2005, The University of Alabama established a program to provide financial assistance to UA Student Organizations to help those organizations improve the quality and safety of the residential options those organizations provide to our students. This program has supported the construction of several new Student Organization facilities and renovations and additions to many others.

All projects must follow the process outlined below to ensure that projects are completed in a timely and efficient manner in accordance with the rules established by UA and required by Board Rule 415.

This policy codifies this process and adopts the requirements of Board Rule 415.

**Procedures to Undertake a Project**

Notifying the University about a Student Organization’s intent to conduct a construction project to improve or extend the useful life of the University Facility that is managed and operated by the Student Organization is extremely important. Serious issues could result if the University is not made aware of a project. Therefore, regardless of the dollar amount of the project and/or the funding source for the project, Student Organizations that plan to do improvements or renewals and replacements to a facility must first contact the Director of Greek Affairs who will make a determination as to the next step required.

Student Organizations that wish to undertake a project must follow the procedures below:

- A Project Initiation Request Form (PIR) must be submitted to the Director of Greek Affairs at least one week prior to the next regularly scheduled Student Organization Facilities

Committee meeting. Regular meetings are held on the second Wednesday of every month, and special meetings can be called if necessary.

- The Student Organization Facilities Committee will review the PIR and make a recommendation to the Administration regarding whether it believes the project should proceed as proposed or proceed to the Board of Trustees (BOT) for approval, if required.
- Once the plans are approved by the Student Organization Facilities Committee and/or the Board of Trustees, the Project can begin with the appropriate coordination with UA Construction Administration.
- All projects will be managed by the University and bid in accordance with state procurement and bid laws regardless of the source of funds and project cost.
- In accordance with Board Rule 415, all architects/designers must be engaged/hired by UA regardless of project cost or funding source.
- For Student Organizations that wish to apply for new or existing lots or those that would like to request swing space while a project is being completed, the appropriate application must be completed and submitted for review by the Student Organization Housing Advisory Board Committee. The submission of this application is also coordinated by the Director of Greek Affairs.

### **Projects Funded by Monies Borrowed from UA**

Student Organizations that wish to borrow money from UA to finance the proposed project will be required to submit a business plan showing the Student Organization's ability to repay the funds. The organization must also show that it currently has no debt. If the organization has any debt internally with UA or externally with a private bank or national chapter, such debt must be paid in full before the University will proceed beyond a Stage I BOT submittal for a project where the organization requests a loan from UA in order to fund the project. Once the business plan is approved, UA will proceed with the appropriate BOT submittals to seek approval for the proposed project. Student Organizations must adhere to the business plans that are submitted to Financial Affairs and approved by the BOT. If any substantial revisions are made to an organization's business plan, it must be re-submitted to Financial Affairs for approval before such revisions go into effect.

Some expansion and new construction projects will require some current houses to be demolished. Organizations that choose to remain on their current lots and demolish their current houses will not receive money for the equity in their current house because it is their choice to demolish and build new in order to remain in the same location. For Organizations that wish to move to another available lot in order to expand, it may be possible to transfer the equity in their current house in order to have those funds available to use for a new project. In order for this to take place, the Organization must first ensure that another organization is willing and able to purchase the equity in the current house. If there is an organization that is willing and able to purchase the transferred equity in the house, UA will pay for an appraisal to determine the value to be assigned to the equity in the house. The appraisal will take place as close to the current organization's move out date as possible. UA can decide to get the appraisal done at an earlier date, if necessary, and the organization living in the house must sign a Memorandum of Understanding regarding the condition of the house at the time of the appraisal. Organizations that must purchase the equity in another

organization's house to demolish that house to expand on a bigger lot must pay for the equity in said house before they can proceed with their new construction project.

Student Organizations that wish to borrow money from UA to finance the proposed project must also show due diligence regarding the mitigation and prevention of alcohol and drug abuse, sexual assault, and hazing. Specifically, organizations will be required to submit a Chapter/Group Project Plan detailing policies and educational programs aimed at mitigating instances of hazing and drug and alcohol abuse. In this plan, chapters/groups should provide evidence with regard to the following: (1) measures currently being undertaken by the local chapter/group and chapter/group leadership to educate the entire membership about the negative effects that alcohol, drugs, sexual assault, and hazing have on chapter/group members, the organization, and the University as a whole and (2) the implementation and enforcement of chapter/group policies aimed at mitigating and preventing drug and alcohol abuse, sexual assault and hazing. Annually, the chapter/group will be required to submit a Chapter/Group Project Plan at the beginning of each academic year, prior to the start of the first day of fall classes.

### **Guidelines for the Development of a Chapter/Group Project Plan for the Mitigation of Hazing, Sexual Assault, and Drug and Alcohol Abuse**

- I. Risk Management:
  - a. Chapters/Groups must submit a copy of their current local and national risk management policies, specifically those pertaining to alcohol, drugs, sexual assault, and hazing.
  - b. Policies should include sections that address the following topics:
    - i. Social event management
      1. Include a copy of the chapter's/group's social event guidelines
    - ii. Crisis response policy/flow chart
      1. Include a copy of the chapter's/group's incident response and/or crisis management plan
    - iii. In-house judicial/conduct/standards board
      1. Include a copy of any policies and/or regulations that outline the purpose of the chapter's/group's judicial board, the selection of members, training of members, and potential sanctions.
- II. Harm Reduction:
  - a. Chapters/Groups must submit a copy of a Harm Reduction program that details the educational programming initiatives offered by the chapter/group throughout the year to all members in an effort to educate the entire chapter/group membership. Specifically include those programs aimed at preventing inappropriate/dangerous behaviors resulting in alcohol/drug abuse, sexual assault, or hazing.
  - b. Educational programming initiatives should include sections that address the following topics:
    - i. Responsible use of alcohol
    - ii. Alternatives to hazing and steps towards eliminating the culture of hazing within a chapter/group
    - iii. How to detect and/or identify problem drinking and/or chemical dependency behaviors

- iv. Resources available to members that that are experiencing issues as the result of chemical dependency, sexual assault, and/or hazing.

III. Plan of Action/Strategic Plan

- a. Chapters/Groups must submit a copy of (1) a current plan of action as well as (2) a 5-year strategic plan aimed at mitigating hazing and alcohol, sexual assault, drug abuse.
- b. Current plan of action
  - i. Provide a detailed description of current policies, programs, and procedures for monitoring, managing and mitigating incidents involving hazing, sexual assault, alcohol and drugs.
- c. 5-year strategic plan
  - i. Provide a plan of action that covers the next 5 years focusing on continued education, and programs aimed at ongoing efforts to eliminate, or prevent, cultures of hazing, alcohol and/or drug abuse, and sexual assault within the chapter/group.
    - 1. Specifically include those policies and educational programs aimed at preventing inappropriate/dangerous behaviors resulting in alcohol/drug abuse, sexual assault, or hazing.