

UNIVERSITY *of*   
West Georgia<sup>®</sup>



**Fraternity and Sorority Life Handbook**  
**2017-2018**

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Please contact Fraternity and Sorority Life staff for any information regarding the policies in this handbook or any other program pertaining to Fraternity and Sorority Life at the University of West Georgia.

## **Fraternity and Sorority Life Village Staff Members**

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# **CHAPTER I: Learning Outcomes**



# **FSL Learning Outcomes and Shared Values**

## **Shared Values**

- Scholarship
- Inclusion
- Civic Engagement
- Leadership Development
- Brotherhood/Sisterhood
- Social Responsibility

## **Learning Outcomes**

An outcome is an action that demonstrates learning, growth and increased competence.

Successful members of fraternities and sororities at the University of West Georgia participate in local and national/international activities that develop or demonstrate the following outcomes:

- Implement personal and organizational strategies that promote academic achievement and lifelong learning.
- Define personal and organizational values while engaging in values driven decision – making process.
- Demonstrate care and concern for others within their chapters and community.
- Develop the leadership skills necessary to establish meaningful relationships that lead to collective action and positive change.
- Explain the role of civic engagement as it applies to the obligations of fraternal membership.

## **Assessment Plan**

These items will be assessed by using data from the EBI/FSL survey that was implemented in Spring 2014 and Spring 2016. There are also questions/items from the NSSE and EBI/Housing that can be used. The Center for Student Involvement will work with the SAEM Division Strategic Analyst on all assessment to make sure it is in line with the Division and they will be able to cross reference other information gathered that may be linked to the FSL Learning outcomes.

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## **CHAPTER II: Important Dates to Know**

## Important Dates to Know

**\*\*Bold Events means that the event is mandatory paperwork or attendance for those members, chapters, and/or councils involved\*\***

<b>Date:</b>	<b>Event:</b>	<b>Time:</b>
<b>August 4</b>	<b>Panhellenic Association Meeting</b>	<b>5 p.m.</b>
<b>August 9</b>	Fall 2017 Classes Begin <i>Fraternity and Sorority Life Recruitment/Intake Window Opens</i> <b>Get the Scoop</b>	<b>6 p.m.</b>
<b>August 10-15</b>	<b>Fall 2017 Panhellenic Sorority Formal Recruitment</b>	
<b>August 11</b>	<b>FSL Student Organization Registration Due</b> <b>Alcohol Acknowledgement Policy Due</b>	<b>12 p.m.</b>
<b>August 11-14</b>	<b>Fall 2017 Interfraternity Council Formal Recruitment</b>	
<b>August 23</b>	<b>NPHC Convocation</b>	<b>6:30 p.m.</b>
August 24	Mocktails Event with UPD and CDI	7 p.m.
<b>August 25</b>	<b>New Member Agreements Due</b> (Anti-Hazing, Grade Release, and Sexual Misconduct Policy Forms)	<b>12 p.m.</b>
<b>September 1</b>	<b>Roster Updates Due</b>	<b>12 p.m.</b>
September 4	No Classes – Labor Day	
<b>October 1</b>	<b>Roster Updates Due</b>	<b>12 p.m.</b>
October 5-6	No Classes – Fall Break	
<b>November 1</b>	<b>Final Roster Updates for Grade Reports Due</b>	<b>12 p.m.</b>
November 15	<i>Fraternity and Sorority Life Recruitment/Intake Window Closes</i>	
November 18-25	No Classes – Thanksgiving Break	
December 1	Fall 2017 Classes End	
December 9	Fall 2017 Graduation	
January 8	Spring 2018 Classes Begin <i>Fraternity and Sorority Life Recruitment/Intake Window Opens</i>	



January 15	No Classes – Martin Luther King Holiday	
January 24	FSL Speaker – David Stollman	6 p.m.
<b>January 30</b>	<b>FSL Presidents Meeting</b>	<b>6 p.m.</b>
<b>February 1</b>	<b>Roster Updates Due</b> <b>Standards of Excellence Due</b>	<b>12 p.m.</b> <b>5 p.m.</b>
February 8-11	AFLV Central Conference	
<b>February 15-17</b>	<b>Standards of Excellence Presentations</b>	
<b>February 24</b>	<b>The NPHC Experience</b>	<b>1 p.m. – 5 p.m.</b>
<b>February 27</b>	<b>FSL Presidents Meeting</b>	<b>6 p.m.</b>
<b>March 1</b>	<b>Roster Updates Due</b>	<b>12 p.m.</b>
March 4	TIPS Training	
<b>March 10</b>	<b>PhiredUp! Recruitment Training (IFC and CPC)</b>	
March 19-25	No Classes – Spring Break 2018	
<b>March 27</b>	<b>FSL Presidents Meeting</b>	<b>6 p.m.</b>
<b>April 1</b>	<b>Final Roster Updates for Grade Reports Due</b>	<b>12 p.m.</b>
April 8-12	Fraternity and Sorority Life Week	
April 22	<i>Fraternity and Sorority Life Recruitment/Intake Window Closes</i>	
April 24	FSL Photoshoot (Fraternity and Sorority Life Village) FSL Presidents Meeting	5 p.m. 6 p.m.
April 30	Spring 2018 Classes End	
May 2-8	Spring 2018 Final Exams	
May 10	Spring Commencement	

**\*\*Dates, times, and/or locations are subject to change at any time.\*\***

Please contact the Center for Student Involvement for any questions and/or update for these dates, times, and/or locations.

# **CHAPTER III: Recruitment/Intake Guidelines**

# Recruitment/Intake Requirements

## Intake/Recruitment process

### **Submit all forms to the Center for Student Involvement**

Forms mentioned below for your respective councils must be submitted to the Center for Student Involvement for processing purposes. The new member will not be added to your organizations roster unless all required paperwork has been received.

National Pan-Hellenic Council (NPHC)/Multicultural Greek Council (MGC): Additional Intake Procedures for NPHC and MGC organizations are provided by their respective national organizations. All NPHC and MGC chapters must adhere to their Intake Procedures as stipulated by their headquarters. Please make sure to complete the intake paperwork completely.

College Panhellenic Council (CPC): Those wishing to join a CPC sorority during a period other than the formal recruitment week must complete a Continuous Open Bid or COB form.

### **Recruitment/Intake Grade Check Form.**

This form allows the Center for Student Involvement to complete a grade/hour check on the potential new member. This form **MUST** be submitted to the Center for Student Involvement after all information has been provided on the form. After confirmation has been received that the student is eligible, chapters may complete step 2. Please allow 2 business days for the return of this document.

### **Anti-Hazing/Grade Release/Sexual Assault Policy Form**

All potential new members must read and sign the Grade Release Form/Individual Hazing Policy/Sexual Misconduct Policy of the University of West Georgia which can be found on the Center for Student Involvement OrgSync portal.

Failure to have all new members submit the anti-hazing/grade release/sexual misconduct policy form within 2 weeks of formal pinning (or by August 24th) will result in all socials being cancelled until all forms are submitted through OrgSync with an electronic signature.

*Note: Signing policies should not be completed until the chapter receives confirmation from the Center for Student Involvement that the student is eligible to join and meets university requirements.*

## **CHAPTER IV: New Member Guidelines**

# **New Member Guidelines**

## **Academic Requirements for Potential New Members**

To participate in Recruitment or Intake, students must be in good academic standing (2.0 Cumulative GPA) with the University of West Georgia. Students must maintain full-time student status (minimum of 12 credit hours for fall and spring) during their new member periods.

Each chapter has their own minimum GPA requirements that might be higher than the University minimum. For example, some Panhellenic and IFC organizations cannot extend membership to students who have below at 2.20 UWG adjusted GPA while others might have a higher GPA requirement, up to a 2.7 GPA. The average NPHC required GPA is a 2.5; however, some organizations also require a higher GPA.

## **New Member Education**

New member education at a chapter level includes, but is not limited to, new member education classes/activities, final votes, final initiation preparation weeks, and any and all activities that could cause a new member to be released and not initiated into full membership.

All Social Fraternity and Sorority student organizations that sponsor a period of new member education, prior to full admittance into membership, must adhere to the following provisions for each semester the chapter has a new member class:

**i. The organization must be registered as a student organization**

**ii. New Member Education Program Completion Date**

All new member education programs must be completed within 8 weeks from your New Member pinning ceremony. New member education may not be carried over to the following semester.

**iii. Initiation**

The formal initiation ceremony may be held the following semester with written permission from your Inter/National Office. This written permission must be submitted to the Center for Student Involvement by November 10 each fall semester.

# **CHAPTER V: Registration of Events**

## **Registration of Events**

Please reference the Social Policy found on the CSI Website and the Fraternity and Sorority Life portal on OrgSync. Contact the Residence Life Coordinator for the Greek Village for any questions.

# **CHAPTER VI: Academic Requirements and Policies**



# Academic Requirements and Policies

## Chapter Grade Point Average (GPA) Policy

Every chapter as a whole must maintain a minimum chapter semester grade point average (GPA) of 2.5, including new members.

Chapter grade reports will be issued by the Center for Student Involvement within one (1) month from each semester's graduation. Chapter grade reports including grades for each member will be made available to Chapter Presidents, Chapter Advisors, and National Headquarters.

The Center for Student Involvement will notify the chapters in writing if they are placed on academic probation.

A chapter will be put on academic probation if:

- total semester chapter GPA falls below a 2.5;
- semester new member GPA falls below a 2.5;
- semester active members GPA falls below a 2.5.

The first semester a chapter/active/new member GPA falls below a 2.5, the chapter will be placed on Level 1 probation status, and on social restriction, meaning they will only be able to host two events with alcohol during the semester following the grade report being released. (ie: spring grade report of new member/active member/chapter membership class below a 2.0 will result in the social restriction for the following fall semester)

Chapters will have one semester to complete the all status requirements. Failure to complete the Level 1 Probation requirements will place a chapter on Level 2 Suspension.

Once a chapter completes the Level 2 Suspension requirements, the chapter will be placed on Level 1 Probation status for following semester. Once a chapter completes one semester on Level 1 probation status successfully and has maintained all three total GPA's at a 2.5 minimum, the chapter will return to good standing.

### **LEVEL 1: PROBATION STATUS**

Notification of chapter probationary status will be sent to the Chapter President, Chapter Advisor, and national headquarters by the Center for Student Involvement. The chapter must complete the following:

- Prepare a written action plan for academic improvement. The action plan must be signed by the chapter president, chapter academic chair, and chapter advisor.

- Schedule a meeting with the Center for Student Involvement to go through the academic action plan within three (3) weeks of the initial notice.
- The chapter president and academic chair will meet with the Center for Student Involvement on a monthly basis to assess the chapter's academic performance and progression through the action plan.
- Plan and implement two (2) different academic programs utilizing two (2) different University academic resources.
- Limit the chapter social/alcoholic activities to two (2) events for the semester, including formal. No overnight trips will be allowed.
- Chapters will not be able to host week long consecutive programming to celebrate their chapter.
  - Chapters cannot have “weeks”

## **LEVEL 2: SUSPENSION STATUS**

Notification of chapter suspension status will be sent to the Chapter President, Chapter Advisor, and national headquarters by the Center for Student Involvement.

- The chapter will be recommended for interim suspension to the Associate Vice President (AVP) for Student Life & Dean of Students.
  - While suspended, chapters will not be able to hold any social events or reserve spaces on campus.
- The chapter will schedule a meeting with the chapter president, chapter advisor, Center for Student Involvement, and Vice President for Student Life & Dean of Students to discuss continued recognition of the chapter on campus if chapter is placed on interim suspension.

## **REGAINING RECOGNITION AFTER LEVEL 2: SUSPENSION STATUS**

- The chapter must present a plan for chapter redevelopment that clearly addresses the academic failings of the chapter. This plan must be signed and approved by the chapter president, chapter academic chair, and chapter alumni advisor.
- This plan must include a letter of explicit and detailed support from the inter/national headquarters
- Submit and present the plan, and letter of support to the AVP for approval.
- The chapter will remain on Level 2 suspension for a minimum of one semester while the academic plan is created and implemented.
- Upon completion of all above items, and approval from the Center for Student Involvement, chapters will return as a recognized chapter into

Level 1 Probation Status. Upon meeting the Level 1 Probation Status requirements the chapter will return to good standing.

## **Release of GPA Averages for Social Fraternities & Sororities Policy**

The Center for Student Involvement will secure grade point averages for Social Fraternity & Sorority organizations on a continuing basis.

- New members will be required to sign a statement acknowledging the release of GPA through OrgSync during their New Member period.

These statements will be kept on file through OrgSync for the duration of the individual's affiliation with the organization and will be terminated upon the graduation or disassociation of the individual.

- Once the grade point averages have been secured the organization's president will be contacted.
- Individuals requesting and receiving grade point average information must be a current officer within his/her respective organization and must be listed on the organization's OrgSync page and the Fraternity/Sorority Officer Update Form.

# **CHAPTER VII: Fraternity and Sorority Life Housing Policy**

## **Fraternity and Sorority Housing Policy**

1. All students residing in or visiting the Greek Village are accountable for all regulations found within both the Residence Life Handbook and the Organizational Housing Contract.
2. In an effort to support the Fraternity & Sorority culture on campus, Social Fraternity & Sorority Organizations are required to complete an application and contract for Greek Village housing within six months of colonization. Housing will be provided as available and at the sole discretion of the University.
3. Organizations that fail to adhere to the policy or contract will be considered in violation of University policy and procedure and will be referred to the University student conduct process for removal from the University.
4. Organizations are not permitted to have housing off-campus; however, two organizations with previous off-campus housing have been exempted from this policy. Should those organizations become inactive for any reason, or if they choose to move into Greek Village in the future, they will then be bound by this policy.

### **Housing Exemption Policy**

1. In an effort to support Fraternity and Sorority Life on campus, the University requires social Greek organizations to have a house in the Greek Village. Exceptions to this policy are granted by the Vice President for Student Affairs and Enrollment Management. All IFC, CPC, MGC, and NPHC chapters are required to complete an application and contract for Greek Village Housing within six months of colonization. The ability to maintain a house in the village will be based on several factors, including the application, membership numbers, recruitment, and financial/organizational health.
2. Organizations without a house in the village, which have not been exempted from these policies, will be assessed annually for financial and organizational health, which may result in the University requiring those organizations to obtain a house in the village.

### **Housing Occupancy Requirements**

1. Organizations are required to maintain 100% occupancy both Fall and Spring Semesters, and 50% occupancy for the months of June and July. May is not a required occupancy month, but it is an option. Organizations who fall below the stated requirements will be billed by Housing and Residence Life for any vacant rent charges.
2. Comprehensive fees are charged to all non-residing members with a house in the Greek Village. Those who reside in the Village are waived the comprehensive fee.
3. All students residing in the Greek Village must complete a Housing Application like all other on campus residents.
4. If Housing and Residence Life terminates the assignment for an organization or an individual, a contract still exists, and the resident(s) will be relocated

elsewhere on campus. To appeal this decision, a formal Housing Contract Appeal must be submitted. See the Housing and Residence Life website for more information.

## **CHAPTER VIII: Good Standing Policy**

### **Good Standing Policy**

All chapters found to not be in good standing with their respective council will be suspended from social privileges - including but not limited to registered social events, Homecoming, Greek Week, and Greek Grind - until the organization is once again in good standing.



# **CHAPTER VIII: Standards of Excellence**



## **Standards of Excellence**



**Center for Student Involvement**  
**Fraternity and Sorority Life**

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## **Purpose**

The University of West Georgia general fraternity and sorority Standards of Excellence (SOE) Assessment process is designed to provide an objective reflection of a chapter's performance and to honor outstanding chapter achievement. It will help to assist chapters in achieving the highest level of excellence possible in programming and chapter management. The focus of the SOE is to assess each chapter and its contributions to its members, the fraternity and sorority community, the University of West Georgia campus, and surrounding community.

Fraternity and Sorority Life at the University of West Georgia strives to empower our students to excel in their personal and collective pursuits as leaders, scholars, servants, and socially responsible members of the campus community by supporting the four pillars of membership:

1. Scholarship – intellectual growth and academic excellence
2. Brotherhood and Sisterhood – enduring bonds of friendship based upon shared fraternal values within organizations and the fraternity and sorority community
3. Leadership – effective and principled leadership of both their individual chapters and the broader University of West Georgia community
4. Service – selfless service to Carrollton, the state of Georgia, and the nation through civic engagement, philanthropic activities, and personal and organizational accountability.

Participation in SOE's gives each chapter an opportunity to have its programs evaluated by the University of West Georgia faculty and staff and be provided written and verbal feedback to help each chapter in their pursuit of excellence. This packet will serve as a guide in preparing chapters for the assessment and awards process at a state, regional, and inter/national level.

This is a two-part process composed of a portfolio and formal business presentation. It is each chapter's requirement and responsibility to document their answers for each of the categories being presented in both entities.

## **Portfolio**

Complete and fill out these guidelines, include all supporting documents, required documentation, photos, and anything else to show completion of the sections.

There are 500 points possible in the Portfolio portion including the Self-Assessment, which has 6 areas of standards:

1. Chapter Administration
2. Educational Programming
3. Chapter Development
4. Community Service and Philanthropy
5. Academic Achievement
6. Chapter Improvement

### **Documentation**

Remember it is the chapter's responsibility to prove it, through proper documentation. Don't assume that the faculty and/or staff know anything about the organization or what has been accomplished over the past year. Be specific and detailed in the documentation. Follow instructions completely or points will not be awarded. All community service hours *must be logged* in OrgSync or it will not be counted towards the total number of hours served.

### **Formal Presentation**

Give a formal business presentation no less than 10 minutes, but no more than 15 minutes, which reviews and highlights how the chapter met the SOE requirements and what the chapter has done over the academic year. The presentations will be presented to a panel composed of administration, faculty, staff, and students. There will be a time that the panel will be allowed to have a 5 minute questions and answer portion. The presentation will be worth 500 points to be determined by the professionalism of the presentation, organization of the PowerPoint and/or video(s), preparation, and including of each section of the portfolio in the presentation.

Any fraternity and sorority members, graduate chapter members, alumni, academic advisors, and/or chapter advisors are allowed and encouraged to attend the presentation to support the members presenting (Please let the Center for Student Involvement know an estimate of the number of people attending the SOE presentation so that adequate arrangements can be made for seating, etc.)

#### *How to Prepare for Presentation*

Chapters should use the same information that is included in their portfolio as a framework for their presentation with panel. It is suggested that you have a slide for each section highlighting the parts your chapter is most proud of and desires to work on in the future.

### **Presentation Tips**

#### *Who should be the chapter's representative at the presentation?*

Officers or chairs that have the most knowledge regarding the chapter's involvement in the specific areas are encouraged to attend the presentation. We suggest that you have at least one new member that is a sophomore, one junior, and one graduating senior attend the presentation.

#### *What to bring to the presentation?*

Since this is a formal business presentation, each present member of the organization in attendance must be dressed professionally. The presenters will need to bring the information regarding the chapter's portfolio to use as a framework for conversation with the panel. They will also need the presentation to be saved onto a portable jump drive if you are using PowerPoint or playing a video.

#### *What to expect during the presentation?*

The panel will provide feedback at the conclusion of the presentation. This immediate feedback should give clarity about the areas in which your organization is doing well and those that may need improvement. They will also be sending the Center for Student Involvement a completed form with written feedback that will be provided to the chapter president during the consultation after the assessment process has concluded. This feedback should be used as the chapter evaluates progress and sets goals for the coming year.

### **Ranking Criteria**

Upon completion of both of these items, chapters will receive a rating that will allow the chapter to assess areas of strength and weakness. Chapter recognition on campus will also be based on each chapter's participation in, completion of, and rating in this process. All chapter ratings will be published for the online Fraternity and Sorority Life website. A meeting must be scheduled with the Center for Student Involvement to go over scores and chapter portfolio after the rating. The meeting must occur between March 1st-15th and needs to be made with Katie Gardner, Fraternity and Sorority Life Graduate Assistant. These meetings should take no longer than 10 minutes to complete and you will receive your portfolio scores and feedback.

Ratings will be based on a 5 Star rating program based on the combined scores from the chapter's portfolio and presentation.

Chapters that achieve a 4 or 5 Star rating as both an overall rating and in each category, will be recognized as excellent chapters, and will be completed with the SOE process. Chapters achieving an overall 4 Star or 5 Star rating, but achieving less than a 3 Star (or less than 80%) rating in any given category (or categories), will have to complete a "Chapter Improvement Plan" for that specific category (or categories). Any chapter receiving a 3 Star (or less than 80%) rating in any given category will not be eligible for the President's Flame.

Chapters achieving an overall 3 Star rating will be required to submit a "Chapter Improvement Plan" including a timeline and details on how the chapter will improve and take immediate action to increase their overall rating. The plan is due to the Center for Student Involvement within two (2) weeks of the chapter's SOE meeting. The "Chapter Improvement Plan" will address each category that was 3 Star or below on the SOE. Chapters achieving an overall 3 Star rating will be placed on probation if they do not complete a "Chapter Improvement Plan." The chapter advisor and faculty advisor will be notified of the need of such planning and should be included in the planning of the "Chapter Improvement Plan."

Chapters achieving an overall 2 or 1 Star will be placed on probation immediately. These chapters will then be required to submit a "Chapter Improvement Plan" including a timeline within two (2) weeks of their SOE meeting. These chapters will then be placed on probation for the fall semester and will have a "reassessment" by the end of November. In addition to the reassessment, the chapter must complete an updated SOE presentation identical to the spring presentation requirement. The date of the presentation will be scheduled through the Center for Student Involvement. If improvement is not noted or if the chapter again receives an overall 2 or 1 Star rating the chapter will remain on probation. Probation lasts until the chapter is reassessed at an overall 3 Star rating or higher or up to a maximum of 3 consecutive semesters.

Probation consists of the following: for one (1) semester *effective immediately*

- No chapter social activities on or off campus.
- No chapter participation in University of West Georgia Intramurals (a chapter is defined as 3 or more members on a team).
- After a chapter has been on probation for 2 consecutive semesters or violates any condition of probation, the chapter will be placed on suspension.
- If a chapter who is on probation violates 1 or more conditions, that chapter will be placed on suspension immediately.
  - If an investigation is warranted, the chapter is suspended until investigation is completed. Pending the outcome, the chapter will either remain on suspension or be placed back on probation.

Suspension consists of the following: for two (2) consecutive semesters *effective immediately*

- Includes all restrictions of the probation terms (listed above)
- No support or recognition from the Center for Student Involvement
- A call to their inter/national headquarters to discuss next steps moving forward
- In order to regain recognition as a registered student organization, a suspended chapter must:
  - Present an Action Plan to the Center for Student Involvement to be approved
  - Complete it and present it in November or April (whichever is assigned) with an improved score.
- Chapters who do not participate in the SOE process will immediately be placed one semester of probation, as per the terms provided above. Failure to complete the next chapter assessment (in the following semester) will result in immediate suspension, as per the terms provided above.

### **Awards Breakdown**

If a chapter is eligible to receive an award (i.e. 4- or 5- stars), they have the opportunity to potentially receive various awards by completing the Standards of Excellence which includes the following:

- Highest GPA for Chapter and New Member Class Award (per semester per council)
- Highest Individual GPA Awards
- Community Service Award
- Chapter Philanthropy Event Award
- Brotherhood/Sisterhood Unity Award
- Best Educational Programming Award
- Most Collaborative Chapter and Council Award
- Outstanding Chapter Award (per council)
- President's Flame

These awards are subject to change based on need/qualifications and some may be presented at the Student Achievement Awards Ceremony in April.

Questions, comments, and concerns can be directed to the Fraternity and Sorority Life staff within the Center for Student Involvement.

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## Review of Overall Rating Criteria

**5 Star:** Complete all SOE requirements with an overall score of 900-1000 points

- Eligible for President's Flame
- No further action is required

**4 Star:** Complete all SOE requirements with an overall score of 800-899 points

- Eligible for President's Flame
- No further action is required unless a specific category (or categories) has been rated at a 3 (or lower than 80%) or below, then follow the 3 Star (or lower than 80%) category on "Chapter Improvement Plan" and will not be eligible for President's Flame

**3 Star:** Complete all SOE requirements with an overall score of 700-799 points

- Not eligible for President's Flame
- Submit a "Chapter Improvement Plan" including a timeline
- No later than two (2) weeks after SOE chapter meeting
- The "Chapter Improvement Plan" will address each category that was rated as a 3 Star (or lower than 80%) or below
- If the "Chapter Improvement Plan" is not completed, the chapter will be placed on probation

**2 Star:** Complete all SOE requirements with an overall score of 400-699 points

- Not eligible for President's Flame
- Chapter is placed on probation
- Submit a "Chapter Improvement Plan" including a timeline for ALL categories on the SOE, regardless of individual category ratings
- No later than two (2) weeks after SOE meeting
- A reassessment of the chapter will take place by the end of the semester
- Reassessment includes an updated and completed SOE portfolio and presentation to the Center for Student Involvement
- Contact of Faculty Advisor, Chapter or Graduate Advisor, and National Headquarters

**1 Star:** Complete all SOE requirements with an overall score of 0-399 points

- Not eligible for President's Flame
- Chapter is placed on suspension
- Submit a "Chapter Improvement Plan" including a timeline for ALL categories on the SOE, regardless of individual category ratings
- No later than two (2) weeks after SOE meeting
- A reassessment of the chapter will take place by the end of the semester.
- Reassessment includes an updated and complete SOE portfolio and presentation to the Center for Student Involvement
- Contact of Faculty Advisor, Chapter or Graduate Advisor, and National Headquarters

# Portfolio Scoring Sheet

**\*\*All documentation must be completed and in order listed below or only half points will be awarded\*\***

**Organization:** \_\_\_\_\_

## Category I: Chapter Administration

1. General Chapter Information (20 points)
2. Constitution/By-Laws (10 points)
3. Greek Governing Body Participation in IFC, NPHC, and PC (10 points)
4. Proof of Attendance at President's Meetings (10 points)
5. Chapter New Member Education/Intake Plan (10 points)
6. Chapter paperwork (10 points)
7. Chapter participation in the Greek Leadership Retreat (10 points)
8. Proof of chapter meetings (10 points) **Score \_\_\_\_\_ out of 90**

## Category II: Educational Programming

1. Social Issues (20 points)
2. Leadership (20 points)
3. Diversity Programs (20 points)
4. Alcohol, Other Drug, and Anti-Hazing Programs (20 points)
5. Greek Life Involvement (20 points) **Score \_\_\_\_\_ out of 100**

## Category III: Chapter Development

1. Campus Involvement (20 points)
2. Personal Development (20 points)
3. Professional Development (20 points) **Score \_\_\_\_\_ out of 60**

## Category IV: Community Service and Philanthropy

1. Community Service (50 points)
2. Philanthropy (50 points) **Score \_\_\_\_\_ out of 100**

## Category V: Academic Achievement

1. Academic Programs (25 points)
2. Academic Incentives (25 points)
3. Grade Point Average (50 points) **Score \_\_\_\_\_ out of 100**

## Category VI: Chapter Improvement

1. 5 Reflection Questions (10 points) **Score \_\_\_\_\_ out of 50**

**Portfolio Score: \_\_\_\_\_ (out of 500 possible points)**

**NOTE:** There are six SOE categories. All categories contain various sections that are ranked on a points scale; based on the information submitted/gathered, the individual category rankings, and presentation total points will be considered in determining the overall SOE status ranking for your chapter.

# Portfolio Requirements

## Category I: Chapter Administration

<b>1. Organization Name and Chapter</b>	
<i>Full title of organization</i>	
<b>2. Mailing Address</b>	
<b>3. Organization Email Address</b>	
<b>4. National New Member/Intake Cost</b>	<b>5. Local Chapter Dues</b>
<i>Dollar (\$) amount to enter the organization</i>	<i>Dollar (\$) amount paid per semester</i>
<b>6. National Dues</b>	<b>7. When Elections are Held</b>
<i>Dollar (\$) amount that inter/national headquarters receives</i>	<i>Month</i>
<b>8. Council the Organization holds Membership</b>	<b>9. Charter/ (Re) Colonization Date</b>
<i>IFC, NPHC, or PC</i>	<i>Include your original charter date and most recent re-charter or re-colonization date</i>
<b>10. Chapter President Contact Spring 2017</b>	<b>11. Chapter President Contact Fall 2017</b>
Name:	Name:
Email:	Email:
<b>Number of Members Active on Roster</b>	
<i>Include newly initiated members, please provide a copy of each for both semesters</i>	
12. Spring 2017	13. Fall 2017

**Number of New Members**

*Only newly initiated members, please provide a copy of each for both semesters*

14. Spring 2017

15. Fall 2017

**16. Your Organization's Mission Statement/Creed/Doctrine of Values that guide all members**

**17. Name of Alumni Chapter/Association**

*Chapter name*

**18. Nearest Alumni Chapter/Association**

*Provide address*

**19. Chapter or Alumni Advisor Contact**

Name:

Email:

**20. Faculty Advisor**

Name:

Email:

**Please attach the following documents (in order)**

*Please label each document for points to be awarded*

**Constitution and By-Laws (10 points)**

*Provide a copy of the most up to date documents*

**Greek Governing Body Participation (10 points)**

*IFC, NPHC, or PC minutes with attendance present for each meeting*

**President's Meetings (10 points)**

*Agenda with attendance provided for each meeting*

**Chapter New Member Education/Intake Plan (10 points)**

*Each semester's education plan with dates, times, and location of each activity*

**Chapter Paperwork (10 points)**

*Copy of Insurance*

*Copy of Risk Management Plan*

**Chapter participation in Greek Leadership Retreat (10 points)**

*Documentation of representation at the retreat*

**Proof of Chapter Meetings (10 points)**

*Provide copies of attendance records for each meeting*

**Category II: Educational Programming**

**Social Issues**

*List the events held below as well as provide flyer(s), agenda(s), and/or PowerPoint presentation(s) utilized for each event and label them for each specific event*

- 1.
- 2.
- 3.

**Leadership**

*List the events held below as well as provide flyer(s), agenda(s), and/or PowerPoint presentation(s) utilized for each event and label them for each specific event*

- 1.
- 2.
- 3.

**Diversity Programs**

*List the events held and/or attended below as well as provide flyer(s), agenda(s), and/or PowerPoint presentation(s) utilized for each event and label them for each specific event*

- 1.
- 2.
- 3.

**Alcohol, Other Drug, and Anti-Hazing Programs**

*List the events held below as well as provide flyer(s), agenda(s), and/or PowerPoint presentation(s) utilized for each event and label them for each specific event*

- 1.
- 2.
- 3.

**Greek Life Involvement**

*List the events attended below as well as provide flyer(s), agenda(s), and/or PowerPoint presentation(s) utilized for each event and label them for each specific event*

*Some events are already listed, please provide documentation that your chapter was present with at least 80% attendance by members*

1. **Greek Leadership Retreat**
2. **March's Greek Speaker**
3. **Day of Service**
4. **Unpack the Pack**
5. **Pack Premier**
6. **Get The Scoop on Greek Life**
7. **Student Organization Fair**
8. **Convocation**
- 9.

**Category III: Chapter Development**

**Campus Involvement**

*Provide proof of involvement including athletic teams/clubs, student organizations, on-campus jobs, internship, band, choir, and/or intramurals*

Please attach your member roster with it labeled “Campus Involvement” as the title and list each campus involvement and/or organization per member

**Personal Development**

*Please provide a list of workshops and/or lectures attended, planned, and/or hosted by the chapter with member attendance sheets attached and labeled per event*

- 1.
- 2.
- 3.
- 4.
- 5.

**Professional Development**

*Please provide a list of workshops and/or lectures attended, planned, and/or hosted by the chapter with member attendance sheets attached and labeled per event*

- 1.
- 2.
- 3.
- 4.
- 5.



**Category IV: Community Service/Philanthropy**

**Community Service**

*Please list each event below and provide proof of involvement including photos, attendance taken at events, and/or other documentation per service event*

- 1.
- 2.
- 3.
- 4.
- 5.

**Report Community Service Hours**

*Please submit a chapter roster including each member's community service hours and a total amount of hours performed as a chapter collectively. **\*\*This must be logged in OrgSync to be counted towards hours\*\****

**Total Hours of Community Service:** \_\_\_\_\_

**Philanthropy**

*Please list each event below and provide proof of involvement including photos, attendance taken at events, and/or other documentation per service event*

- 1.
- 2.
- 3.
- 4.
- 5.

**Report Philanthropy Donations**

*Please list each event hosted by the chapter with the money collected/donated*

**Chapter Philanthropy total donated:** \$\_\_\_\_\_.

**List chapter philanthropy events, money collected at each event, and other donations made by the chapter to other philanthropies for other organizations.**

- 1.
- 2.
- 3.
- 4.
- 5.

**Yearly Hosted Philanthropy Event by Chapter**

What organization benefited from this event?

\_\_\_\_\_

How much money and/or items donated was raised?

\_\_\_\_\_

Total amount donated dollars and/or items:

\_\_\_\_\_

**Category V: Academic Achievement**

**Academic Programs**

*Please list each event below and provide proof of involvement including photos, attendance taken at events, and/or other documentation per academic event*

- 1.
- 2.
- 3.
- 4.
- 5.

**Academic Incentives**

*Please submit a clear description of the Academic Incentives offered by the chapter and national organization*

**Grade Point Average**

*Please submit a copy of the chapter's roster with the semester and cumulative grade point averages for all individual members and new members for Spring and Fall 2017, then list the chapter and new member collective GPAs below*

**Spring 2017****Fall 2017**

Chapter Semester GPA \_\_\_\_\_

Chapter Semester GPA \_\_\_\_\_

Chapter Cumulative GPA \_\_\_\_\_

Chapter Cumulative GPA \_\_\_\_\_

**Spring 2017****Fall 2017**

New Member Semester GPA \_\_\_\_\_

New Member Semester GPA \_\_\_\_\_

New Member Cumulative GPA \_\_\_\_\_

New Member Cumulative GPA \_\_\_\_\_

**Category VI: Chapter Improvement**

**Reflection Questions**

*Please answer each question below with a clear explanation and/or solution*

**1. What are the chapter's strengths?**

**2. What are the chapter's weaknesses?**

**3. What are the chapter's opportunities for improvements?**

**4. What are the chapter's threats?**

**5. List five attainable goals that are planned for next year.**

**1.**

**2.**

**3.**

4.

5.

## Presentation Scoring Sheet

Panel - Please utilize the back of this page to write your feedback and critiques of the presentation.

**\*\*All documentation must be presented that is listed below or only half points will be awarded\*\***

**Organization:** \_\_\_\_\_

**Category I: Presentation covers all 6 sections of the Standards of Excellence (20 points each)**

*Check off all topics covered*

1. \_\_\_\_\_ General Chapter Information
  2. \_\_\_\_\_ Educational Programming
  3. \_\_\_\_\_ Chapter Development
  4. \_\_\_\_\_ Community Service and Philanthropy
  5. \_\_\_\_\_ Academic Achievement
  6. \_\_\_\_\_ Chapter Improvement
- Score \_\_\_\_\_ out of 120**

**Category II: Visual Presentation (20 points each)**

*Check all that apply*

1. \_\_\_\_\_ Business attire
  2. \_\_\_\_\_ Presentation reflects good preparation
  3. \_\_\_\_\_ Well organized PowerPoint
  4. \_\_\_\_\_ Utilized an Agenda
- Score \_\_\_\_\_ out of 80**

**Category III: Verbal Presentation (20 points each)**

*Check all that apply*

1. \_\_\_\_\_ Well spoken (Volume is acceptable)
  2. \_\_\_\_\_ Able to easily understand what is being said (No mumbling or "Um")
  3. \_\_\_\_\_ Faces the panel when speaking
  4. \_\_\_\_\_ Does not read directly from PowerPoint
  5. \_\_\_\_\_ Preparation is apparent (Not a last minute)
- Score \_\_\_\_\_ out of 100**

**Category IV: Time Requirement (between 10 and 15 minutes)**

*Check one that applies*

1. \_\_\_\_\_ Under 10 minutes = 50 points
  2. \_\_\_\_\_ Meets 10 minute minimum or concludes at 15 minutes = 100 points
  3. \_\_\_\_\_ Over 15 minute maximum = 75 points
- Score \_\_\_\_\_ out of 100**

**Category V: Questions and Answers (50 points each)**

*Check all that apply*

1. \_\_\_\_\_ Answered questions asked by panel
  2. \_\_\_\_\_ Had support present to assist (if needed)
- Score \_\_\_\_\_ out of 100**

**Presentation Score: \_\_\_\_\_ (out of 500 possible points)**

**NOTE:** There are six SOE categories. All categories contain various sections that are ranked on a points scale; based on the information submitted/gathered, the individual category rankings, and presentation total points will be considered in determining the overall SOE status ranking for your chapter.

## Guidelines and Clarification

This section will clarify *each* category and include *specific instructions* for each section to be counted as complete and receive full points.

### Standing Rules

1. If sufficient documentation is not presented in the portfolio and/or presentation, partial or no points will be given for that section.
  - a) Sufficient documentation is defined as attendance sheets, Orgsync generated spreadsheets, photos, meeting agendas or minutes that are clearly labeled and in order for the corresponding category and section to be counted for full points.
2. The portfolios must be completed in Orgsync under the Fraternity and Sorority Life portal. Sufficient documentation for each category must be provided in order to be counted for full points.
3. Forgery of any activities, donations, academic reports, and/or attendance will be subject to immediate probation and a reassessment process.
4. All community service hours must be logged into Orgsync to be counted towards chapter community service hours. Proof must be documented and will be double checked through the Center for Student Involvement once portfolios have been submitted.
5. Late portfolios will be automatically disqualified from eligibility for Student Achievement Awards of any kind, including, but not limited to, President's Flame, Outstanding Chapter, Greek Man or Greek Woman of the Year, etc.
6. Missing deadlines throughout the year will be noted and reflect on the Standards of Excellence (SOE) report and grading scores.
  - a) For example, missing the deadline to turn in an updated advisor's form or chapter's roster will cause that chapter to lose points in the "Category 1: Chapter Administration" section for failing to meet deadlines.

## **Category I. Chapter Administration**

1. General Chapter Information
  - a) Complete each section correctly
  - b) Provide documentation when applicable
  
2. Constitution and By-Laws
  - a) Provide the most up to date documents
    - i) Constitution can be utilized from year to year
    - ii) By-Laws should be reviewed and updated annually
      - (1) Please make notes on any edits and/or revisions to the By-Laws made
  
3. Greek Governing Body Participation
  - a) Provide copies of the minutes for each council meeting (IFC, NPHC, or PC) with attendance present in chronological order
  
4. President's Council Meetings
  - a) Provide copies of the minutes for each meeting held with attendance present in chronological order
  
5. Chapter New Member Education/Intake Plan
  - a) Provide a copy of the plan for new members that takes place each semester with
    - i) List all pledge master(s), new member educator(s) and/or other officer(s) in charge of new member activities
    - ii) Dates, times, and locations of activities
    - iii) Who was present during these activities
  
6. Chapter paperwork
  - a) Provide a copy of Chapter's proof of insurance
  - b) Provide copy of Chapter's Risk Management Policy
    - i) Specific to the local chapter
      - (1) Do not copy and paste chapter's national policy; create one with a plan and implement it
  
7. Chapter participation in Greek Leadership Retreat
  - a) Provide a photo of Chapter's representative at the retreat
  
8. Proof of Chapter Meetings
  - a) Provide copies of attendance records, minutes, or agendas for each meeting in chronological order



## **Category II: Educational Programming**

Provide documentation on each activity that is required and any additional programs held

- Any of these programs can be counted for double categories
  - For example, if the Center for Student Involvement is hosting an event that fits into one of these sections within “Educational Programming”, like National Hazing Prevention Week Events or Greek Speakers Series, then those events could count for these points, if documented and labeled correctly.
  
- Follow the format below when reporting all programming  
Include this information in the portfolio for each event in each section and document them in chronological order within each section:
  - Program Title
    - Signify if Chapter hosted, sponsored, co-sponsored, or attended
  - Brief description/Purpose of event
  - Date, Time, and Location
  - Number of members at event
    - Provide an Orgsync participation log sheet and group photo as proof of attendance

### **Required Programming**

1. Social Issues
  - a) Three per year
    - i) A program concerning social issues that the chapter coordinated, sponsored, hosted, or had at least 80% of their active membership in attendance. Some examples include: education, economy, racism, alcohol/drug use, eating disorders, men’s/women’s issues, sexual violence, HIV/AIDS, etc.
  
2. Leadership
  - a) Three per year
    - i) A program concerning leadership, or a leadership building experience for chapter, in which the chapter coordinated, sponsored, hosted the event, or had at least 80% of their active membership in attendance. Examples include programs on how to train officers, chapter retreats, leadership speakers/programs, national organization programming (if applicable).
  
3. Diversity
  - a) Three per year
    - i) A program that the Center for Diversity and Inclusion coordinated, sponsored, hosted that addresses issues of cultural differences, race, educational programs on cultures, and had at least 80% of their active membership in attendance.

#### 4. Alcohol, Other Drug, and Anti-Hazing Programs

**\*\*Please partner with at least one department on campus per event\*\***

For example, invite the University Police Department to assist in an alcohol awareness event.

##### Alcohol Program

- a) One per year
  - i) A program concerning alcohol issues that the chapter attended, coordinated, sponsored, hosted, and had at least 80% of their active membership in attendance.

##### Other Drug Program

- b) One per year
  - i) A program concerning other drug issues that the chapter attended, coordinated, sponsored, hosted, and had at least 80% of their active membership in attendance.

##### Anti-Hazing Program

- c) One per year
  - i) A program concerning hazing issues that the chapter attended, coordinated, sponsored, hosted, and had at least 80% of their active membership in attendance.

#### 5. Greek Life Involvement

- a) Five per year (List may vary from year-to-year)
  - i) An activity or event in which 80% of their active membership participated related to Fraternity and Sorority Life. Examples include Homecoming events (parade participation, banner, float, etc.), Greek Week, Greek Leadership to Go Track, educational programs put on by the Center for Student Involvement, or any activity that involved fraternity and sorority life as a whole.

**NOTE:** Programs must have had at least 80% of the chapter active membership in attendance (as indicated above) and must be offered by the chapter, another group/organization on campus, and/or the national organization,  
Or must have been sponsored by the campus or one of those constituents.

## Category III: Chapter Development

### Required Development

1. Campus Involvement
  - a) Each member is required to be involved in at least one other campus organization or activity at the University of West Georgia
  - b) Provide a Chapter roster with each member's name with their campus involvement listed
    - i) Examples of involvement including, but not limited to, sporting events, clubs, organizations, on-campus jobs, off-campus jobs, internship, Peer Educators, Resident Assistant, band, choir, participation on a University of West Georgia athletic team, and/or intramurals.
2. Personal Development
  - a) Five per year
    - i) A program that is attended and/or hosted by at least 80% of active membership and address personal development of chapter's members.
      - (1) Examples of programs include recruitment training, dining etiquette, time management, health and wellness workshops/lectures, fitness classes (kickboxing, self-defense, cycling, etc.), or other programs that enhance personal development.
    - ii) Programs must be facilitated by someone with professional training or expertise in the specified area.
      - (1) For example, Peer Educators are trained about many health issues, Recreation and Wellness Center professionals are trained in physical training and/or fitness classes.
      - (2) Invite them to present at a chapter meeting for 30 minutes or attend a fitness class with 80% membership present to count as a completed development.
3. Professional Development
  - a) Five per year
    - i) A program that is attended and/or hosted by at least 80% of active membership and address personal development of chapter's members.
      - (1) Examples of programs include resume-writing, mock-interviews, speed networking, financial aid, budgeting, or other programs that enhance professional development.
    - ii) Programs must be facilitated by someone with professional training or expertise in the specified area.
      - (1) For example, Career Services employees are trained for many professional development workshops and lectures on resume writing or interview preparation.
      - (2) Invite them to present at a chapter meeting for 30 minutes and that counts as a completed development

### **Category IV: Community Service and Philanthropy**

In order to receive points chapters **MUST** report and document their hours of community service on Orgsync. Failure to do so will result in **no points** to be counted for this category.

Below are two videos that can help walk you through adding in community service events on OrgSync:

1. Creating an event: <https://vimeo.com/127318451>
2. Adding participation: <https://vimeo.com/127417991>

Any additional questions please contact the Center for Student Involvement.

#### **Community Service**

1. List each event in the space provided on the SOE “Portfolio Requirements”
2. Provide proof of involvement including all of the following for each event:
  - a) Photos
  - b) Sign-in sheet
  - c) Orgsync logged hours sheet
    - i) Provide a copy of the Orgsync community service log
3. Report the total hours of community service performed as a chapter in the space provided on the SOE “Portfolio Requirements” sheet

#### **Philanthropy**

1. List the total dollar amount donated in the space provided on the SOE “Portfolio Requirements”
2. List Chapter philanthropy events, total money/items collected at each event, and other donations made by the chapter to other philanthropies for other organizations
3. Host or participate in one event per semester
  - a) Please provide documentation that states
    - i) What organization benefited from this event
    - ii) How money and/or items donated was raised
    - iii) Total amount donated dollars and/or items
      - (1) A receipt, list, and/or other documentation is required for this section

## **Category V: Academic Achievement**

1. Academic Programs
  - a) Follow the format below when reporting all programming  
Include this information in the portfolio for each event in each section and document them in chronological order within each section:
    - i) Program Title
      - (1) Signify if Chapter hosted, sponsored, co-sponsored, or attended
    - ii) Brief description/Purpose of event
    - iii) Date, Time, and Location
    - iv) Number of members at event
      - (1) Provide a Orgsync participation log sheet and group photo as proof of attendance
  
2. Academic Incentives
  - a) Follow the format below when reporting all programming  
Include this information in the portfolio for each event in each section and document them in chronological order within each section:
    - i) Program Title
      - (1) Signify if Chapter hosted, sponsored, co-sponsored, or attended
    - ii) Brief description/Purpose of event
    - iii) Date, Time, and Location
    - iv) Number of members at event
      - (1) Provide a sign-in sheet or group photo as proof of attendance
  
3. Grade Point Averages
  - a) Provide a Chapter roster with semester and cumulative grade point averages for all individual members and new members for Spring and Fall 2017
  - b) List the Chapter and New Member collective grade point averages on the SOE “Portfolio Requirements” sheet

#### **Category IV: Chapter Improvement**

1. Reflection Questions
  - a) Provide a clearly articulated answer to each question on the SOE “Portfolio Requirements” sheet in the spaces provided
    - i) There is no minimum requirement for the answers, but the answers should be complete and clearly stated
  - b) When listing the five (5) attainable goals, include a timeline for which the Chapter will utilize to achieve those goals and report back on next year’s SOE presentation
    - i) Make at least one long-term goal that you can report the progress in the next SOE presentation
    - ii) Hint: Don’t make goals that won’t be reached in a year because they will be brought up in the next SOE presentations for the panel to ask about how the Chapter did in achieving their previous year’s goals

# **CHAPTER X: Auxiliary Group Policy**

## Auxiliary Group Policy

- No registered student organization may sponsor or support an auxiliary group in any form. An auxiliary group is defined as a supplemental group to an organization in which, for whatever reason, the participants are ineligible to become full members of the organization. These include, but are not limited to, the following: little sister, big brother, favorites, Stardusters, Diamonds, Pearls, friends of the chapter, Sweethearts, Doves, Rush Hostesses, etc.
- Student Organizations may not give out jerseys, t-shirts, etc. to any non- members that would imply auxiliary membership to that group. This includes the giving of jerseys to sorority women which denote the sorority's letters but in the fraternity's colors or vice versa. The following exceptions apply:
  - T-shirts given that commemorate a specific event (i.e. social, philanthropy, etc.)
  - An organization's sole sweetheart (i.e. fraternity sweetheart, "Dagger Man", etc) or homecoming representative.
- Composites of an organization may only contain active members, advisors and a sole Sweetheart/Beau. Organizations may not have special composites made featuring non-members of the organization.
- Under no circumstances will recruitment activities be held to recruit individuals for auxiliary organizations. This includes recruiting non- members to do things for the organization in exchange for some type of recognition.
- Individuals who affiliate with auxiliary groups are also in violation of this policy and can be referred to the student conduct system



# **CHAPTER XI: Social Fraternities and Sororities USG Board of Regents Policy**

## **Social Fraternities and Sororities USG Board of Regents Policy**

The Board of Regents Policy Regarding Social Fraternity & Sororities authorizes each institution with the University system to determine whether social fraternities and/or sororities shall be established. The Policy also authorizes each institution to determine the rules and regulations concerning the establishment, organization, governance, and disciplines of social fraternities and sororities.

## **CHAPTER XII: University Alcohol Policy**

## University Alcohol Policy

Chapter Presidents and officers have the responsibility to make sure that members abide by the University guidelines for alcohol use. They are required to read and sign the Social Fraternity & Sorority Risk Management Policy and Social Event Registration Procedures.

- Copies of signature pages must be submitted to the Center for Student Involvement by September 15 and January 15.
  - Failure to submit a signed form acknowledging the president read and understands the policy and procedures will result in the chapter not being allowed to host **events with alcohol** until the signatures are submitted. If the misuse of alcohol takes place, organizations and/or individuals will be held accountable and the organization will be put through the university conduct process.
- All chapter presidents, risk managers, and social chairs are required to attend a risk management meeting by September 15 and January 15 before the organization can host any social events.
  - Failure for all attendees to attend a risk management meeting will result in the chapter not being allowed to host events with alcohol until the chapter president, risk manager, and social chair attend a risk management meeting.

Violations of the Social Fraternity & Sorority Risk Management Policy and Social Event Registration Procedures will be handled through the student organization conduct board or the Office of Community Standards' process.

**The University Alcohol Policy can be found at <http://www.westga.edu/alcohol>**

## **CHAPTER XIII: Expansion**

## Expansion

This policy outlines UWG's expansion/extension procedures to be used when considering additional groups for the Fraternity & Sorority community.

The University of West Georgia recognizes the expansion/extension policy involves several parties:

- Students
- Inter/national Fraternity & Sorority organizations
- Governing Council(s)
- Center for Student Involvement
- The University of West Georgia
- Alumni members/advisors

Expansion/extension involves inviting inter/national fraternities and sororities to establish chapters on campus.

The standards outlined below apply only to single-sex social fraternities and sororities that are seeking affiliation under one of the Fraternity & Sorority Governing Councils at West Georgia. Organizations must be affiliated with an inter/national organization that is a member of the following organizations, but are not limited to:

- National Panhellenic Conference (CPC Sororities),
- National Pan-Hellenic Council ("Divine Nine" Fraternities and Sororities),
- National Association of Latino Fraternal Organization of North America (NALFO),
- National APIA Panhellenic Association (NAPA),
- National Multicultural Fraternity & Sorority Council (NMGC)
- North American Inter-Fraternity Conference (IFC).

Only groups affiliated with inter/national organizations may apply and expand at the University of West Georgia.

All Fraternity & Sorority Letter organizations are required to live in University Housing as appropriate space is available and supports the chapter's success at UWG. Selected organizations must submit a document outlining the organization's plan to meet the obligations/requirements for housing occupancy.

Material requested from inter/national for formal expansion/extension proposal:

- Written support from national office in order to establish a chapter
- Area alumni support
- Letter of confirmation of support for a chapter by area alumni
- Recruitment plans
- Leadership and new member educational programs
- Academic policies for undergraduate chapters

- Mission of the organization
- Historical background of the organization
- Why the organization wants to be a member of the UWG community
- Proof of Insurance
- Risk management and alcohol policies
- Submit a plan of action or timeline for colonization, length of time national staff will be on hand to colonize the chapter, and plan for establishing a colony.

The Center for Student Involvement will provide organizations:

- University enrollment statistics
- Fraternity and sorority community membership statistics
- University Mission Statement
- University Policy on Hazing and related risk management information
- University Policies on Student Life and Conduct
- Governing Council Constitution/bylaws
- Greek Village Housing Policies (If Applicable)

## **Fraternity and Sorority Expansion/Extension Committee**

The Expansion/Extension committee is responsible for determining when the campus community is ready for fraternity/sorority expansion. The expansion/extension committee shall make recommendations regarding expanding the Fraternity & Sorority community, review submitted materials and recommend which Fraternity & Sorority organizations will be invited to campus to make presentations, and make recommendations regarding which Fraternity & Sorority organization(s) will be selected to colonize on campus. These committees will be formed as needed by the governing council.

## **Types of Expansion**

### **Student-Led Expansion**

A group of UWG students can request to establish a chapter (new or previously recognized) of a national Fraternity & Sorority organization. The group of students that desires to establish itself as a fraternity or sorority must first contact the Center for Student Involvement. During this initial meeting, The Center for Student Involvement will outline the process for establishing a fraternity or sorority at the University and will facilitate contact between the student group and the Vice President's office. The student group will need to submit a formal proposal to the Vice President's office for consideration. During this time period, no commitment to a national fraternity or sorority shall be made; rather this period is for learning the process for establishing or reactivating a fraternity or sorority.

Interested Group Petition must include:

- List of interested group members
- Aims/goals of the interested group
- How the group will work to support the UWG community

- Involvement of members in other student organizations

### **National Organizations**

Often an Inter/National Fraternity or Sorority seeking to establish a chapter at the University without the prior formation of a group of interested students, initiates contact with the Center for Student Involvement and the respective Governing Council. In either case, the Inter/National Organization will be expected to submit a portfolio for review and consideration by the expansion/extension committee and CSI. The portfolio will not be reviewed until approval from the Vice President's office has been granted.

## **On-Campus Presentations**

Presentations are organized and scheduled by the expansion committee after organizations are selected to visit campus. Invitations will go out to all fraternity chapter presidents, advisors, and sorority chapter presidents depending on the council. The expansion committee will communicate to the national organization that presentations include the following information. The presentations should be no longer than 60 minutes. Presentations should be given by the Headquarters Expansion Director, related national staff, or advisor(s).

### Logistical Information

- Name of Fraternity.
- Founding Date and Location.
- Current number of colonies.
- Current number of undergraduate members and current number of alumni.
- Average chapter size.
- Number of chapters closed in the last 5 years and their reasons for closing
- Membership Costs: new member, initiation fees, insurance, regular dues.

### Program Policies

- Risk management policies
- Anti- hazing Policy.
- Length/focus of new member education.
- Minimum standards for potential new members.
- Scholarship program.
- National/local service/philanthropy programs.
- On-going educational program.
- Constitution and By-law highlights.
- National member non-discrimination statement.
- Accountability of members

### Colonization

- National success of the last several (3-5 colonies and/or chapters)
- Procedures for colonization (potential time-line if plausible).
- Expectations of Colony/chapter.
- Ongoing support for colony
- Consultant visits
- Recruitment support



#### Additional resources

- National requirements for colonizing/chartering.

#### Organizational Support

- List of all chapters and locations
- Volunteer support at the district and local level

#### Resources

- Inter/national Headquarters
- Foundation Scholarship/loans
- Financial backing from headquarters
- Leadership Schools or conventions
- Publications
- Nearest chapter as well as chapters in the region
- List of alumni(ae) within 30 miles of the Carrollton area
- Contact information of committed alumni.

After the presentations have been made the expansion committee will convene and develop recommendations regarding the addition of potential colony(ies) into the UWG Fraternity & Sorority Community. Upon voting and acceptance by the appropriate governing council and with final approval by the Center for Student Involvement, written correspondence is then sent to those national organizations participating in the presentations. An invitation and preferred timeline for colonization is sent to the organization that will be the first to colonize.

"Title IX" prohibits discrimination on the basis of sex in educational institutions. For clarification regarding these federal regulations, consult the Center for Student Involvement. Please take special note of the following: All single-sex organizations/fraternities and sororities as recognized by Title IX criteria, and formed and operating not for professional or honorary purposes, must be members a national umbrella group and the Center for Student Involvement to remain an active and registered West Georgia student organization.

If an organization loses recognition by either entity (the corresponding governing council or West Georgia) for any reason, the organization will become inactive for the time period as determined by the Center for Student Involvement and/or the governing council. Inactive organizations will not be allowed any privileges awarded to active student organizations provided by West Georgia.

Once the specified time period has passed, an organization shall petition the Associate Vice President for Student Affairs and Enrollment Management, and the appropriate governing council, for re-admission and recognition provided university requirements are met through the stated sanctions. In the event an organization petitions Fraternity & Sorority Life and the appropriate council and is denied admission or recognition, the organization may appeal the decision in writing within five class days to the Vice President for Student Affairs and Enrollment Management. The Vice President for Student Affairs will have the final decision on the organization's admission or recognition and registration.

## **CHAPTER XIV: Non-Compliance Policy**

## **Non-Compliance Policy**

Failure to comply with any of the policies outlined in this document will result in the following sanctions:

- Failure to complete the Student Organization Registration process will result in social probation and loss of ability to reserve rooms on campus until the process is complete.
- Failure to submit updated officer information within the 2 week time period will result in social probation and referral to the chapter's respective council's standards board.
- Failure to complete the new member anti-hazing/grade release form within two weeks of formal pinning (bidding), or by the August 24th deadline, will result in all socials being cancelled until all forms are submitted through OrgSync.
- Failure to submit Roster Change in Status Forms by the aforementioned deadlines will result in social probation and referral to the the respective council's standards board.
- Failure to comply with the Academic policy outlined above will result in the chapter progressing through the levels of probation.
- Failure to submit a Chapter of Excellence Binder on time will result in the chapter being placed on total social probation and/or will be prohibited from having a new member presentation or celebratory chapter week the following semester.
- Failure to submit the Anti-Hazing, Grade Release, Sexual Misconduct Policy Form within the 2 week time period will result in the chapter being placed on total social probation until all the forms have been submitted.

All other violations of this handbook will result in the chapter going through student conduct processes either through the University or Governing Council. This determination will be made on a case by case basis.

# **CHAPTER XV: Signature Page**

University of West Georgia  
Center for Student Involvement  
Fraternity & Sorority Life  
Handbook  
2017-2018

By signing below, I am stating that I have read and I understand my responsibilities as President of my organization as outlined in the UWG Fraternity and Sorority Life handbook. I also am stating that under my guidance, my organization will abide by ALL policies, guidelines, and procedures as outlined in this handbook.

Organization: \_\_\_\_\_

President's Name (Please Print): \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I am stating that I have read and I understand my responsibilities as Chapter Advisor of the organization as outlined in the UWG Fraternity and Sorority Life handbook. I also am stating that under my guidance, my organization will abide by ALL policies, guidelines, and procedures as outlined in this handbook.

Organization: \_\_\_\_\_

Advisor's Name (Please Print): \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_