

FRATERNITY & SORORITY LIFE POLICY HANDBOOK

Effective: 07/01/2015

INTRODUCTION

The mission of the Office of Fraternity & Sorority Life (FSL) is to provide members with the education to practice leadership, scholarship, integrity and social responsibility in an inclusive environment of mutual respect that fosters lifelong friendships. We positively impact the University and surrounding community, while holding ourselves to the high standards reflected in our core values.

FSL provides opportunities for students in fraternities and sororities to grow and develop through active participation in their organizations. Through advisement, services, and educational programs we seek to ensure that all members have a safe undergraduate experience of high quality that reinforces the founding principles of fraternities and sororities: scholarship, community service, leadership, campus and community involvement, and sisterhood/brotherhood.

Once a member, students will find varied opportunities for growth as young adults in fraternities and sororities. Through positions of leadership in the chapter, students learn life skills that will be invaluable upon graduation. Participation in service projects and raising funds for philanthropic charities provide students with the opportunity to make a difference in the lives of others.

POLICY STATEMENTS

The Division of Student Affairs is committed to the recruitment and retention of a diverse and qualified student body, and to providing services that enhance their personal development and contribute to the fulfillment of their goals. The following procedures contribute to the implementation of this policy.

SIU desires to continue its healthy working relationship with the fraternity and sorority community and all of its member organizations. By maintaining a clear set of guidelines for the registration and recognition of those groups, the university will keep open those existing channels of communication and support.

These policies and procedures shall be in conformity with the registered student organization policies and regulations, as published in the RSO Handbook as well as the Student Conduct Code.

DEFINITIONS

Office of Fraternity & Sorority Life (FSL). FSL is the SIU Division of Student Affairs administrative office which provides education, programming, support and assistance with the discipline process for the activities of the Fraternity and Sorority Governing Councils, community programming efforts, the individual student leaders of these councils, each of the individual fraternities and sororities and their student leaders. FSL serves as liaison to SIU and Carbondale in affairs affecting the fraternity and sorority community. FSL also supervises the activities of the Order of Omega Leadership Honor Society, Gamma Sigma Alpha Academic Honor Society, the Fraternal Values Society, and Rho Lambda Honor Society.

Fraternities and Sororities. Fraternities are college men's organizations. A women's fraternity or sorority is an organization of college women. Both fraternities and sororities encourage scholarship among members, social interaction, leadership and friendship. They also participate in university-wide events, and contribute to community service projects.

Fraternity & Sorority Governing Councils. These bodies are representative councils of member fraternities and/or sororities. Each council is housed within and supervised by FSL staff. All social fraternities and sororities are required to maintain membership in the most appropriate governing council or as outlined in their I/NHQ expectations. SIU currently supports Fraternity and Sorority Governing Councils as listed below.

- A. **College Panhellenic Council (CPH).** The CPH is the governing body for all sororities affiliated with the National Panhellenic Conference and any non-NPC sororities who have gained associate member status. It serves as coordinator and sponsor of various educational and social programs and membership recruitment activities, and promotes cooperation among its member sororities.

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- B. **Interfraternity Council (IFC).** The IFC is the governing body for fraternities associated with the National Interfraternity Conference (NIC) and the Fraternal Leadership Association (FLA). Included among its main responsibilities are promoting membership recruitment in the spring and fall and operating a student judicial system for its member fraternities.
- C. **Multicultural Greek Council (MGC).** The MGC is the governing body for all fraternities and sororities that have a historical focus of serving members of various cultural identities. The council serves as a coordinating body for all social activities, workshops, seminars and philanthropic work in which its member fraternities and sororities are engaged.
- D. **National Pan-Hellenic Council (NPHC).** The NPHC is the governing body for all fraternities and sororities which are affiliated with the National Pan-Hellenic Council, Inc. The council serves as a coordinating body for all social activities, workshops, seminars and philanthropic work in which its member fraternities and sororities are engaged.

Inter-Greek Council (IGC). The IGC serves two distinctive roles within the fraternity and sorority community: encouragement of collaboration among the four Governing Councils and community-wide programming efforts. It consists of an Executive Board and a Programming Board that carry out these two distinctive functions.

Membership Definitions. Membership in a fraternity or sorority at SIU includes, but is not limited to the following:

- A. **New member, Associate or Candidate for membership.** Any combination of the following activities will provide evidence that a person is a new member, Associate or Candidate for membership:
 - a. Has been offered and accepted a bid (invitation to join),
 - b. Is participating in membership education or intake activities,
 - c. Is fulfilling academic requirements within the organization,
 - d. Has an open invitation to all organization events (social functions, service events, etc.),
 - e. Can be found on the organization phone list, roster or composite picture,
 - f. Attends organization meetings,
 - g. Studies fraternity/sorority information,
 - h. Acquires signatures of its members,
 - i. Is assessed fees by the local and/or national organization,
 - j. Wears or buys paraphernalia associated with the fraternity/sorority organization,
 - k. Participates in university events/activities such as intramurals, Homecoming, or Greek Week with the fraternity/sorority, or,
 - l. Participates in service activities with the organization.
- B. **Active, Initiate or Member.** Any combination of the following activities will provide evidence that a person is an Active, Initiate or Member:
 - a. Has completed pledgeship, or the associate/new member education program, or the membership intake process and has been introduced to the ritual of the organization through initiation or other means,
 - b. Is fulfilling academic requirements within the organization,
 - c. May attend all organization events (social functions, service events, etc.),
 - d. Can be found on the organization phone list, roster, or composite picture,
 - e. Is assessed regular dues to the local and/or national organization,
 - f. Attends organization meetings,
 - g. Has a vote in organization business,
 - h. May hold an office or committee chair in the organization,
 - i. May be an official representative of the organization,
 - j. Participates in the education and training of the pledges, new members, associates, or candidates for membership, and,
 - k. Participates in university events/activities such as intramurals, Homecoming, or Greek Week with the fraternity/sorority.

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****Hazing, at any level of membership in the organization, is strictly prohibited at SIU. For further definitions and policies regarding hazing, refer to the SIU Code of Student Conduct.**

Definition of an Organization Activity. An event will be considered an organization-sponsored activity under any one or more of the following conditions:

- A. The organization has a financial commitment to the event,
- B. Officers and/or members of the organization have spent time in an organization meeting planning or preparing for the event,
- C. The organization has provided representatives of the organization to facilitate the planning, preparation and/or implementation of the event,
- D. The event is advertised and the advertisement makes any mention of the fraternity or sorority,
- E. The organization creates or causes to be created any promotional materials for the activity, including t-shirts, cups, etc.,
- F. The organization is involved in any fashion with the sale of tickets for the activity or the sale of promotional items which mention the activity,
- G. Transportation to the activity is provided by the organization,
- H. The organization provides maps, information, invitations or tickets to the activity for its members and/or guests,
- I. The activity is listed on the organization's calendar of events, or,
- J. Any reasonable observer would associate the event with the organization. Most national organizations do not use a hard or precise number or percentage of members to determine if an event is an organization event so use your best judgment. Consideration is more on the "why" individuals are gathered rather than the "how many" or "who."

PROCEDURES FOR FSL ORGANIZATION MANAGEMENT

FSL will provide education, counseling, programming support and administration for the activities of the Governing Councils, Programming Entities, Honor Societies, and the individual student leaders of these councils. SIU will provide office/meeting space and administrative guidance and support, as available. The FSL Organizations shall be recognized as Registered Student Organizations, and will receive all of the responsibilities and privileges included with that designation. Each Governing Council shall maintain an approved constitution, by-laws and rules (CBR), which must be submitted to file each time they are changed, to FSL.

Officers of the Governing Councils, Programming Entity, and the Honor Societies should be elected/appointed representatives of the students they govern/provide services to; however, the staff in FSL shall actively monitor their conduct related to their official duties while in office, and may recommend to the appropriate council standards board to remove any officer for violations of university student conduct code, misappropriation of council funds, failure to maintain minimum academic standards, failure to execute stated duties in the appropriate constitution, failure to meet one-on-one with the appropriate Council Officer/Advisor, or severe violations of accepted ethical standards only after a Performance Improvement Plan has been attempted. If that action is taken by the standards board, the student may appeal the decision to the Coordinator of Fraternity & Sorority Life within 5 business days of the standard board's decision.

PROCEDURES FOR NATIONAL FRATERNITY/SORORITY EXPANSION/EXTENSION

Any existing student organization seeking a Charter with a(n) (Inter)National Fraternity/Sorority or any (Inter)National Fraternity/Sorority interest group/colony seeking to establish at SIU complete the process to be recognized as a fraternity/sorority with FSL, provide a letter of support from its sponsoring inter/national office, and be approved as an RSO with Undergraduate Student Government (USG). In assessing any request for expansion/extension, FSL will follow the expansion/extension procedures outlined by the I/NHQ Umbrella guidelines and/or established long-range expansion/extension agreements. Upon the completion of all requirements of the expansion/extension procedures, official recognition may be granted to the fraternity or sorority by FSL.

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PROCEDURES FOR LOCAL FRATERNITY/SORORITY EXPANSION

Any group of students seeking to charter a local fraternity or sorority must follow the guidelines FSL for local fraternity or sorority expansion. Upon the completion of all requirements of FSL, official recognition may be granted to the fraternity or sorority by FSL.

FRATERNITY & SORORITY RECOGNITION

The recognition of each fraternity or sorority at SIU must be maintained through the organization's adherence to all policies and procedures further outlined in this handbook and all other related governing documents and policies maintained by the university, including but not limited to the Student Conduct Code, the RSO Handbook and the appropriate Governing Council Constitution, By-Laws and Rules.

SIU may suspend or remove the recognition of any fraternity or sorority as necessary. Suspension or removal of recognition shall mean the loss of all rights and privileges further explained in this handbook. SIU may suspend certain privileges of recognized fraternities or sororities as necessary and appropriate.

Membership in a Governing Council.

All social fraternities and sororities, local, regional or national, are required to apply for, obtain, and retain membership in a recognized Governing Council. Membership in a Governing Council requires that the organization be in compliance with all rules and activities of that body.

Auxiliary Organizations.

SIU does not allow and will not recognize auxiliary (little sister/brother) organizations consisting of individuals who are not new members/members of the organization. Recognized fraternities and sororities are prohibited from recruiting new members for, continuing support of, and recognizing auxiliary organizations.

New Member/Membership Intake Period.

The New Member/Membership Intake Program for all organizations must adhere to the policies outline by the organizations I/NHQ or in the case of a local fraternity or sorority, must be less than eight (8) weeks in length. Fraternities and sororities must submit either **FSL Form: Membership Intake Registration** or **FSL Form: New Member Education Registration**, whichever is appropriate, **PRIOR** to the beginning of a new member or intake process. Upon completion of the new member education period or membership intake, the organization must also provide FSL with the names of any new members who are not initiated.

New Member Presentations.

For those organization who host New Member Presentations (Showcases, Probate Shows, etc.), organizations must adhere to their I/NHQ guidelines for Presentation of New Members. An organization advisor must be present during the entire presentation unless otherwise approved by FSL. As outlined in the Fraternal Information & Programming Group (FIPG) risk management policies, no events associated with new member education or intake processes shall have alcoholic beverages involved. All documents supplied to FSL are kept confidential from students or student leaders/council officers when they contain information related to student records. They may be shared with University officials and I/NHQ staff as needed and allowed by the academic waiver signed.

The following policies shall be followed:

- A. **FSL Form: New Member Presentation.** The organization should submit this form at least fourteen (14) calendar days prior to the date of the presentation in order for FSL staff to complete a review of information.
- B. **Facility/Location Reservation.** The organization should reserve the location for the event with the appropriate scheduling office at least two weeks prior to the date of the presentation. A copy of the reservation confirmation

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notice must be submitted to FSL. The space and/or facility used must be left in its original state after the event is over. Please plan to have members remain after the event to clean up the space.

- C. **New Member Presentation Timeline.** Presentation of new members should take place no more than fourteen (14) calendar days after the members have been initiated into the organization and/or prior to the week before finals in the semester of initiation, whichever comes first. Actual presentation starting times must begin no later than 9:30 pm and last no longer than 2 hours. The advertised time must be no longer than 30 minutes before the actual starting time. Following the presentation, members of the presenting organization must vacate the area within 30 minutes to assist with crowd disbursement. This time clock begins at the advertised end time of the event.
- D. **Scheduling Conflicts.** Presentation shows (i.e. probate, rollout, neophyte, etc.) are not to be scheduled at the same time of a previously planned event of another organization. If an organization must schedule their presentation during another organization's week or event, the presenting organization must provide evidence that they have made an attempt to work with the other organization's president to find a solution.
- E. **Non-Hazing Event.** All SIU fraternities and sororities are non-hazing organizations, so no signs of these activities should be portrayed and/or take place during the event. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of performance, but may not be used as a weapon to harm another individual. No paddles or bricks are permitted. Sticks, staffs and other props/items may be used as part of performance but may not be used as a weapon to harm another individual. No "death marching" (any prolonged marching on or off campus before, during, or after new member presentation) should take place at any time before the start of the event. Marching should be used for entrance and exit of the event. New members are allowed to stand in line and wear similar outfits during the event. In order to protect the identity of the new member, a mask may be worn, but only if permitted by the I/NHQ, but should be removed at some point during the event.
- F. **Tasteful Entertainment.** New members can be presented by providing tasteful entertainment to the crowd through greetings, skits, step routines, singing and/or dancing that is becoming of a member. No explicit and/or vulgar language. No explicit or revealing attire is to be worn by the new members or other show participants/performers. Disparaging comments about other organizations or use of foul language will not be tolerated.
- G. **Attendee Conduct Expectations.** In the event of a fight during the presentation, those fighting will be disciplined immediately by the appropriate person (FSL Staff, Organization Advisor/President). If a member of the presenting organization is involved, the presentation show will be stopped immediately. Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters' show, talking over the presenting organization, etc. In the event of a disruption or altercation with other organizations and/or students, the campus police should handle the problem.

In the event an incident or policy violation occurs, they will be resolved through the RSO conduct process and the Student Conduct Code.

PRIVILEGES OF RECOGNIZED FRATERNITIES & SORORITIES

1. **Recruitment/Intake.**

Recognized fraternities and sororities shall have the privilege of bringing in new members from the SIU student body, whether through the times established by the Governing Council or on their own, either on the SIU campus or elsewhere, provided that they adhere to all University policies, I/NHQ policies, and policies of the Governing Council to which they belong. Functions sponsored by the organization or any person acting on behalf of the organization for the purpose of recruitment shall be free of alcoholic beverages and controlled substances. The use of intimidation by either secluding the person being recruited or using inaccurate information to persuade a person to accept membership shall be prohibited. Organizations shall verify the academic eligibility of all students with FSL **before** extending an invitation of membership. At the time of acceptance, each new member/candidate must complete the

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online **FSL Form: F/S Membership Information** within 72 hours. Recognized fraternities and sororities may offer student membership only to students enrolled as full-time, a minimum of twelve (12) credit hours who are in good academic standing with SIU. Students who are on academic probation, who have been conditionally admitted to SIU, or who are early admit students concurrently enrolled in a high school are not eligible for membership and may not be offered membership. Recognized fraternities and sororities may offer special membership to a local citizen or SIU faculty/staff member who has made a significant contribution to the organization.

2. ***Fundraising.***

Recognized fraternities and sororities may raise funds on and off the campus of SIU. Whether raising funds on or off campus, they must follow all solicitation, posting and reservation policies as outlined in the RSO Handbook and the organization's I/NHQ policies.

3. ***Utilization of Campus Facilities.***

Recognized fraternities and sororities will have the privilege of utilizing University facilities for meetings, functions, programs, and other appropriate activities provided that proper reservation forms are completed through the facility management and that all policies of facility use are followed. Failure to comply with facility use guidelines may restrict an organization from future use of that and other related facilities.

4. ***University Sponsored Activities and Programs.***

Recognized fraternities and sororities will have the privilege of participating as a group, or in collaboration with other groups, in all University sponsored activities and programs. Good behavior and proper conduct will be expected at all times during these activities and the organization will be responsible for monitoring its members in attendance.

5. ***Social Activities/Parties.***

Recognized fraternities and sororities will have the privilege of sponsoring and hosting social functions, parties and other similar events. Social Activities, parties and similar events must comply with the risk management guidelines specified by the organization's I/NHQ, the IGC Constitution, Bylaws & Standing Rules, and the Governing Council to which they belong. The possession and/or use of alcoholic beverages or other drugs must be consistent with any and all applicable laws, ordinances or rules of the state, county, city, and University. The sponsoring organization(s) will be held accountable for the actions of all members, new members, alumni and/or guests to any social function, party or similar event. For all social events with alcohol, **FSL Form: Social Event Planning Guide** must be submitted for review by FSL and IGC as specified in the risk reduction policies.

6. ***Office of Fraternity & Sorority Life.***

FSL will provide an official organization mailbox to each recognized fraternity and sorority which should be checked at least once per week by an officer of the organization for important University and University-related correspondence. FSL will make its staff available to all recognized fraternities and sororities and their individual officers and members for educational programming, officer transition, goal-setting and development, recruitment/intake, alumni relations, and volunteer services planning. Staff is available for confidential coaching related to fraternity and sorority involvement however will make appropriate referrals for personal counseling needs. FSL will provide manuals, handouts, videos, and computer-assisted program support as materials and equipment become available to all recognized fraternities and sororities.

7. ***Philanthropic events, educational speakers and similar programs.***

Recognized fraternities and sororities will have the privilege of sponsoring and hosting philanthropic events, educational speakers and similar programs on the campus provided that all appropriate reservations have been completed and confirmed, necessary security has been arranged and is paid for by the organization. If chapters would like assistance in promoting these events, FSL should be notified thirty (30) days in advance of the planned activity.

PROCEDURES FOR FRATERNITY & SORORITY REGISTRATION

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All recognized fraternities and sororities at SIU must update chapter information with FSL on an annual basis during the month of regular office transition.

1. **Chapter Information Updates.**

Fraternities and sororities will provide all information requested concerning the officers and advisors of the organization, and general chapter information using the forms provided by FSL. It is the responsibility of fraternities and sororities to complete the following forms at minimum during the annual registration process and requested each time information changes. The forms are: **FSL Form: Officer Contact Update**, **FSL Form: Advisor Contact Update**, and **FSL Form: Website Update**.

2. **Membership Rosters.**

Fraternities and sororities will provide updated information on the current status of their members. Organizations will bear the responsibility of updating their rosters with FSL any time a change occurs between reporting periods. These records will be used to calculate chapter and community academic, service, and philanthropy reports as well as council financial statements each semester. To remove any member from the organization's roster an officer of the organization must complete the **FSL Form: Roster Update** updating the status of the member (*i.e. "Depledged", "Alumni", etc.*). For full details of the Roster Rules, see the Roster Rules section of this handbook.

3. **Advisor Agreement.**

Fraternities and sororities must, at minimum, retain a member of the SIU faculty or staff working full-time for the university as an organization advisor. Organizations are encouraged to have multiple advisors to best support their operations. Organizations will be asked to have their advisors sign a contract at the end of each transition semester expressing their commitment to serve. The **FSL Form: Advisor Agreement** describes in detail the duties of the Advisor. Organizations shall have thirty (30) class days to secure a new advisor, beginning on the received date of a written resignation of the current advisor, or from the due date of updated registration materials. Failure to show progress in working toward finding a faculty/staff advisor may result in the loss of the group's university recognition.

4. **Hazing Affidavit.**

Fraternities and sororities are required to file a signed statement of their understanding of the University policies, State of Illinois laws, and organization's policies regarding hazing each semester. Chapter officers must read the statement to the entire chapter each semester and retain a copy for record-keeping and future programming. This form may be downloaded from the FSL website under Policies & Forms and may be submitted as an attachment to the **FSL Form: Annual Registration** or emailed to greeks@siu.edu for staff to add to the current registration on file.

5. **New Member Education/Membership Intake Program.**

Fraternities and sororities are required to submit a copy of their current new member education program or Membership Intake Procedures each year within the annual registration process. Both the mandatory program materials of the I/NHQ and any locally developed support documents are required. Chapters are responsible for submitting updated programs that contain any changes which are created between the annual submission periods. These programs must be congruent with SIU's core values and educational mission. FSL will provide reference materials and personal guidance to any chapter officer working to update or revise the chapter's new member education/membership intake program. This information may be submitted as an attachment to the **FSL Form: Annual Registration** or emailed to greeks@siu.edu for staff to add to the current registration on file. If no significant changes have occurred since the last submittal, chapters may indicate this to avoid sending another copy.

Prior to the beginning of each new member education prior or intake process, either **FSL Form: New Member Education Registration** or **FSL Form: Membership Intake Registration**, whichever applicable, must be submitted. For organizations doing new member education, this is due between the pinning ceremony and the beginning of new member education classes. For organizations doing membership intake, this is due between the selection of candidates and the beginning of the education portion of the process.

Note: This information is confidential and will not be shared with other fraternities and sororities.

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6. Chapter Constitution & By-Laws.

Fraternities and sororities are required to submit a copy of their current chapter by-laws each year as part of the registration process. Chapters are responsible for submitting updated by-laws that contain any changes which are created between the annual submission period. FSL will provide reference materials and personal guidance to any chapter officer working to update or revise the chapter's by-laws. This information may be submitted as an attachment to the **FSL Form: Annual Registration** or emailed to **greeks@siu.edu** for staff to add to the current registration on file. If no changes have occurred since the last submittal, organizations may indicate this to avoid sending another copy. *Note: This information is confidential and will not be shared with other fraternities and sororities.*

7. Risk Management Program.

Fraternities and sororities are required to submit a copy of their current risk management program each year as part of the registration process. Both the mandatory policy statements of the I/NHQ and any locally developed support documents are required. Chapters are responsible for submitting updated risk management programs which are created between the annual submission periods. FSL will provide reference materials and personal guidance to any chapter officer working to update or revise the chapter's risk management program. Fraternities and sororities will be held accountable to all federal, state and local laws, the policies to which they subscribe and to those mandated by their I/NHQ, their Governing Council and the University. FSL staff will be familiar with all relevant policies and work with advisors, I/NHQs and chapter officers to insure compliance. This information may be submitted as an attachment to the **FSL Form: Annual Registration** or emailed to **greeks@siu.edu** for staff to add to the current registration on file. If no changes have occurred since the last submittal, organizations may indicate this to avoid sending another copy.

8. Academic Program.

Fraternities and sororities are required to submit a copy of their current academic program each year as part of the registration process. Chapters are responsible for submitting updated academic programs which are created between the annual submission period. FSL will provide reference materials and personal guidance to any chapter officer working to update or revise the chapter's academic program. Fraternities and sororities are expected to provide support and guidance to their membership for the enhancement of academic achievement, and are expected not to interfere with the ability of the individual student to pursue a successful collegiate matriculation. FSL staff will work with advisors, I/NHQs and chapter officers to insure high standards in academic achievement. This information may be submitted as an attachment to the **FSL Form: Annual Registration** or emailed to **greeks@siu.edu** for staff to add to the current registration on file. If no changes have occurred since the last submittal, organizations may indicate this to avoid sending another copy.

9. Certificate of Insurance.

Fraternities and sororities are required to submit a Certificate of Insurance from their I/NHQ Liability Insurance provider naming Board of Trustees of Southern Illinois University as an additional insured each year as part of the registration process. The Certificate of Insurance must meet these minimum insurance requirements:

- A. Commercial General Liability \$1,000,000 per occurrence or \$3,000,000 General Aggregate Insurance. Umbrella liability insurance may be used to meet the general liability coverage limit requirements.
- B. The organizations and/or person(s) must procure and maintain the required insurance until completion of the scheduled event(s).
- C. The insurance company providing insurance must have a B+:VI rating or better via the current edition of Best's Rating Guide.
- D. The Board of Trustees of Southern Illinois University shall be named as additional insured on commercial general liability policies. The following wording shall appear on any Certificate of Insurance provided: "The Board of Trustees of Southern Illinois University is an additional insured for any liability arising from the activities of the Providers/Users and/or subcontractors performing work on behalf of the Provider."
- E. **The certificate holder information is as follows:**

Board of Trustees of

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Southern Illinois University
113 Wakeland Hall MC 6813
1215 Douglas Drive
Carbondale, IL 62901

10. Other Reports.

Other items may be requested from fraternities and sororities by FSL for programming or educational needs, such as an Organization Events Calendar, an Alumni Relations Program, a Grade Release Form, or reports of New Members who were pledged or associated through open recruitment.

Organizations which have not submitted the annual registration items by the specified deadline will have all facility reservations placed on hold, and will be removed from the list of Registered Fraternities & Sororities eligible to participate in University sponsored programs.

GREEK STANDARDS EVALUATION

Believing that fraternities and sororities contribute in multiple ways to campus life and higher education, IGC and FSL have established the following standards as expectations of collegiate organizations recognized at SIU. Our organizations will enhance and promote each member's development and learning by achieving each of the following standards.

Organizations are required to complete the Annual Greek Standards Progress Report including written documentation as to how it provides and upholds these expectations. For those items that are programmatic, participation or attendance based, an organization must provide supporting documentation that it has satisfied the standard. For those programmatic standards, a single member may only count once in satisfying each individual criterion. FSL in conjunction with IGC designated officers will assist organizations in identifying council and campus based opportunities that would allow members to satisfy the criterion as well as provide a tool for tracking progress between reporting periods. For all criteria that indicate annually, this is to be considered within the current primary officer cycle, calendar year or academic year depending on the organization's structure.

The Greek Standards program is incorporated into the annual Greek Awards to the extent possible. Organizations will be recognized for their achievements above and beyond the foundational standards. An Assessment Report will be provided to the organization based on their progress.

For colonies/interest groups that have not received their charter but have been recognized for more than four semesters, the Annual Greek Standards Progress Report is required. For those colonies who have not yet received their charter but have been recognized for four semesters or less, the Annual Greek Standards Progress Report is not required. The focus of colonies should be on meeting the specific requirements to become a chartered organization. However, colonies/interest groups are encouraged to work toward Greek Standards as they are able.

Due Date.

The Annual Greek Standards Progress Report is due following the end of the term of each organization's primary leadership (president). For organizations whose primary leadership is on a calendar year term, the due date is the first day of classes in the spring semester. For organizations whose primary leadership is on an academic year term, the due date is the first day of classes in the summer session. Both dates are approximately one month following the last day of finals for the last semester of the primary leadership term in order to allow the leadership team time to prepare the report while not interfering with final exam schedules.

Accountability.

Despite establishing these Greek Standards, IGC and FSL believe in the philosophy that members (and in turn organizations) should have the choice to engage within the community to the level that they so desire while meeting the minimum expectations. The goal of these standards are not to force engagement through requiring programs. The goal is to establish a foundational standard (or baseline) at which our organizations should be contributing. While the Annual Greek Standards Progress Report is required, IGC and FSL have decided to not establish a complicated series of penalties for those Organizations that make a choice to not engage at the foundational standard. However organizations may be held accountable for not adhering to those foundational standards that are also represented in other areas of this FSL Policy Handbook which are marked with a (*). Those organizations achieving aspirational standards will receive bonus points on their assessment evaluation.

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Organizations will be considered in good standing regarding Greek Standards if they submit their Annual Greek Standards Progress Report by the deadline, regardless of progress toward the standards. Within the Annual Greek Standards Progress Report, if an organization does not fulfill a standard, they must provide a narrative rationale explaining their decision.

If an organization fails to submit a completed Annual Greek Standards Progress Report for one year, the organization will receive a written warning that will be copied to the organization advisory board and the I/NHQ. The appropriate officers/advisor shall be required to meet with the FSL staff to discuss recommendations for an action plan to assist the organization in submitting a report in future years.

If an organization fails to submit a completed Annual Greek Standards Progress Report for a second consecutive year, the appropriate officers/advisors will meet with FSL staff to work collaboratively to develop a formal, Organization Performance Improvement Plan. The organization will also be placed on social probation until a report has been submitted.

If an organization fails to submit a completed Annual Greek Standards Progress Report for a third consecutive year, the organization will lose social privileges and be required to follow an Organization Performance Improvement Plan developed collaboratively by FSL and the I/NHQ of the fraternity/sorority. A review of the chapter's/colony's progress will be made at the end of the first semester. If the organization has failed to show progress, FSL staff, the I/NHQ, and organization representatives will determine appropriate sanctions beyond continued loss of social privileges.

If an organization fails to submit a completed Annual Greek Standards Progress Report for a fourth consecutive year, FSL and the I/NHQ will discuss at length the status of the continued recognition of the organization at SIU.

Standard 1: Academics

Foundational Standards

- A. Providing, co-sponsoring with another fraternity, sorority and/or campus organization or attending campus-sponsored program on academic programming that may include but are not limited to teaching study skills, providing tutoring, and similar programs at least once per semester.
- B. Each organization shall have a written academic program outlining how their organization plans to provide support and guidance to their membership for the enhancement of academic achievement and how they do not interfere with the ability of the individual student to pursue a successful collegiate matriculation.
- C. Each member must meet their inter/national organization's GPA requirement to hold chapter office.
- D. Potential new members must meet their inter/national organization's or governing council's GPA requirement, whichever is higher, to become a new member or begin intake with the local organization.*
- E. Organization semester GPA meets or exceeds their governing council's minimum GPA requirement.
- F. New Member/Intake Class semester GPA meets or exceeds their governing council's minimum GPA requirement.

Aspirational Standards

- H. Organization members engage in Standard 1A at the following percentages: 60 – 69%: 1 point; 70 – 79%: 2 points; 80 – 89%: 3 points; 90 – 99%: 4 points; 100%: 5 points.
- I. Each member must be in good academic standing with their individual organization to participate in intramural sports, IGC programs, etc.
- J. Organization counsels members not in good academic standing with their organization.
- K. Organizations with Chapter Houses have a higher in-house GPA than out of house GPA each semester or in-house GPA remains above 3.000.
- L. Organization acknowledges academic achievement of their members/new members each semester.
- M. Organization requires members who are not in good academic standing to complete Academic Progress Evaluation Form to ensure these members are attending and making good grades in their classes.
- N. Organization ensures that new members/aspirants/pledges are performing well in the classroom by completing Academic Progress Evaluation Form.
- O. Organization utilizes the GPA Goal Sheet from each member and new member affiliated with chapter. This form is found at <http://fsl.siu.edu/sub-menus/policies/index.html>
- P. Organization maintains a semester GPA at or above the all-men's average for fraternities or all-women's average for sororities.

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- Q. New Member/Intake Class semester GPA is at or above the all-men's average for fraternities or all-women's average for sororities.

Standard 2: Recruitment & Retention

Foundational Standards

- A. Organizations maintain or grow their membership over the previous year.
- B. Organizations recruitment, intake and/or new member programs are alcohol-free.*
- C. Organization must check the academic eligibility of potential new members/aspirants/rush prior to extending bids. GPA checks must be done by FSL OR official transcripts submitted to the I/NHQ for approval to begin the Intake Process.*
- D. Organizations ensure that all new members/associates/pledges or those selected for intake submit the FSL Form: F/S/ Membership Information within one week from bid acceptance/selection.*
- E. Executing a new member education or membership intake program consistent with the I/NHQ's values that positively introduces new members to the fraternity/sorority community. A copy of the most recent edition of the I/NHQ new member program should be on file in FSL.*
- F. Organizations conducting a new member program or membership intake must complete either **FSL Form: New Member Education Registration** or **FSL Form: Membership Intake Registration** **PRIOR** to the beginning of a new member/intake period. This must include: 1. Beginning Date, 2. Length of Program, 3. Summary of Activities (Formal Pledging, Education Classes, NM Specific Activities such as Big/Little Night, Retreat, etc.), Date of Initiation Week, and 4. Firm Ending/Initiation Date.*
- G. Organization new members/associates/pledges or members who are new initiates attend the required number of New Member 101 Series programs each semester.
- H. Organizations who do New Member Presentations (Probate Shows) follow and abide by the Presentation of New Members Policy and complete **FSL Form: New Member Presentation** by the required deadline.*
- I. Upon completion of the new member education/intake period, the organization must also provide FSL with the names of any new members who are not initiated.*

Aspirational Standards

- J. Organization members participate in Saluki Start-Up/Weeks of Welcome events (Greek Move-In, Meet Me on Main, Welcome Fest, RSO Fair, Greek BBQ, Chancellor's Watermelon Fest, etc.). Members who are Saluki Peer Mentors or RAs will count toward this percentage.
- K. Organization members participate in IGC or Governing Council sponsored informational events for students interested in joining a fraternity or sorority.
- L. Organization members participate in the IGC Greek Ambassadors program.
- M. Organization new members/associates/pledges or members who are new initiates engage in Standard 2F at the following percentages: 60 – 69%: 1 point; 70 – 79%: 2 points; 80 – 89%: 3 points; 90 – 99%: 4 points; 100%: 5 points.
- N. Organizations recruitment/intake efforts bring in a number of individuals equal to 25% of the organization's size at the beginning of the academic year.
- O. Organization new member education program or membership intake process is 8 weeks or less.
- P. Individuals who begin new member education/pledging/intake during the year are initiated as an active member at the following percentages: 75 – 79%: 1 point; 80 – 84%: 2 points; 85 – 89%: 3 points; 90 – 94%: 4 points; 95 - 100%: 5 points.

Standard 3: Risk Reduction

Foundational Standards

- A. Providing, co-sponsoring with another fraternity, sorority, and/or campus organization or attending a campus-sponsored program on hazing prevention education at least once annually.
- B. Providing, co-sponsoring with another fraternity, sorority, and/or campus organization or attending a campus-sponsored program on underage drinking and alcohol and substance abuse at least once a semester.
- C. All individuals serving as Sober Monitors for organization events with alcohol have been fully certified within the past four semesters through the Sober Monitor Certification program offered through IGC/FSL.
- D. Organizations have the most recent edition of the organization's anti-hazing policies and guidelines as well as a signed Hazing Affidavit for each semester on file in FSL.*
- E. Organizations have the most recent edition of the organizations risk management policies and guidelines on file with FSL.*
- F. Abiding by all federal, state and local laws related to alcohol and substance use.*

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- G. Organizations host non-alcoholic social events each semester.
- H. Organizations submit **FSL Form: Social Event Planning Guide** for all events with alcohol for review by IGC/FSL staff **PRIOR** to the event.*
- I. Complying with the fire/safety inspection regulations (housed chapters) by conducting an annual fire safety inspection of the chapter facility.

Aspirational Standards

- J. Organization members engage in Standard 3A at the following percentages: 60 – 69%: 1 point; 70 – 79%: 2 points; 80 – 89%: 3 points; 90 – 99%: 4 points; 100%: 5 points.
- K. Organization members engage in Standard 3B at the following percentages: 60 – 69%: 1 point; 70 – 79%: 2 points; 80 – 89%: 3 points; 90 – 99%: 4 points; 100%: 5 points.
- L. Organization members engage in Standard 3C at the following percentages: 60 – 69%: 1 point; 70 – 79%: 2 points; 80 – 89%: 3 points; 90 – 99%: 4 points; 100%: 5 points.
- M. Organizations submit a Social Event Planning Guide for all events with alcohol for review by IGC/FSL staff at least 10 business days prior to event when held off campus and not in a designated chapter facility.
- N. Organizations submit a Social Event Planning Guide for all events with alcohol for review by IGC/FSL staff at least 5 business days prior to event when held off campus and in a designated chapter facility.
- O. Organizations host more non-alcoholic social events than social events with alcohol.
- P. Organization reports any and all risk management incidents to FSL and their I/NHQ within 24 hours of the incident.
- Q. Each organization with an organization house complies with the fire/safety inspection regulations of its I/NHQ and host institution by conducting one fire drill per semester. If the city's fire marshal does not complete the drill, then the chapter must complete a fire drill form and submit to IGC within one week of the date it is conducted.
- R. Each organization with a chapter house posts on the back door of each sleeping room evacuation routes and common phones emergency numbers for 911, fire, police and ambulance. A copy of this evacuation route must be submitted to IGC Risk Reduction Coordinator.

Standard 4: Community Service & Philanthropy

Foundational Standards

- A. Providing, co-sponsoring with another fraternity, sorority, and/or campus organization or participating in a campus-sponsored program on philanthropic event/activity to raise funds for a charitable organization at least once annually.
- B. Providing, co-sponsoring with another fraternity, sorority, and/or campus organization or participating in a campus-sponsored hands on community service activity each semester.

Aspirational Standards

- C. Providing, co-sponsoring with another fraternity, sorority, and/or campus organization or attending a campus-sponsored awareness project for a charitable organization annually.
- D. Organization members engage in Standard 4A at the following amounts per member: \$6 – \$25: 1 point; \$26 – \$49: 2 points; \$50 – \$74: 3 points; \$75 - \$99: 4 points; \$100+: 5 points.
- E. Organization members engage in Standard 4B at the following hours/member: 1 – 5: 1 point; 6 –10: 2 points; 11 – 15: 3 points; 16 – 20: 4 points; 21+: 5 points.
- F. Each organization records charitable donations with the Saluki Volunteer Corps.
- G. Each organization registers volunteer hours and events, including Community, University, and Career-related, with the Saluki Volunteer Corps.
- H. Organization philanthropic/community service chairperson(s) attends a council sponsored service roundtable program once per semester.

Standard 5: Education & Leadership Development

Foundational Standards

- A. Providing, co-sponsoring with another fraternity, sorority, and/or campus organization or attending a campus-sponsored program related to the organization's values/human dignity at least once annually.
- B. Providing, co-sponsoring with another fraternity, sorority, and/or campus organization or attending a campus-sponsored program on leadership development at least once annually.

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- C. Providing, co-sponsoring with another fraternity, sorority, and/or campus organization or attending a campus-sponsored program on diversity or social justice at least once annually.
- D. Providing, co-sponsoring with another fraternity, sorority, and/or campus organization or attending a campus-sponsored program on health and wellness at least once annually.
- E. Encouraging organization members to maintain active and engaged membership in other campus organizations, activities and/or projects.
- F. Requiring at least one (1) chapter officer to attend the inter/national organization's annual convention/regional leadership conference.

Aspirational Standards

- G. Organization members engage in Standard 5A at the following percentages: 60 – 69%: 1 point; 70 – 79%: 2 points; 80 – 89%: 3 points; 90-99%: 4 points; 100%: 5 points.
- H. Organization members engage in Standard 5B at the following percentages: 60 – 69%: 1 point; 70 – 79%: 2 points; 80 – 89%: 3 points; 90-99%: 4 points; 100%: 5 points.
- I. Organization members engage in Standard 5C at the following percentages: 60 – 69%: 1 point; 70 – 79%: 2 points; 80 – 89%: 3 points; 90-99%: 4 points; 100%: 5 points.
- J. Organization members engage in Standard 5D at the following percentages: 60 – 69%: 1 point; 70 – 79%: 2 points; 80 – 89%: 3 points; 90-99%: 4 points; 100%: 5 points.
- K. Organization members engage in Standard 5E at the following percentages: 60 – 69%: 1 point; 70 – 79%: 2 points; 80 – 89%: 3 points; 90-99%: 4 points; 100%: 5 points.
- L. Organizations co-sponsor with another fraternity, sorority, and/or campus organization or attend a sponsored program of an organization within another council.
- M. Organizations implement an officer training and transition program.
- N. Organizations encourage & promote membership into the Greek Honoraries (Order of Omega, Gamma Sigma Alpha, Fraternal Values Society, Rho Lambda).

Standard 6: Organization Operations

Foundational Standards

- A. Providing updated contact information concerning the officers and advisors of the organization, and general chapter information using the forms provided by FSL each semester.*
- B. Providing updated information on the current status of their members. Organizations will bear the responsibility of updating their rosters with FSL within 72 hours of an official change in membership.*
- C. Remain in good standing with their inter/national organizations. Please provide documentation from each semester from your inter/national organization.
- D. Maintaining membership and active involvement in a recognized Governing Council which includes being current on council dues and in compliance with all rules and activities of that body.*
- E. Organizations complete the annual renewal process through the Office of Student Involvement.*
- F. Organizations maintain a copy of their most current by-laws on file with FSL. If no changes have occurred since the last submittal, organizations may indicate this in writing and avoid sending another copy. Organizations are responsible for submitting updated by-laws that contain any changes which are created between the annual submission period. Note: This information is confidential and will not be shared with other fraternities and sororities.*
- G. Organizations have no overdue balances with Student Life during the evaluation period.*
- H. Organization President meets in the monthly Chapter Services 1:1 with FSL staff.
- I. Organizations complete the Annual Greek Standards Progress Report with FSL.*
- J. Prohibiting the recruitment of new members for, continuing the support of, and recognizing auxiliary (little sister/brother/mom/dad) organizations.*
- K. Organizations ensure that their actions are consistent with the espoused values of their I/NHQ organization.*
- L. Listing the SIU Board of Trustees as an additional insured on the I/NHQ Liability Insurance and providing documentation in the form of a copy of the certificate of insurance.*

Aspirational Standards

- M. Organizations provide members/new members/associates/pledges with a calendar of events, meetings, service projects, financial requirements, ceremonies, etc. to ensure/encourage good time management.

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- N. Organizations apply for the annual Registered Student Organization (RSO) Awards.
- O. Organizations apply for the annual Greek Awards.
- P. Organization leadership attends a program on how to complete the Annual Organization Progress Report.
- Q. Organization communicates in some form with members' parents at least once per semester.
- R. Organization communicates in some form with their organization's alumnae/alumni and/or Graduate Chapter at least once per semester.
- S. Organization communicates in some form with campus faculty/staff and administrators at least once per semester. This is NOT your Advisor or members of your Advisory Board.
- T. Organization communicates in some form with Carbondale community leaders (city leaders, churches, Boys & Girls Club, Women's Center, civic organizations such as Rotary, Kiwanis, Lions, etc.) at least once per semester.
- U. Organization has a process to address member misconduct for members who deviate from the intended values and standards of their organization. Please provide a copy of this board's policy or indicate the page number it is on in your constitution and/or by-laws.
- V. Organizations set goals, submit them to FSL, and strive to achieve them each year.

Standard 7: Advisory Support

Foundational Standards

- A. Each organization shall have an active Faculty/Staff Advisor with a current **FSL Form: Advisor Agreement** on file in FSL. Active is defined by assisting with the organization's academic programming and scholarship goals at least once per semester.*
- B. Each organization shall have an active Organization Advisor that lives in the Carbondale area. In the event where local alumni/ae are not available to serve as advisors, an organization shall rely on a faculty advisor. An advisor and organization leader shall periodically engage in dialogue with University officials.
- C. Each organization that maintains an official organization house shall have at least one Housing Advisor or someone who represents the housing corporation that works with the property owner. This person should be an advisor and not a student.

Aspirational Standards

- D. Advisor(s) attends 50% of FSL Advisor meetings and/or communicates with FSL staff on a regular basis.
- E. Advisors attend at least 60% of organization meetings and/or executive council meetings.
- F. Advisor(s) meet 1:1 with organization president on a recurring basis.
- G. Advisor(s) meet 1:1 with organization officers (other than president) as needed.
- H. The advisory council must meet or conference at least once a semester with the organization leaders via conference calls and/or meetings.

ROSTER RULES

1. At the beginning of each semester you will be given your organization roster to review. Updates to the roster will be due to FSL by the **second Friday after classes begin**.
2. FSL tracks the academic, recruitment, and retention rates for each fraternity and sorority affiliated with the CPH, IFC, MGC, and NPHC councils as well as interest groups and colonies not yet holding membership in a council. Such statistics are available for the previous semester at or near the beginning of the next semester for your records.
3. A roster consisting of all members listed on your I/NHQ roster must be submitted to FSL. We will compare our rosters with those submitted to your respective I/NHQ. If there are discrepancies, the organization president will meet with a representative of FSL to review. The I/NHQ will be contacted if necessary.
4. Chapter officers should complete an **FSL Form: Roster Update within 72 hours of a status change**. All members will stay on your active roster throughout their collegiate career with the exception of those who depledge, resign membership, are expelled by the organization, or take early alumni status. FSL will automatically complete roster

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adjustments following each semester's graduation for those indicated by the Registrar's Office as having received confirmation of their degree. If you notice someone you believe to have graduated remaining on your roster, please contact FSL to determine the discrepancy to avoid errors in council dues assessment.

5. Any time you must add a member, either new member or affiliate, including transfer students, the individual must submit a **FSL Form: F/S Membership Information**.
6. **FSL Form: F/S Membership Information** for new members/candidates are due **within seven (7) days of acceptance of a bid or the beginning of membership intake**. A complete new member roster is due one week after the beginning of the new member program or membership intake process.
7. **FSL Form: F/S Membership Information** for continuous open bidding (COB) are due **within seven (7) days of bid acceptance**. Note: Panhellenic women will also need to complete required COB grade release and acceptance forms according to Panhellenic policy.
8. Three weeks prior to the last day of classes, organizations will receive a copy of their most recent roster. Verification and any required roster update forms are due to FSL **by the last day of classes**. Failure to verify the roster by this date will result in the organization's statistical information being reported inaccurately. No retroactive changes will be made to the roster or grade rankings for that semester after this date.
9. FSL recognizes the following membership statuses and/or status changes:
 - A. **Initiated Active Member (I)**: Individual who has been initiated (if applicable) and is active within the organization.
 - B. **New Member/Pledge/Aspirant (NM)**: Individual who is participating in new member education or membership intake and has yet to be initiated.
 - C. **Holdover (H)**: Individual who has completed the new member education or membership intake period, was not initiated (i.e. did not make grades, etc.) and is still continuing with the organization pending initiation.
 - D. **Off Campus Study (OCS)**: Individual who is participating in study abroad, student teaching, a for-credit internship, or other SIU for-credit experience that keeps them from being on campus for the semester. These individuals remain on the roster and count on academic reports but not in GSE requirements or dues assessments.
 - E. **Alumni: Temporary (A:T)**: Individual who has been initiated and is enrolled at SIUC however has been granted a temporary inactive status with the organization which includes the loss of all normal privileges that a member in good standing would retain. A:T status cannot exceed two semesters. These individuals remain on the roster for tracking purposes but do not count on academic reports, GSE requirements or dues assessments. Individuals on A:T status for less than one full academic year may be removed from your roster if FSL is provided with documentation from your I/NHQ that indicates the change in status results in the individual no longer being a members/associate of your organization.
 - F. **Alumni: Early (A:E)**: Individual who has been initiated and is enrolled at SIUC however has been granted a permanent alumni status with the organization. Individuals on A:E will not be added back to the roster. These individuals remain on the roster for tracking purposes but do not count on academic reports, GSE requirements or dues assessments.
 - G. **Alumni: Transfer (A:Tr)**: This status change is for those individuals who are known to be transferring to a different University and will not be returning to SIUC. These individuals will be removed from rosters at the beginning of the semester following their last term at SIUC.
 - H. **Alumni: Graduation (A:G)**: This status change is for those individuals who have earned their degree, as confirmed by the Registrar's office. These individuals will be removed from rosters at the beginning of the semester following the earned degree.
 - I. **Alumni: Stop Out (A:SO)**: This status change is for those individuals who decide to take time off from SIUC but have indicated an intention to return. Individuals taking courses for a semester at John Logan Community College with an intention to return to SIUC should be indicated this status and not A:Tr. These individuals will be removed from rosters upon verification of them no longer being enrolled at SIUC.

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- J. **Alumni: Drop Out (A:DO):** This status change is for those individuals who decide to take time off from SIUC but have either not indicated their intention to return or indicated they do not plan to return. These individuals will be removed from rosters upon verification of them no longer being enrolled at SIUC.
- K. **Depledge:** This status change is for those individuals on NM or H status who, on their own accord, decide to no longer continue toward initiation. These individuals will be removed from rosters upon receipt of the roster update form.
- L. **Resignation of Membership:** This status change is for those individuals on an initiated status (not NM or H) who, on their own accord, decide to resign their membership in the organization. These individuals will be removed from rosters upon receipt of the roster update form.
- M. **Expelled from Chapter:** This status change is for those individuals at any status who have been removed via a vote of the organization membership or standards process. These individuals will be removed from rosters upon receipt of the roster update form.

Please note that for those organizations who's I/NHQ maintains membership in the NPC, FSL will adhere to all policies outlined in the most recent edition of the NPC Manual of Information regarding who counts in total or remains on rosters which may differ slightly from the policies outlined above.

If you are unsure which status fits your roster update need, please contact FSL staff at greeks@siu.edu for assistance.

RISK MANAGEMENT POLICY

FSL, in conjunction with IGC, officially adopts the most current edition of the Fraternal Information and Programming Group (FIPG) Risk Management Policy as its official risk management policy. All events held by fraternities and sororities and their Governing Councils should adhere to all Social Event Guidelines contained within the most recent edition of the FIPG Manual, and any policy requirements outlined in the Greek Standards program. In addition to the IGC Risk Management Policy, fraternities and sororities are expected to adhere to the policies and guidelines established by their individual Governing Council and/or I/NHQ. In the event there are conflicting policies, the strictest policy will be followed.

SOCIAL EVENT REGISTRATION

All fraternities and sororities at SIU are required to complete **FSL Form: Social Event Planning Guide** for their on and off-campus social functions, with alcohol present. This is to help ensure that organization events are being planned according to the best practices of both University and I/NHQ risk management policies. A copy of the completed online registration form will be given to the sponsor and shared with necessary University departments.

Three types of social events are allowed for fraternities and sororities: Alcohol-Free (AF), Bring Your Own Beverage (BYOB) and 3rd Party Vendor (3PV). Events should be registered as outlined below:

- For events WITHOUT alcohol, no registration is required. **As part of an organization conduct sanction package, organizations may be required to complete a FSL Form: Social Event Planning Guide for their alcohol-free events during a given period.**
- For events WITH alcohol and held OFF CAMPUS AND NOT in a designated chapter facility at least ten (10) business days prior to the date of the event.
- For events WITH alcohol and held OFF CAMPUS and in a designated chapter facility at least five (5) business days prior to the date of the event.

Any events registered less than the appropriate number days in advance will be reviewed on a case-by-case basis.

For events involving alcohol, final guest lists are due 24 hours prior to the event. For events occurring over the weekend, lists are due by noon the last business day before the event to allow for review.

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Mandatory Social Event Planning Training. Prior to being allowed to host social events, the chapter executive board must attend a training focused on risk reduction guidelines and the social event planning guide process.

Sober Monitor Certification. Prior to being able to host an event with alcohol, the President, Risk Management Officer and Social Chairperson and enough members to maintain the sober monitor to guest ratio as outlined in FIPG must complete the Sober Monitor Certification by attending a series of training sessions educating about risk reduction and event management procedures for events with alcohol and educating about the effects of alcohol. Once completed, the certification will last for four (4) semesters at which a recertification session will be required.

Co-sponsored events. For any events that are hosted by 2 or more SIU organizations, an event registration form must be completed by one of the sponsoring organizations and reviewed with the other sponsoring organization(s). Organizations co-sponsoring events are held equally responsible for policy violations. These events should adhere not only to SIU policies, but also those of the individual co-sponsoring organizations with the strictest policy being followed.

Hosting social functions in on-campus facilities. Organizations are able to host social functions in on campus facilities as long as they adhere to all campus policies. Any food or beverage at the event must be catered through approved vendors. Reservations for facility use must be made through the appropriate scheduling office. All applicable policies and guidelines for facility usage established by SIU as well as any fire code capacities and security requirements set by the University must be followed.

Event security. For all events involving alcohol, chapters must utilize a security team (internal or external) to assist in managing the event. Many venues include security in their event contracts which would meet the requirement. For events in venues where security is not provided, chapters should plan accordingly. Contracting with an external security company is the recommended option. If providing its own internal security, all members of the security team are considered Sober Monitors and should complete the required certification before serving in this role.

Wrist bands. With each event involving alcohol, FSL will supply organizations with non-removable wrist bands. Organizations will be provided with a corresponding number of wrist bands for those members/guests who are 21/+ (male and female) and for those under 21. Wristbands for those 21 and over will have 5 tear off tabs with the wrist band itself counting as the sixth tab. A tab should be removed by the server each time a drink is purchased by (3PV) or distributed to (BYOB) that individual. All guests will be provided with wristbands with no tear off tabs to indicate they are under 21 or have no remaining tear-off tabs. Bartenders must still check photo id for those with tear off tabs before selling to them.

Guest lists. Guest lists are required for all events with alcohol, but strongly encouraged for alcohol free events. All guest lists should follow the template available on the FSL website. Your guest list should include members and pledges/new members as well as any non-members guests (male and female). If alumni are attending the event, you should also include them on the guest list as guests of members. For those organizations with individuals in an Intake Process, you should include them on the guest list as guests to respect the secrecy of the intake process. For events with alcohol, you should provide the date of birth for all members, pledges/new members, and guests. For events involving alcohol, final guest lists should be maintained by the chapter for a minimum of 3 years.

Post event follow up. Within five (5) business days following an event with alcohol, any unused wristbands corresponding with those guests who did not attend should be turned back into FSL to verify that proper check-in procedures were followed. A meeting should occur with the IGC Risk Reduction Coordinator to review the event and determine any areas for improvement in planning for future events.

FSL CONDUCT PROCESS

Upon receipt of notification of alleged violations of any policies contained within the FSL Policy Handbook, the RSO Policy Handbook, or respective Governing Council policies, an investigation of the alleged violation and possible sanctions will adhere

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to the process outlined in the RSO Code of Conduct and/or the individual Governing Council conduct process as outlined in it's governing documents.

Cause for review of recognition. As a result of the RSO Code of Conduct process, SIU may determine as a sanction to review the appropriateness of continuing recognition of any registered fraternity or sorority. In such cases where the University determines that there is cause for a review of the recognition of a registered fraternity or sorority, the registered fraternity or sorority will be scheduled for a hearing as outlined in the RSO Code of Conduct, at which they may present any evidence which might justify their continued recognition by the University. Additionally, the I/NHQ and the Alumni Advisory Board will be notified of the review hearing.

The review of recognition will include, but not be limited to a consideration of the performance indicators such as achievement on Greek Standards, the disciplinary track record of the organization for the previous four academic years, and the academic track record of the organization for the previous four academic years.

As an outcome of this review hearing, a recommendation by the reviewing body may be made to the Coordinator of Fraternity & Sorority Life that a fraternity or sorority be placed on probation, be suspended or lose its University recognition. The Coordinator's decision may be appealed to the Vice Chancellor of Student Affairs or designee who will have the final decision in these cases.