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Welcome from the Dean of Students

On behalf of the Dean of Students Office I would like to welcome you to one of the most important leadership positions you will undertake at Southern Illinois University, Carbondale. You should be proud of your accomplishments so far, but also know the journey just begins in the importance of serving as President of your chapter.

This handbook that was developed and designed by Alex Maxwell, Graduate Assistant in Fraternity and Sorority Life will help answer many of your questions in regards to policies, procedures, risk management as well as university resources. Use this manual daily for any questions you may have.

Fraternity and Sorority Life which is an integral component of campus life reports to the Dean of Students area. The Dean of Students is responsible for fostering leadership development and personal organization responsibility. Our mission is to work in partnership with students, campus, and local community in providing a transformational experience that encourages Saluki pride, character, responsibility, initiative, respect and values of diversity, academic achievement, engagement, service, leadership and excellence. The Dean of Students primary student learning outcomes are:

- Students will demonstrate leadership competency through involvement.
- Students will demonstrate a commitment to engage in their community while becoming knowledgeable of social issues and working with community partners.
- Students will work towards developing a multicultural identity and appreciating cultural differences.
- Students will develop and demonstrate personal accountability.

I have now doubt that you will be able to demonstrate all of the learning outcomes at the end of your year as Chapter President.

The only other advice that I believe will be helpful in your role as Chapter President is highlighted below:

- You are given a great deal of responsibility and authority. Use the responsibility and authority wisely. People are always watching.
- Know the mission, vision and values of your organization as well as Southern Illinois University Carbondale. Apply those missions, visions, and values to everything you do.
- Appreciate and understand how the past influences the present. There are changes in policies and procedures for a reason.
• There are no big or small positions or jobs; no task is beneath you. When something needs to be done, be the first to volunteer, understanding that every piece of the puzzle has a place in the picture.

• Serve as a professional presence for your chapter. Be timely and respond to all correspondence, attend all meetings and provide honest answers to any questions asked of the organization.

• And last but not least, have fun. While there will be days you wish you were not Chapter President, there will be days you will miss the opportunity when your term is complete. Take advantage of all you can learn in your role.

In closing, I would like to wish you well and encourage you to stop by my office located in the Student Services Building or contact me at 618-453-4846.

Sincerely,

Jennifer Jones-Hall
Dean of Students
About Us

History
Fraternities and Sororities have played an integral role on the campus of Southern Illinois University, Carbondale, ever since their founding in 1923. In the 1930s, the campus saw the establishment of its first African-American Sorority, Sigma Gamma Rho, Sorority, Inc. in 1932, as well as the first African-American fraternity and national fraternity, Alpha Phi Alpha, Fraternity, Inc. in 1934. The 1930’s also brought about the creation of our first two governing councils, the College Panhellenic Association (CPA), in 1931, and the Interfraternity Council (IFC), in 1934. The decade also brought about two SIU traditions that still take place today, the inaugural Greek Awards took place in 1931, and the inaugural Greek Sing started by Chi Delta Chi (Phi Kappa Tau) took place in 1936. Another timeless tradition in our community, the Theta Xi variety show, started in 1947 by Theta Xi Fraternity. In addition to this variety show, Theta Xi also pioneered the Service to Southern Award, which is one of SIU’s most prestigious student awards. In the early 1970’s the National Pan-Hellenic Council (NPHC) was founded at SIUC. Finally, 2004 saw the addition of our newest council, the Multicultural Greek Council (MGC).

Today fraternities and sororities at SIUC continue to live the values and missions of their chapters and the campus community by leading the SIUC community in academics, service, and leadership opportunities. There are currently 21 fraternities and 10 sororities on campus, and they all strive to provide the best experience possible for their members.

Values
As an office we are dedicated to making decisions that will assist in upholding the following values for the Fraternity and Sorority Community at SIUC:

I. **Academics:** Our members strive to have GPAs higher than their non-affiliated peers. Fraternity and Sorority members generally have higher retention and graduation rates than their non-affiliated peers.

II. **Leadership:** Our community strives to offer our students many different leadership opportunities, in their chapters, on governing councils, and within honor societies. The skills they learn help them become leaders in the larger SIUC community.

III. **Community Service:** Our organizations strive to raise money for philanthropies and volunteer within the Carbondale, and greater Southern Illinois community.

IV. **Brotherhood and Sisterhood:** Our members strive to develop lifelong friendships in their chapters as well as the Fraternity and Sorority Life community.

V. **Diversity:** Our community welcomes students of all backgrounds, cultures, and interests. We work to promote a positive and respectful environment.

Fraternity and Sorority Life is an integral member of the Division of Student Affairs.

Division of Student Affairs Mission Statement: The Division of Student Affairs at Southern Illinois University Carbondale is committed to supporting the mission of our institution by providing purposeful and engaging programs, resources and spaces. We create a comprehensive
experience that supports and challenges all students to achieve their academic goals and personal potential.

Division of Student Affairs Vision Statement: We influence campus culture by fostering an inclusive, engaging learning environment. We guide our students to become responsible, life-long learners who positively impact a global community.

Dean of Students Mission Statement: The Dean of Students Unit works in partnership with students, campus, and local community to provide a transformational experience that encourages Saluki pride, character, responsibility, initiative, respect and values of diversity, academic achievement, engagement, service, leadership, and excellence.

Staff Structure
Jennifer Jones-Hall – Dean of Students
Rachel Dunning – Coordinator of Fraternity and Sorority Life
Alex Maxwell – Graduate Assistant

What Does Fraternity and Sorority Life Do?

1. Advise
   a. Four governing councils: College Panhellenic Association, Interfraternity Council, National Pan-Hellenic Council, Multicultural Greek Council
   b. Two honor societies: Order of Omega, Rho Lambda
   c. One programming board: Inter-Greek Council
   d. Chapter presidents through the implementation of our chapter coach model
   e. Serve as the liaison for SIUC and Inter/National headquarters
   f. Work with chapter advisors
   g. Develop and implement educational workshops and retreats for the Fraternity and Sorority Life community

2. Advocate
   a. The Office of Fraternity and Sorority Life staff will be present at as many events as possible
   b. Serve as a support system for individual members, chapters, and the community as a whole

3. Facilitate
   a. Fraternity and Sorority Life Leadership Retreat
   b. New Member 101
   c. Annual Greek BBQ
   d. Greek Sing
   e. Theta Xi Variety Show

4. Educate
   a. Develop and implement retreats and workshops for the community
   b. Collaborate with campus partners to provide educational opportunities for chapter members
5. Crisis Management  
   a. Develop and implement policies that are in the best interest of the students and community

**Organization Management**

**Saluki Connect**  
All organizations must register their organization through Saluki Connect. Once a chapter has completed the registration process, a Saluki Connect portal will generate for that organization. Saluki Connect is SIUC’s official Registered Student Organization management software. Organizations will use Saluki Connect for various purposes, including, but not limited to; organization registration, event registration, the creation of organizational forms, and many other management roles.

There is a detailed walkthrough in Appendix F.

**Extension and Expansion**  
Any national fraternity or sorority who wishes to start a chapter at Southern Illinois University Carbondale must adhere to all policies for extension/expansion as laid out by the Constitutions and By-Laws set forth by the governing council they wish to join. In addition to following these governing documents as a future registered student organization (RSO) at SIUC, any colony or associate chapter must follow all procedures outlined by the Undergraduate Student Government. The Office of Fraternity and Sorority Life is willing to assist new chapters at SIUC. However, new chapters must meet all expectations set forth by the external governing documents mentioned above.

**Annual Recognition Process**  
All recognized fraternities and sororities at SIUC must update chapter information with the Office of Fraternity and Sorority Life on an annual basis during their officer transition period.

1. **Chapter Information Updates**  
   Fraternities and sororities must provide accurate and up-to-date information to the Office of Fraternity and Sorority Life during each officer transition period. It is the responsibility of the individual fraternity or sorority to provide this information by the second Friday of classes. Chapters must submit any changes to these documents to the Office of Fraternity and Sorority Life within 72 hours of said changes. There may be instances when the Office will ask for additional information from a chapter after the second Friday of classes. Chapters must submit all information to greeks@siu.edu promptly.

2. **Membership Rosters**  
   Fraternities and sororities will provide updated information on the current status of their members by the second Friday of each semester. Organizations will bear the responsibility of updating their rosters with the Office of Fraternity and Sorority Life any time a change occurs between reporting periods. These records will be used to calculate
chapter and community academic profiles, service, and philanthropy reports as well as council financial statements each semester. Please see the Roster Rules section of this handbook for a full description of this policy.

3. Advisor Agreement
Fraternities and sororities must retain at least one SIUC faculty or staff member working full-time at the university as an organization advisor. Organizations will be asked to have their advisors sign an agreement at the end of each semester expressing their commitment to serve. These advisors must submit the Advisor Form to the Office of Student Engagement. Organizations shall have thirty (30) business 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.
While the university requires every RSO to have a faculty/staff advisor, the Office recognizes that a chapter may have more than one advisor. Organizations are encouraged to have multiple advisors to support their operations.

4. Anti-Hazing Statement
Fraternities and sororities are required to file a signed statement of their understanding of the University policies, State of Illinois laws, and their organization’s policies regarding hazing each semester. Each member of the community must sign this form once per year, and each new member, pledge, associate, or aspirant must sign within 72 hours of accepting an invitation to join.

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 before extending an invitation to join. Both the mandatory program materials of their (inter)national headquarters and any locally developed support documents are required.
Please Note: The Office will not share this confidential information with other fraternities and sororities.

6. Chapter Constitution & By-Laws
Fraternities and sororities are required to submit a copy of their current chapter by-laws each year. If no changes have occurred since the last submission organizations may indicate this to avoid sending another copy. Chapters are responsible for notifying the Office of any updates to their constitution or by-laws within 72 hours. The Office of Fraternity and Sorority Life will provide reference materials and guidance to any chapter officer working to update or revise the chapter's by-laws.
Please Note: The Office will not share this confidential information with other fraternities and sororities.

7. Risk Management Program
Fraternities and sororities are required to submit a copy of their current risk management program. Both the mandatory policy statements of the (inter)national headquarters and any locally developed support documents are required. Chapters must notify the Office of any changes within 72 hours. The Office will provide reference materials and 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, as well as any policies mandated by their (Inter)National Headquarters and the University.

8. **Academic Program**
Fraternities and sororities whose semester GPA is below a 2.5 are required to submit a copy of their current academic program. The office will provide reference materials and 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 academic experience.

9. **Certificate of Insurance.**
Fraternities and sororities are required to submit a Certificate of Insurance from their (Inter)National Headquarters Liability Insurance provider naming Board of Trustees of Southern Illinois University, Carbondale as an additional insured each year as part of the recognition process. The chapter must submit their Certificate of Insurance by the second Friday of classes, and a copy will be kept on file in the Office of Fraternity and Sorority Life. 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 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.”
   C. **The certificate holder information is as follows:**

      Board of Trustees of
      Southern Illinois University
      1400 Douglas Drive MC 6801,
      Carbondale, IL 62901

10. **Community Service and Philanthropy Report**
Fraternities and Sororities are required to submit information showing the amount of money raised for philanthropic purposes as well as completed community service hours. These two sources of information must be submitted to the office, via email, by the Friday before finals week for the respective semester. Chapters must also submit completed community service hours to the Center for Service-Learning and Volunteerism in order to be documented by the University.
11. Other Reports

The Office of Fraternity and Sorority Life may request additional information and reports from chapters throughout the year. All information must be submitted to greeks@siu.edu within 72 hours of the request.

Organizations which have not submitted the necessary materials by the specified deadline will have all facility reservations placed on hold, will be removed from the list of Registered Fraternities & Sororities eligible to participate in University-sponsored programs, and will be placed social probation until they have submitted all documents.

Rights of Recognized Chapters

1. Recruitment/Intake

Recognized fraternities and sororities shall have the right to allow students from the SIUC student body to join as new members. All recruitment efforts by chapters must be free of alcohol and other controlled substances. The use of intimidation by either excluding 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 the Office of Fraternity and Sorority Life before extending an invitation of membership. A chapter can verify an individual’s grades by completing the GPA & Academic Information Release Form, found on fsl.siu.edu. Recognized fraternities and sororities may offer student membership only to students enrolled as full-time students at SIUC, meaning they have a minimum of twelve (12) credit hours. Students who are on academic probation, who have been conditionally admitted to SIUC, 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 individuals who have made a significant contribution to the organization.

2. Fundraising

Recognized fraternities and sororities may raise funds both on and off SIUC’s campus. Whether raising funds on or off campus, they must follow all applicable campus policies, such as those regarding solicitation, posting, and reservations.

3. Utilization of Campus Facilities

Recognized fraternities and sororities will have the right of utilizing University facilities for meetings, functions, programs, and other appropriate activities provided that chapters complete the proper reservation requirements set by the Conference and Scheduling Services Office or the necessary department and the chapter adheres to all facility policies. 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 right of participating as a group, or in collaboration with other groups, in all University-sponsored activities and programs, such
as homecoming or intramurals. Chapters are expected to follow all SIUC guidelines and policies during these activities, and the organization will be responsible for the conduct of its members in attendance.

5. **Social Events**
   Recognized fraternities and sororities will have the right of sponsoring and hosting social events. All social events must comply with the risk management guidelines specified by SIUC, the Office of Fraternity and Sorority Life, and the chapter’s (Inter)National Headquarters, as well as any applicable Federal, State, and local laws. The sponsoring chapter(s) will be held accountable for the actions and conduct of all members, new members, alumni and/or guests at any social event.

6. **Office of Fraternity & Sorority Life**
   The Office 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. The Office will make its staff available to all recognized fraternities and sororities and their officers and members for educational programming, officer transition, goal-setting and development, recruitment/intake, alumni relations, and volunteer services planning. Staff will meet with the presidents of their assigned chapters at least once per month. The Office will provide various forms of resources materials to support all recognized fraternities and sororities.

7. **Philanthropic events, educational speakers and similar programs**
   Recognized fraternities and sororities will have the right of sponsoring and hosting philanthropic events, educational speakers and similar programs on the campus provided that all appropriate reservations have been completed and confirmed, and any necessary security has been arranged for and paid for by the organization. If chapters would like assistance in promoting these events, please notify the Office of Fraternity and Sorority Life at least (30) days in advance.

**Policies**

**Roster Policy**
1. The Office of Fraternity and Sorority Life will provide chapters with an electronic copy of their organization’s roster from the previous semester to review. Updates to the roster will be due to Office of Fraternity and Sorority Life by the second Friday after classes begin.
   A. Chapter’s must submit the information for any additional members who join after the second Friday via recruitment or intake to the Office of Fraternity and Sorority Life within 72 hours.
2. All members must be accounted for on the roster, and must contain the following information:
   A. Name
   B. Academic year
   C. Dawgtag
D. Membership status
E. Leadership positions held

3. Chapter officers should send an updated roster within 72 hours of a status change. All members will stay on your active roster throughout their collegiate career except those who depledge, resign membership, are expelled by the organization, or take early alumni status.

4. Organizations will receive a copy of their most recent roster to review during the first week of November. Chapters must confirm the roster and submit any changes to the Office of Fraternity and Sorority Life within 72 hours. The information will be used to ensure that grade reports are accurate. No retroactive changes will be made to the roster or grade rankings for that semester after this date.

5. The Office of Fraternity and Sorority Life 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 not been initiated.
   C. Off-Campus Study (OCS): Individual who is participating in study abroad, student teaching, a for-credit internship, or other SIUC 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 for dues assessments.
   D. Expelled from Chapter: This status change is for those individuals who have been removed via a vote of the organization’s membership or standards process.

6. While the Office of Fraternity and Sorority Life maintains the official rosters, it is strongly encouraged that the chapters update their Saluki Connect portal within 72 hours of any status changes.

Social Event Registration
All fraternities and sororities at SIUC are required to complete the Social Event Registration Form for any on-campus or off-campus social event where alcohol is present. This form can be found on the Office of Fraternity and Sorority Life’s Saluki Connect. The Office of Fraternity and Sorority Life will keep a copy of the social event registration form on file and may share the form with necessary University departments. An organization must complete this form within seven calendar days before the date of the event. Chapters must also submit a guest list to greeks@siu.edu four calendar days before the date of their event.

Three types of social events are allowed for fraternities and sororities:
- **Alcohol-Free Social Events**
- **Bring Your Own Beverage.** Southern Illinois University chooses to adopt FIPG Inc.’s definition of BYOB events. That is defined as one (1) six-pack of 12-ounce beers or one (1) four-pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage.
- **Third Party Vendor Events.** Southern Illinois University, Carbondale chooses to adopt FIPG Inc.’s guidelines for third-party vendor events. All chapters must follow FIPG guidelines for these events.
For any Co-sponsored events, any events that are hosted by 2 or more SIUC organizations, a Social Event Registration Form must be completed by one of the sponsoring organizations and reviewed with the other sponsoring organization(s). All organizations participating in co-sponsored events will be held equally responsible for any policy violations. These events should adhere to all SIUC policies, applicable Federal, State, and local laws, as well as the policies set for by all individual co-sponsoring organization’s (inter)national headquarters.

**Hosting social functions in on-campus facilities.** Organizations can host social functions in on-campus facilities as long as they adhere to all campus policies. Organizations must cater any food or beverages through university approved vendors. Reservations for facility use must be made through the appropriate scheduling office. Organizations must follow all applicable policies and guidelines for facility usage established by SIUC as well as any security requirements set forth by the University.

**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. Chapters are responsible for acquiring security for events in venues that do not provide it. Contracting with an external security company is the recommended option. If a chapter decides to provide 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.

**Wristbands.** With each event involving alcohol, Fraternity and Sorority Life will supply organizations with non-removable wristbands. Per the Social Event Registration Form chapters may choose another way to identify guests over 21. If a chapter chooses to utilize an alternative way, they must gain approval from the Office of Fraternity and Sorority Life through the completion of their Social Event Registration Form.

**Guest lists.** All chapters are required to provide guestlists for any social events with alcohol. Your guest list should include members and pledges/associate/new members as well as any non-member guests. A chapter must also include any alumni on the guest list. You must provide the date of birth for individuals on the guest list. It is strongly encouraged that chapters maintain a copy of their guest list for three (3) years.

**Post-event follow-up.** Within five (5) calendar days following an event with alcohol, any unused wristbands should be brought back to the Coordinator of Fraternity and Sorority Life.

**Events During the Last Two Weeks of the Semester**
No chapters shall have any programming during the week before final exams (dead week), or during the week of final exams. This programming ban is to ensure that all members have the opportunity to adequately study and prepare for final exams, projects, or papers.

**Conduct Process**
Any chapter accused of violating their council’s governing documents will follow the procedures as outlined by that council’s judicial process. Dependent upon the council this could include but is not limited to, informal discussions, mediations, and/or a judicial hearing heard by a board of their peers. All judicial boards undergo annual training by the Office of Fraternity and Sorority Life, as well as training by the executive council officer who is responsible for the judicial body. The Office of Fraternity and Sorority Life will also make efforts to provide these board members
training from outside offices that deal with student conduct such as Student Rights and Responsibilities.

While the Office of Fraternity and Sorority Life strongly believes in the concept of self-governance by students as an educational tool for their personal and professional development, the Office understands that sometimes there are cases that should be handled by professionals. Due to this recognition the Dean of Students, or their designee, has final say in whether or not a case should bypass a council’s judicial process and go straight to Student Rights and Responsibilities.

**Hazing**

Southern Illinois University, Carbondale has a strict zero-tolerance hazing policy. The Dean of Students or their designee will investigate allegations of hazing. For this policy, the following definitions of hazing shall be used. If a chapter or entity is found responsible for hazing they may be required to go through the student conduct process.

Southern Illinois University has two separate definitions regarding Hazing according to the Student Conduct Code.

1. **Hazing** – Any action required of, suggested to, or imposed upon current or potential members of a group which produces, or is reasonably likely to produce, bodily harm, humiliation, ridicule, substantial interference of academic efforts, significant impairment, or endangerment of physical, mental or emotional well-being, regardless of the consent of the participants.

2. **Organizational Hazing** – Any action required of, suggested to, or imposed upon current or potential members of a group which produces, or is reasonably likely to produce, bodily harm, humiliation, or endangerment of physical, mental or emotional well-being, regardless of the consent of the participants.

The office of Fraternity and Sorority Life and the chapters under its direction shall adhere to all FIPG policies, regardless if that individual chapter’s (inter)national headquarters adheres to FIPG. FIPG defines hazing as the following.

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

State of Illinois’ [Hazing Act](#)
1. Hazing. A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:
   a. the act is not sanctioned or authorized by that educational institution; and
   b. the act results in bodily harm to any person.

Alcohol
The following guidelines in place have been adopted from the Fraternal Information Programming Group (FIPG), an industry leader in Fraternity and Sorority Risk Management, the SIU Carbondale Student Code of Conduct, and SIU Carbondale Policies.

1. A social event includes but is not limited to:
   1. Live Music (including DJ)
   2. More than five guests
   3. Third Party Vendor
   4. Past 10 p.m.
   5. Alcohol is present
2. All events involving alcohol consumption by undergraduate students must be approved by the Dean of Students or their designee through the use of the Social Event Registration Form.
3. The possession, sale, use or consumption of alcoholic beverages, at an organization event, or in any situation sponsored or endorsed by the organization, or at any event a reasonable observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city, and Southern Illinois University Carbondale.
4. All organizations hosting a social event with alcohol must adhere to a BYOB or Third-Party Vendor Guidelines.
   1. For this policy, BYOB is defined as one six-pack of beers or one four-pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage.
   2. Please click here to view NIC’s “BYOB: Hosting Safe Social Events” document
5. No hard liquor may be served at any social event unless served by a third-party vendor.
   1. Hard Liquor is defined as any alcoholic beverage over 15% ABV
6. No alcohol may be purchased through organization or university funds.
   1. This includes organization members coordinating collection of funds through such means as “passing-the-hat” to purchase said alcohol.
7. Open-parties, meaning those with unrestricted access by non-members of the organization, are prohibited.
   1. Members are only those individuals who are on the organization's roster on file with the Office of Fraternity and Sorority.
   2. Organizations are allowed to have three (3) guests per every member.
   3. Guest lists for social events are due four (4) days before the social event.
   4. The organization must ensure that social events do not exceed the maximum capacity of the venue as defined by the State Fire Marshal.
8. No organization may co-sponsor an event with an alcohol distributor, a tobacco company, or tavern at which alcohol is given away, sold or other provided to those presents.
   1. A tavern is an establishment generating more than half of annual sales from alcohol.
9. An organization may rent or use a room at a tavern at the standard rate.
10. No organization may co-sponsor, co-sponsor, or attend or participate in a function at which alcohol is purchased by any of the host organization.
11. Alcohol consumption must end at least one hour before the end of the event.
12. Sponsoring organization must have free water and food for attendees.
13. All recruitment activities and new member/associate/pledge activities must be alcohol-free.

Procedures

Crisis Management:
In the event of a fire, serious injury, death or other crisis, the chapter president must handle the situation and maintain calm and clear thinking among other members. These procedures are provided as guidelines. Chapters should consult their inter/national organization’s crisis management plan and adapt this plan as needed.

Definition of a crisis:
1. An accident resulting in severe or fatal injuries;
2. A member attempting or committing suicide;
3. A fire or explosion in the chapter facility;
4. Substantial damage to the chapter facility caused by a storm, flood, tornado, or earthquake;
5. Deliberate damage to the chapter facility from malicious mischief, sabotage, or a riot;
6. Chapter member, members, or the entire chapter being accused of violating local, state, Federal, or university/college laws, rules or regulations.

Each semester chapters must:
1. Update numbers, emails, and contact information for all members, campus resources and advisors in your cell phone and on paper.
2. Review the plan with members and new members.
3. Provide a copy of your crisis management plan to all active members and new members. It should include contact information.
4. Host practices and drills (i.e., fire drills and case studies for a crisis situation).
5. Provide your plan to parents, advisors and the Fraternity/Sorority Life Advisor.
6. Make sure your contact information is up to date with your national organization.
7. Update list of members who may have medical knowledge (i.e., first aid certified, CPR, nursing, EMT).

Crisis Response Protocols

Fire in chapter facility
1. Call 911 or Department of Public Safety at 618-453-3771.
2. Alert all residents.
3. Evacuate everyone immediately. Do not stop to save possessions.
4. Have a common meeting place outside to assemble the chapter.
5. Count heads and determine who is missing.
6. If anyone is missing, report it immediately to the fire department.
7. Do not re-enter the building for any reason.
8. Stay calm and help keep everyone else calm.
9. If the chapter president is not present, contact him/her immediately. The highest ranking officer is in charge until the chapter president arrives.
10. Call your chapter advisor and local campus advisor.
11. Call the Dean of Students, Jennifer Jones-Hall at 219-241-2891.
12. Contact your national headquarters (this should happen as soon as possible).

**Serious injury**
1. **Call 911** or Department of Public Safety at 618-453-3771.
2. Do not move member unless he/she is in physical danger.
3. Immediately close room/wing/area if in chapter facility.
4. If the chapter president is not present, contact him/her immediately. The highest ranking officer is in charge until the president arrives.
5. Call your chapter advisor and local campus advisor.
6. President calls the Dean of Students.
7. Call your national headquarters.
9. If injury took place in the facility, close house. Try to limit members leaving and only permit members and officials to enter the house.
10. Call an emergency meeting of all members. They should be told there is an emergency and they need to assemble at the house or other centralized meeting place. Do not provide details. Ask them to come immediately and do not make outgoing calls to those outside of the chapter.
11. Do not notify parents or relatives. Authorized officials will do this.

**Death**
1. **Call 911** or Department of Public Safety at 618-453-3771.
2. Do not move member.
3. Immediately close room/wing/area if in chapter facility.
4. If the chapter president is not present, contact him/her immediately. The highest ranking officer is in charge until the president arrives.
5. Call your chapter advisor and local campus advisor.
6. President calls the Dean of Students.
7. Call your national headquarters.
9. If death occurred in the facility, close house. Try to limit members leaving and only permit members and officials to enter the house.
10. Call emergency meeting of all members. They should be told there is an emergency and they need to assemble at the house or other centralized meeting place. Do not provide details. Ask them to come immediately and do not make outgoing calls to those outside of the chapter.
11. Do not notify parents or relatives. Authorized officials will do this.
12. Do not tell anyone it was a death until chapter is assembled and parents have been notified.
13. The member’s belongings should not be moved or touched.

**Completed suicide/Attempted suicide**

1. **Call 911** or the Department of Public Safety at **618-453-3771**.
2. Do not move member unless he/she is in physical danger.
3. Immediately close room/wing/area if in chapter facility.
4. Call your chapter advisor and local campus advisor.
5. President calls the Dean of Student.
6. Call your national headquarters.
7. If suicide took place in the facility, close house. Try to limit members leaving and only permit members and officials to enter the house.
8. Call emergency meeting of all members. They should be told there is an emergency and they need to assemble at the house or other centralized meeting place. Do not provide details. Ask them to come immediately and not make outgoing calls to those outside of the chapter.
9. Do not notify parents or relatives. Authorized officials will do this.
10. Do not tell anyone it was a suicide until chapter is assembled and parents have been notified.
11. The member’s belongings should not be moved or touched. In the event of an attempted suicide with serious injury follow the guidelines provided under serious injury.
12. In the event of an attempted suicide without serious injury, do NOT assemble the chapter or inform the membership. It should be held quietly. Still contact the chapter advisor, national organization and Dean of Students.

**Reporting an incident or crisis**

Chapter members have a responsibility to promptly report all incidents that could result in an insurance claim. Prompt reporting often can prevent minor incidents from developing into major problems.

**What facts should I gather?**

1. What happened?
2. Who was involved? Include any witnesses.
3. When did the events take place (specific time and date)?
4. What events (if any) led up to this happening?

**Create a timeline of events.**

1. Where did this occur?
2. Why did this occur?
3. How did this occur?
4. List any property damage.

**What types of incidents should be reported?**

1. Any incident that caused or contributed to an injury or death.
2. Any demand for compensation, whether verbal or written. Any lawsuits or subpoenas served on you or your chapter by an officer of the court. Any contacts by an attorney or investigator asking about an occurrence that happened at the chapter facility or that involved chapter members. Your national organization may require that you complete
specific forms. Do this as soon as possible while the facts are still fresh in member’s minds.

**What do I do after I report?**

1. Do not admit responsibility or liability in any accident or occurrence.
2. NEVER discuss an incident with an attorney or investigator without clearance from Headquarters.
3. Appoint one spokesperson (usually the chapter president) to handle any questions from outsiders about the occurrence.
4. Instruct the chapter members not to discuss the incident with anyone outside of the Fraternity/ Sorority.
5. Continue constant communication with your national organization and the university. Depending on the circumstances you may need to follow up with university counseling services.

**FIPG, Inc. Risk Management Guidelines, June 2017**

Please see Appendix C for FIPG, Inc. Risk Management Guidelines
## Appendix

### Appendix A: Council Chart

<table>
<thead>
<tr>
<th>NPHC</th>
<th>MGC</th>
<th>CPA</th>
<th>IFC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Kappa Alpha Sorority, Inc.</td>
<td>Gamma Phi Omega Sorority, Inc.</td>
<td>Alpha Gamma Delta</td>
<td>Alpha Gamma Rho</td>
</tr>
<tr>
<td>Iota Phi Theta Fraternity, Inc.</td>
<td>Kappa Delta Chi Sorority, Inc.</td>
<td>Delta Phi Epsilon</td>
<td>Alpha Phi Alpha Fraternity, Inc.</td>
</tr>
<tr>
<td>Kappa Alpha Psi Fraternity, Inc.</td>
<td>Lambda Theta Alpha Latin Sorority, Inc.</td>
<td>Delta Zeta</td>
<td>Alpha Sigma Phi</td>
</tr>
<tr>
<td>Omega Psi Phi Fraternity, Inc.</td>
<td>Lambda Theta Phi Latin Fraternity, Inc.</td>
<td>Sigma Alpha</td>
<td>Beta Theta Pi</td>
</tr>
<tr>
<td>Zeta Phi Beta Sorority, Inc.</td>
<td>Omega Delta Phi Fraternity, Inc.</td>
<td>Sigma Kappa</td>
<td>Delta Chi</td>
</tr>
<tr>
<td>Phi Iota Alpha Fraternity, Inc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Farmhouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kappa Alpha Order</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Sigma Pi</td>
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<td></td>
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<td>Kappa Alpha Order</td>
</tr>
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<td></td>
<td>Tau Kappa Epsilon</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lambda Chi Alpha</td>
</tr>
</tbody>
</table>
Appendix B: Grade Release Form
For a PDF version of the form, please click here.

Grade Release Form
Southern Illinois University | Fraternity and Sorority Life

I, _________________________________, have accepted a bid and have been
name
inducted into ___________________________ and understand
Organization
this is a formal invitation to join the organization noted above.

Please provide the following information, make sure to print legibly.

**FIRST NAME:** __________________

**LAST NAME:** __________________

**SIU DAWGTAG:** ________________

**SIU EMAIL:** ________________

**CELL PHONE:** ________________

By signing below, I wish to waive my rights granted by the Family and Educational Rights and Privacy Act of 1974 & permit Southern Illinois University Carbondale to release academic information about me to my sorority/fraternity, and my organization’s advisors both national and local. I understand this waiver will be in effect until I notify the Fraternity and Sorority Life that I am no longer an active member of my fraternity or sorority. Additionally, I am aware that I must have at least a 2.0 cumulative Grade Point Average or higher (on a 4.0 scale) to become a new member of a Greek organization and I give SIUC Fraternity and Sorority Life the right to verify my academic information and student status throughout my membership in an organization. I also authorize SIUC Fraternity and Sorority Life the right to share this information with the advisors, national headquarters, the organization’s governing council, and/or the chapter president and scholarship chair when necessary. I also authorize my chapter to publicize my grades for congratulatory advertisements in media sources.

**Signature:** ________________________________ **Date:** __/__/_____

SIU
Southern Illinois University
Appendix C: Advisor Form

Student Organization Change of Advisor Agreement

All registered student organizations are required to have an advisor who is a full-time faculty or staff member at SIUC. The advisor agrees to assist the organization, to provide an educational experience for its individual members and to be familiar with its programs and activities. An advisor is a consultant to an organization and assists in the growth and development of the group by providing direction through advice, understanding, and clarification.

Furthermore, advisors should fulfill the following duties:

- Clarify his or her role as advisor to the student organizational members as he or she sees it.
- Read, understand and act in accordance with university policies that govern registered student organizations.
- Assist the officers of the organization in understanding their duties, organizing programs, interpreting their constitution, and resolving any conflicts.
- Be accessible to the officers and members of the organization.
- Attend and help execute major activities and events (major is defined as 100+ in attendance) hosted by the organization.
- Stay updated on developments within the organization.
- Advise and consult the organization’s officers.
- Encourage the officers to maintain accurate records.
- Provide continuity to the organization’s policies, programs, and traditions.
- Assist in officer transition.

By signing my name, I am agreeing to serve in an advisor capacity for the 2017-2018 academic year for the stated student organization. I have met with the organization leaders and discussed the expectations/responsibilities of being their advisor. I will fulfill these to the best of my ability.

Name of student organization: ________________________________

Name of Advisor: ________________________________

Department: ________________________________

Campus Address: ________________________________

Campus Phone: ________________________________

Email Address: ________________________________

Signature: ________________________________

Date: ________________________________
Appendix D: FIPG Document
The following guidelines are taken from the June 2017 Fraternal Information and Programming Group (FIPG) Risk Management Guidelines. FIPG serves as the industry leader in risk management for Fraternities and Sororities. The Office of Fraternity and Sorority Life and the chapters under its direction shall adhere to all FIPG policies, regardless if that individual chapter’s (Inter)National Headquarters adheres to FIPG.

The Risk Management Guidelines of FIPG include the following provisions and recommendations. These are intended to apply to all levels of membership in an organization. These are recommendations only as FIPG does not exist as a stand-alone association with membership and a board of directors. FIPG serves as a resource of the Fraternity Executives Association (FEA) for all organizations, colleges, universities, and other entities and individuals.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, should be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and should comply with either the BYOB or Third Party Vendor Guidelines. BYOB is defined as one (1) six-pack of 12-ounce beers or one (1) four-pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage.

2. No alcoholic beverages should be purchased through or with chapter funds nor should the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is discouraged.

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are not recommended. Any event with alcohol present that can or will be associated with an entity of a fraternity should require a guest list prepared 24(twenty-four) hours in advance of the event. It is recommended that a list of those who attend be maintained for several years.

4. No members, collectively or individually, should purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

5. It is recommended that the possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity be prohibited.

6. No chapter should co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at
which alcohol is present could be conducted or co-sponsored with a charitable organization if the event is held within the provisions of the organization and college or university policy.

7. No chapter should co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

8. All recruitment or rush activities associated with any chapter should be non-alcoholic. No recruitment or rush activities associated with any chapter should be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

9. No organization or member or pledge, associate/new member or novice should permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol should be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “big brother – little brother” events or activities, / “big sister - little sister” events or activities, “family” events or activities and initiation.

HAZING

No chapter, colony, student or alumnus should conduct, participate in nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

SEXUAL ABUSE AND HARASSMENT

An organization should not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy should not be allowed.
FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.

2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.

3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.

4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house should be prohibited.

5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION

Each fraternity should annually instruct its students and alumni/alumnae in its risk management policies and practices. It is recommended that all undergraduates and key volunteers receive on an annual basis a copy of the organization risk management policy and that a copy of the policy be posted on the organization website. For more information, refer to wwwfea-incorg/fipg.

For more information about FIPG and/or its policies please visit: http://fipg.org/
## Appendix E: University Resources Chart

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Learning Support Services</td>
<td>618-453-1369</td>
<td><a href="mailto:clss@siu.edu">clss@siu.edu</a></td>
</tr>
<tr>
<td>Center for Service-Learning and Volunteerism</td>
<td>618-453-7520</td>
<td><a href="mailto:volunteer@siu.edu">volunteer@siu.edu</a></td>
</tr>
<tr>
<td>Confidential Advisor</td>
<td>618-453-3311</td>
<td><a href="mailto:shcinfo@siu.edu">shcinfo@siu.edu</a></td>
</tr>
<tr>
<td>Dean of Students</td>
<td>618-453-2461</td>
<td><a href="mailto:deanofstudents@siu.edu">deanofstudents@siu.edu</a></td>
</tr>
<tr>
<td>Department of Public Safety</td>
<td>618-453-3771</td>
<td><a href="mailto:webmaster@dps.siu.edu">webmaster@dps.siu.edu</a></td>
</tr>
<tr>
<td>First Scholars</td>
<td>618-453-1843</td>
<td><a href="mailto:First2go@siu.edu">First2go@siu.edu</a></td>
</tr>
<tr>
<td>Non-Traditional Student Services</td>
<td>618-453-7521</td>
<td><a href="mailto:nontrad@siu.edu">nontrad@siu.edu</a></td>
</tr>
<tr>
<td>Office of Student Engagement</td>
<td>618-453-5714</td>
<td><a href="mailto:getinvolved@siu.edu">getinvolved@siu.edu</a></td>
</tr>
<tr>
<td>Parking Division</td>
<td>618-453-5369</td>
<td><a href="mailto:parkingdiv@dps.siu.edu">parkingdiv@dps.siu.edu</a></td>
</tr>
<tr>
<td>Project Upward Bound</td>
<td>618-453-3354</td>
<td><a href="mailto:upwardbound@siu.edu">upwardbound@siu.edu</a></td>
</tr>
<tr>
<td>Saluki Cares</td>
<td>618-453-2461</td>
<td><a href="mailto:siucares@siu.edu">siucares@siu.edu</a></td>
</tr>
<tr>
<td>Student Center</td>
<td>618-536-3351</td>
<td><a href="mailto:scenter@siu.edu">scenter@siu.edu</a></td>
</tr>
<tr>
<td>Student Health Center</td>
<td>618-453-3311</td>
<td><a href="mailto:shcinfo@siu.edu">shcinfo@siu.edu</a></td>
</tr>
<tr>
<td>Students’ Legal Assistance</td>
<td>618-536-6677</td>
<td><a href="mailto:sladesk@siu.edu">sladesk@siu.edu</a></td>
</tr>
<tr>
<td>Student Multicultural Resource Centers</td>
<td>618-453-3740</td>
<td>Need Email</td>
</tr>
<tr>
<td>Student Rights and Responsibilities</td>
<td>618-536-2338</td>
<td><a href="mailto:studentrights@siu.edu">studentrights@siu.edu</a></td>
</tr>
<tr>
<td>TRIO Student Support Services</td>
<td>618-453-6973</td>
<td><a href="mailto:triosss@siu.edu">triosss@siu.edu</a></td>
</tr>
<tr>
<td>Veterans Services</td>
<td>618-453-1335</td>
<td><a href="mailto:vets@siu.edu">vets@siu.edu</a></td>
</tr>
</tbody>
</table>
Appendix F: Saluki Connect Registration
To register your organization, please follow the steps below:

1. Create your own personal account by selecting the drop-down in the top right corner of the screen. “Login” will bring you to this screen.
   a. When you choose to log in for the first time select, “create account.” You MUST use your SIU email for this.

2. Once you create your account login and go to the Forms tab located in the top bar
3. On the forms page select “Organization Registration.”

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Registration</td>
</tr>
<tr>
<td></td>
<td>Organizations and Departments should use this form when creating a portal registering their organization.</td>
</tr>
<tr>
<td>Resource</td>
<td>This form is to be used when checking out resources available in the Office of Student Engagement. This form is to be used if your RSO is not wanting a Solicitation Permit.</td>
</tr>
<tr>
<td>Start/Review New</td>
<td>Organization Form is the first step towards becoming a recognized student organization at SIU. All applications will be reviewed by an Office of Student Engagement Staff member. The application materials will then be sent to the Internal Affairs Committee of Undergraduate Student Government or Graduate Professional Student Council for approval. Note that this process could take 4-6 weeks.</td>
</tr>
</tbody>
</table>

- Things you will need to complete the registration process
  - Constitution
  - Picture of your organization
- When entering officers, there are only four options (President, Vice President, Treasurer, and Secretary). Please select the option that is most similar to an available position, for executive council officers that are not similar to these options please select “Committee Chair.”
- Do not add general members in the Executive Board Member section.
- For categories be sure to select Fraternity/Sorority
- Please be sure to tell your Advisor to be on the lookout for an email. We will have to add them to the system as Presence only pulls student data.
Add Members

1. Once your organization is approved, you will be able to go to the “Admin Dashboard.”

2. Once you are in the “Admin Dashboard” go to the top left and select “Manage” and then “Organizations.”
3. Once at the “Organizations” page select your organization (please note you will only see the organizations you are a member of).

4. Once you have selected your organization, you will then select the “Roster” tab.

5. Halfway down the “Roster” page, you will see the “Members” box. Select the “Add Members” drop-down box.

6. There are two ways to upload members the first way is to do so one by one.
   a. Click “Add Member” tab and search the person’s name in the pop-up box.

7. The second way is to bulk add members, follow these steps to do so:
a. Go to Saluki Connect’s main page
b. Go to the “Organizations” tab, once there search for the Office of Student Engagement
c. Once you select the Office of Student Engagement and are in their portal select the “Documents” tab.

d. Once you are on the “Documents” tab, click the “Bulk Roster/Member Upload” to download the necessary excel spreadsheet.
e. On the Spreadsheet only fill out their email, do not edit the other columns.

\[
\begin{array}{cc}
A1 & \text{A} \\
B1 & \text{Email} \\
2 & \text{Position} \\
3 & \text{Status} \\
4 & \text{Member} \\
5 & \text{Active} \\
6 & \text{Member} \\
7 & \text{Active} \\
8 & \\
\end{array}
\]

f. Once you have completed the spreadsheet go back to the “Roster” tab in your Organization’s portal on the Admin Dashboard. Once there select the drop-down arrow next to “Add Members.”

![ADD MEMBERS Dropdown](dropdown.png)

g. Select “Import Members” and upload your completed spreadsheet.
Appendix G: Terms

1. **Active**: A fully initiated member currently enrolled in college.
2. **Alumni/Alumnae**: An initiated member who is a college graduate.
3. **Bid**: A formal invitation to join a chapter.
4. **Big Brother/Sister**: An active member of a fraternity/sorority who serves as a sponsor, advisor, and undergraduate mentor to a new member, guiding them through their new member program and initiation.
5. **Chapter**: The local group of a national fraternity/sorority that has received its charter.
6. **Colony**: The local group affiliated with a national fraternity/sorority that has not received its charter.
7. **Formal Recruitment**: The period set aside for structured/formal recruitment of new members. CPH sororities at SIUC participate in formal recruitment.
8. **Open Recruitment**: The recruitment process for the IFC fraternities at SIUC. Chapters are encouraged and able to extend bids once a student has registered for classes as well as at any time they would like to invite a prospective member to join.
9. **Fraternity/Sorority**: A values-based organization characterized by a ritual, pin, and a strong tie to friendship and moral principles. Many have Greek letters as their names.
10. **Hazing**: Forcing someone to do something against their will, causing mental or physical abuse; is strictly forbidden by Illinois law and University policies. Please see University handbook for a complete definition.
11. **Initiation**: The traditional ritual that brings men/women into full membership.
12. **Intake**: The process MGC and NPHC organizations perform to recruit, select, and educate new members.
13. **Interest Group**: A group of students who have a desire to affiliate as a chapter/colony with a national fraternity/sorority but have not yet been granted official status.
14. **Inter/National Headquarters**: The central organization of a particular fraternity/sorority.
15. **Lavaliere**: A pendant with a fraternity’s / sorority’s Greek letters on it.
16. **Legacy**: A potential new member whose grandparent, parent, and/or sibling is an alumnus or active member of a fraternity/sorority.
17. **New Member**: A person who has accepted an invitation to join a chapter and has not yet been initiated. Also referred to as pledge, associate, aspirant, candidate, or provisional member.
18. **Philanthropy**: A charitable fundraiser where funds are raised for a charitable organization. These are commonly sponsored by many fraternities and sororities.
19. **Potential New Member (PNM)**: A student interested in joining a fraternity/sorority.
20. **Preference**: During the last part of sorority recruitment, a potential new member determines which sorority she is interested in joining.
21. **Recruitment**: The process used by fraternities/sororities to select new members.
22. **Recruitment Counselor**: An NPC sorority member who has disaffiliated from her chapter during formal recruitment. She is especially trained to help potential new members and answer any questions they may have about sorority membership.
23. **Ritual**: The traditional secret ceremony of a fraternity/sorority.
24. **Sister**: A term used by sorority members to refer to one another.
25. **Soror**: The term used by members of historically African-American sororities to refer to one another.

26. **Volunteering**: An activity that involves hands-on volunteering for an entity that is not a charitable organization such as a campus department.