

UNIVERSITY OF WEST GEORGIA



Fraternity and Sorority Life Handbook

Updated July 23, 2021

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Introduction

Greetings from Fraternity and Sorority Life at the University of West Georgia

Thank you for joining the Fraternity and Sorority Life community at the University of West Georgia (UWG). Involvement in fraternities and sororities provides students with the opportunities to make new friends, develop leadership skills, serve the community, and enhance campus life. Fraternities and sororities are built on a foundation of scholarship, service, and leadership, which align with our mission and institutional values. Our campus community believes that by participating in social fraternities and sororities, students will have a higher level of engagement and feel more connected to the institution.

This Fraternity and Sorority Life handbook is designed to assist members of fraternities and sororities with managing their organizations in accordance with policies and procedures established by UWG. Each fraternity and sorority must familiarize themselves with the content and comply with policies, procedures, and expectations. Chapter officers are responsible for educating individual members, including new members, and alumni/ae about these policies. Chapters may be held responsible for the actions of members and guests that do not comply with stated policies. We recommend that fraternities and sororities review the Fraternity and Sorority Life Handbook regularly at chapter and new member meetings as well as prior to coordinating an event. Ultimately, this document is designed to promote ethical leadership and encourage standards critical to the success of the organizations and their members.

We hope that the information provided will help you to successfully lead your chapter. The Fraternity and Sorority Team looks forward to partnering with your group to promote academic, personal, and organizational excellence. By working together, we feel confident that your organizations will thrive and leave a positive, long-lasting legacy at the University of West Georgia.

Sincerely,

Fraternity and Sorority Life

Contact Information

Fraternity and Sorority Life

The Fraternity and Sorority Life (FSL) office is located in the Campus Center in Suite 123. *Please contact Fraternity and Sorority Life staff for organizational support or assistance with navigating standards in this handbook.* Visit the Fraternity and Sorority Life webpage at <https://www.westga.edu/campus-life/csi/fraternity-and-sorority-life.php#> for additional information.

Contact or Follow Us

Email: uwgfsl@westga.edu

Phone: 678-839-6526

Facebook: UWG Fraternity and Sorority Life

Instagram: @uwgfsl

The Village

The Village service desk is located in The Village Community Center. *Please contact The Village housing staff for questions related to Greek housing, room assignments, facility requests, or general information.*

Contact or Follow Us

Email: thevillage@wesga.edu

Phone: 678-839-2866

Social Media: UWGHousing

Greek Chapter Management

Registration

Annually, social fraternities and sororities must re-register their organization through the University of West Georgia. During this re-registration period, the group must complete the annual **Student Organization Registration Form**. While completing the form, organizations should have the current officer, advisor, and member information readily available as this information must also be included. Additionally, groups should have an updated version of their Constitution to submit during the registration process.

Roster Information

Social fraternities and sororities should maintain accurate rosters on file with Fraternity and Sorority Life. By providing an accurate roster for your organization, Fraternity and Sorority Life can account for chapter members for verification of academic standards and acknowledgements for awards' programs. Also, Fraternity and Sorority Life will refer to the organization's roster to apply the comprehensive fee to organizations that reside in The Village. Those students who appear on the organization's roster will be charged the comprehensive fee per academic year and will be allowed access to their organization's house and the Village's amenities (i.e., Community Center, basketball court, Pavilion, etc.).

Every social Greek organization must update rosters whenever a change occurs. Roster updates are required when members graduate, transfer, or return to campus, as well as after new members join the organization. When membership changes occur, the chapter president should update the roster within one week of change. The chapter president and vice-president are the only members who may make changes to the chapter's roster.

Deadlines for Updating Rosters

1. Social fraternities and sororities need to have updated rosters by the end of Fall and Spring student organization registration periods.
2. New members should be added to the roster form within one week post primary recruitment and/or intake.
3. Officer and member status changes should be made within one week of change.
4. Advisor information should be updated within 30 business days.

Organization Expectations

Chapter Advisors

Organizations must have at least two Advisors. One shall be a chapter advisor and the other shall be at least a part-time faculty or staff employee of the University of West Georgia. Advisors should be available for chapter operations, events, and general assistance.

Both advisors shall have the following criteria:

- a. Be two-three years removed from their chapter and/or college graduation date
- b. Be available for chapter operations, event support, and/or assistance
- c. Be able to attend two advisor meetings/workshops either in-person or virtually

Should an advisor position become vacant at any time, the organization has 30 days to find a suitable replacement. Advisors are subject to approval and/or removal by the University of West Georgia. Upon request, Fraternity and Sorority Life can assist organizations with finding another Advisor.

Chapter Academic Requirements

Every chapter must maintain a chapter (i.e., new member and active member combined) semester grade point average (GPA) of 2.5.

Chapter grade reports will be issued by the Fraternity and Sorority Life(FSL)team within one month of each semester's (fall and spring) graduation. Chapter grade reports including grades for each member will be made available to Chapter Presidents, Chapter Advisors, and National Headquarters. Each member and/or new member must acknowledge and sign the grade release form before FSL provides the reports.

Chapters not meeting the minimum 2.5 GPA requirement will be placed on one of three academic level statuses, based on how many semesters the chapter has not met the minimum GPA. The FSL staff will notify the chapters in writing if they are placed on any of the following academic levels.

1. **Level 1**, chapters that meet the cumulative GPA of 2.5 standard or higher during a given semester. These groups will be eligible for various incentive programs.
2. **Level 2**, chapters whose GPA fall below a 2.5 for one semester. Organization will receive academic warning. Organization must create an academic scholarship plan within two weeks of receiving the semester grade report and submit the document to the FSL team. The scholarship plan should include strategies to improve the chapter's academic performance and must be approved by the Advisor, national headquarters, and FSL.
3. **Level 3**, chapters whose GPA fall below the cumulative GPA of 2.5 for two semesters. Organization may be placed on social probation up to one academic semester. While on social probation, the chapter is unable to organize and participate in social events. Social events include, but not limited to: Greek Week, parties, mixers, socials, etc. Additionally, the group

must submit an updated scholarship plan by including at least one additional academic improvement strategy, and submit the document to the FSL team within two weeks of receiving the grade report. The updated scholarship plan should be reviewed and approved by the Advisor, national headquarters, and FSL. The plan must include academic strategies tailored to meet the members specific needs.

4. **Level 4**, chapters whose GPA fall below the cumulative GPA of 2.5 for three semesters. These organizations will be placed on suspension for up to one academic semester. During the suspension period, the organization is unable to participate in recruitment/intake events nor hold social events. The organization must also revise the current scholarship plan by including at least two additional, academic improvement strategies and submit the document to the FSL team within two weeks of receiving the grade report. The updated scholarship plan should be reviewed and approved by the Advisor, national headquarters, and FSL team.

Chapters will have one semester to improve the cumulative GPA and meet the sanction requirements for that level. Chapters will either return to good standing, remain on current level standing, or move to the next level standing based on their success of meeting the standards. Organizations that are unable to improve their 2.5 after three semesters may be removed indefinitely from the fraternity and sorority life community.

Appeal Process Regarding Academic Level Standings

All appeals for all levels should be made to the Vice President of Student Affairs and Enrollment Management and/or their designee in writing. Appeals must be filed within ten business days of notification of academic level status. The written appeal should include the minimum information:

- a. Name of Chapter/Organization
- b. Name of the chapter officer submitting the appeal
- c. Officer contact information
- d. Exact nature of appeal
- e. Rationale for the appeal (i.e., appealing specific sanctions, refuting the validity of sanctions, etc., any mitigating circumstances relevant to the appeal, any new information related to the grade reports or member statuses, any additional documentation relevant to the appeal and status.

Service Hours and Philanthropic Activities

Service is an integral pillar to fraternities and sororities, and the Fraternity and Sorority Life Team would like to accurately capture how organizations are contributing to the community. At the end of Fall and Spring semesters, fraternities and sororities at UWG should formally document service hours and funds raised from philanthropic activities by completing the **Fraternity and Sorority Life Philanthropy Service Form**, located on the FSL's website. The Fraternity and Sorority Life team will include this information in annual reports and also share with campus stakeholders.

Required Fraternity and Sorority Life Events

Fraternity and Sorority Life requires Greek-lettered organizations to participate in specific events throughout the year to obtain information needed to effectively manage their groups. These required events include at least one retreat, Greek Week, and multiple training sessions to assist with organization and personal development. In order to remain in good standing with Fraternity and Sorority Life, organizations must have 80% attendance of total membership at all mandatory events. These events will be outlined at the beginning of each academic semester.

Membership Guidelines

New Member Guidelines

To participate in intake or recruitment, a student must be in good academic and conduct standing with the University of West Georgia. To participate in intake and/or or recruitment, a first-time university student must meet the following criteria:

- **Minimum GPA of 2.0**
 - First-time students must have a minimum high school GPA of 2.0.
 - Transfer students must have a 2.0 cumulative GPA based on a minimum of 12 credit hours.
 - Each chapter and/or council may have specific GPA requirements that might be higher than the University minimum requirements. Some organizations have a GPA requirement as high as 2.7 whereas others have a 2.5 GPA requirement. Check with each council and chapter regarding their specific requirements. The chapter GPA requirement supersedes the University of West Georgia's GPA requirement.

- **Registered for at least 12 credit hours during intake and/or recruitment and maintain full-time student status** (minimum of 12 credit hours) during their new member periods.

Membership Intake and Recruitment

Membership intake and/or recruitment varies across the Greek councils. The Multicultural Greek Council (MGC) and National Pan-Hellenic Council(NPHC) follow a membership intake process whereas the College Panhellenic Council (CPC) and Interfraternal Council (IFC) membership process begins with recruitment. Also, for IFC and CPC groups, recruitment varies in format. Review Greek council specific sections below to learn more about the processes and expectations. All councils must also adhere to their membership intake and/or recruitment procedures as outlined by their national headquarters. When submitting membership intake and or recruitment paperwork to FSL, fraternities and sororities should use the following email address: uwgfsl@westga.edu.

Membership Intake for Multicultural Greek Organizations and National Pan-Hellenic Council

The Multicultural Greek Council (MGC) and National Pan-hellenic Council (NPHC) should follow these steps prior to engaging in an intake process.

Step 1. Submit the MGC/NPHC Intake Form to the Fraternity and Sorority Life Team at least two weeks prior to membership intake.

Step 2. All potential new members must complete the New Member Form that outlines the Anti-Hazing, Grade Release, and Sexual Misconduct policies.

Step 3. Upon receipt of the MGC/NPHC Intake Form and FSL New Member Forms, the Fraternity and Sorority Life Team will review documents and check grade point averages. The Fraternity and Sorority Life Team will submit grade point averages to the requestor on behalf of the organization.

Step 4. Once steps 1-3 are completed, the organization will be approved by Fraternity and Sorority Life to move forward with their intake process. MGC and NPHC must wait on approval from their national organization to officially start their intake process.

Membership Recruitment for College Panhellenic Council

College Panhellenic Council (CPC) organizations must follow these steps before starting the membership recruitment process.

Step 1. CPC organizations must inform Fraternity and Sorority Life in writing that they are participating in recruitment at least two weeks prior to recruitment.

Step 2. Potential new members of CPC organizations will complete a New Member Form on Campus Director prior to participating in recruitment; this form contains the Grade Release, Anti-Hazing, and Sexual Misconduct policies.

Step 3. CPC organizations will submit a bid list including students' 917 numbers via Campus Director to Fraternity and Sorority Life.

Step 4. Upon completion of recruitment activities and steps 1-3, the CPC organization may then officially extend a bid for membership.

Step 5. After the potential new member accepts a bid for membership, then they must complete the FSL New Member Form on WolfConnect.

Membership Recruitment for Interfraternal Council

The Interfraternal Council (IFC) organizations must follow these steps before engaging in membership recruitment.

Step 1. IFC organizations must inform Fraternity and Sorority Life in writing that they are participating in recruitment at least two weeks prior to recruitment.

Step 2. All organizations must submit a bid list with potential members and their 917 numbers listed to the Fraternity and Sorority Life by requested date.

Step 3. Then, organizations must direct potential new members to complete the FSL New Member Form that outlines the Anti-Hazing, Grade Release, and Sexual Misconduct policies.

Step 4. Once steps 1-3 are completed, the organization may then officially extend a bid for membership.

Fraternity and Sorority Events

All events (i.e., social, philanthropic, etc.) must be registered in accordance with the Event Registration Procedures. For on and off-campus events, social fraternities and sororities must register events using the **Event Registration Form**. Fraternities and sororities should visit the **Event Management Procedures** document on WolfConnect and FSL's website for guidelines about specific events.

University Policies and Requirements

Alcohol/ Drug Policy

Consumption or possession of alcoholic beverages or illegal substances on University premises or at University sponsored activities is prohibited, except in rooms occupied by students of legal age in residence halls, not designated as substance-free, or when authorized at social functions in designated areas. Please [visit this link](#) or see the Student Handbook for the full University Alcohol and Drug Policy.

Auxiliary Group Policy

No registered student organization may sponsor or support an auxiliary group in any form. An auxiliary group is defined as a supplemental group to an organization in which for whatever reason, the participants are ineligible to become full members of the organization. These include, but not limited to, the following: little sister, big brothers, favorites, Stardusters, Diamonds, Pearls, friends of the chapter, sweethearts, doves, rush hostesses, etc.

Student organizations may not give out jerseys, t-shirts, etc. to any non-members that would imply auxiliary membership to that group. This includes the giving of jerseys to sorority women which denote the sorority's letters but in the fraternity's colors or vice versa. The following exceptions apply:

- a. T-shirts given that commemorate a specific event (i.e., social, philanthropy, etc.).
- b. The individual chosen as that organization's representative resulting from a competition.

Composites of an organization may only contain active members and advisors. Organizations may not have special composites made featuring non-members of the organization.

Under no circumstances will recruitment activities be held to recruit individuals for auxiliary organizations. Organizations should not recruit non-members to do things for

the organization in exchange for some type of recognition.

Individuals who affiliate with auxiliary groups are also in violation of this policy and may be referred to the Office of Community Standards.

Expansion Policy

All social fraternities and sororities must follow the expansion policy established by the University of West Georgia. The University of West Georgia's Expansion Policy takes precedence over council's individual policies. Visit the **Expansion Policy** on the FSL's website for more details.

Fundraising Policy

Any chapter is welcome to sponsor or participate in a fundraising project on or off campus; however the President must complete the **Fundraiser Approval Form** located on WolfConnect and FSL's website. This form requires approval and signatures from the organization representative, The Office of Auxiliary Services, and Fraternity and Sorority Life. In order to sponsor any fundraising activities, on or off campus, a registered student organization must have prior approval. *This form must be completed and submitted to Fraternity and Sorority Life at least two weeks before the event.*

If your chapter is planning on sponsoring a raffle, there is a **Raffle Form**, located on WolfConnect and FSL website, that must be completed and submitted to Fraternity and Sorority Life. All proposed raffles must be approved by the Carroll County Sheriff's Department. If the proposed raffle is not approved by the Carroll County Sheriff's Department, the organization may not sponsor the raffle. This form is due two weeks prior to the raffle ticket sale being set to begin. All raffle tickets or ticket sales should include ticket numbers on the sold ticket.

Hazing Policy

The University of West Georgia has a zero-tolerance for hazing and all fraternity and sorority headquarters forbid hazing. In accordance with the Max Gruver Act, the University of West Georgia will post on the [Student Organization](#) web page groups found responsible for violating the hazing policy. We are committed to membership that instills a sense of responsibility for all involved. Please refer to the Student Handbook for the full University Anti-Hazing Policy.

Fraternity and Sorority Life Housing Requirements

Social fraternities and sororities must complete an application and contract for The Village housing within six months of colonization. Organizations are not permitted to have off-campus housing with the exception of the two organizations with off-campus housing prior to the establishment of this policy. Also, some groups have grandfathered rights and are also exempt from this policy. Housing will be available at the sole discretion of the University. Organizations that fail to adhere to the requirement or housing contract will be considered in violation of University policy. The Housing and Residence Life team will refer these groups to the Office of Community Standards. For the full list of requirements, refer to the **Fraternity and Sorority Life Housing Requirements** document located on WolfConnect and FSL's website.