



# **Fraternity and Sorority Life Handbook**

## **2019-2020**

# Fraternity and Sorority Life Staff

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# **CHAPTER I: Learning Outcomes & Purpose**

# FSL Learning Outcomes and Shared Values

## Shared Values

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

## Learning Outcomes

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

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

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

## Assessment Plan

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

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Fraternity and Sorority Life

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## **Role and Purpose of the Fraternity and Sorority Life Community**

The University strives to provide an educational environment conducive to student learning and development and has a duty to protect its educational purpose by setting standards of scholarship and conduct. The guiding principle of university regulations is to promote student responsibility and accountability while protecting the community as a whole. Students have the responsibility to follow all regulations outlined in this policy.

By being a member of a fraternity or sorority, students will:

- A. Understand the importance of academic achievement and lifelong learning
- B. Build lifelong friendships based on shared values and develop a commitment to the values of their organization
- C. Experience growth in the areas of personal and professional development
- D. Recognize the importance of inclusive environments, awareness of social justice issues, and a commitment to civic engagement
- E. Engage in healthy behaviors that reduce person and organizational risk and liability

The purpose of this Fraternity and Sorority Life Handbook is to reaffirm the relationship between the University of West Georgia and the fraternities and sororities that are registered by the Center for Student Involvement. Therefore, the University of West Georgia recognizes students' rights to free association and the tradition of fraternity/sorority presence on campus. Fraternity and Sorority Life defines and promotes a positive relationship between University of West Georgia and recognized Fraternity or sorority organizations. Fraternity and Sorority Life reaffirms the University of West Georgia's commitment to a strong and visible option for students, and identifies standard expectations for registration.

Fraternities and sororities make tremendous contributions to the University of West Georgia by complementing the academic co-curricular facets of the University community. In addition, the Fraternity and Sorority Life Community serves as a source of leadership development, scholarship, service, and social support for its members while they pursue their educational goals. The Fraternity and Sorority Life Community recognizes that it is the responsibility of the undergraduate chapter members to encourage an atmosphere conducive to the intellectual, emotional, and moral development of its members.

In recognition of the important role fraternities and sororities play, the University of West Georgia will continue to assist in fostering their growth. The University is committed to assisting each chapter in promoting academic and personal excellence. The University of West Georgia will further assist the entire Fraternity and Sorority Life Community, including individual chapters, local alumni, and inter/national organizations and councils, in meeting the standards of the University. The Center for Student Involvement provides chapters, councils, and the Fraternity and Sorority Life honor societies with programs, resources, and advising to assist in their overall success.

## **Scholarship**

A student at the University of West Georgia, by virtue of enrollment, is here primarily for an education. This basic academic relationship between the student and the University cannot be altered by co-curricular activities, such as membership in a fraternity or sorority organization.

The goals and activities of Fraternity and Sorority Life shall complement and support the educational mission of the University.

Scholastic achievement is dependent ultimately on the performance and motivation of the individual, but the drive for excellence can be encouraged, supported, and assistance provided by the actions of the chapter. Fraternity and Sorority Life at the University of West Georgia is to maintain an environment conducive to learning above all else.

Students must meet all academic requirements as set forth by the University in order to join a fraternity or sorority. Students may participate in recruitment, intake, and/or continuous open bidding, but must have a 2.0 GPA in order to accept a bid from any fraternity or sorority. Before any fraternity or sorority is allowed to extend bids or accept students for intake on University of West Georgia's campus GPAs must be obtained and the student approved to ensure that they are allowed to pledge the fraternity or sorority of their choosing.

It is the responsibility of the chapter to ensure that potential new members, candidates, and/or aspirants meet all eligibility requirements before offering invitations to pursue membership and/or bids.

## **Risk Management**

Fraternities and sororities must abide by all local, state, and federal laws.

Fraternities and sororities shall actively ensure that policies, practices, and procedures of their inter/national organization uphold the rights and dignity of their members, new members, aspirants, and/or prospective or potential members.

Each chapter must adhere to all social event registration and reporting guidelines made by inter/national organization and the University of West Georgia.

Each organization must adhere to the Risk Management Policies by both the individual national organization of each group and the University of West Georgia.

Risk management programs are provided by the national organizations and the University to educate members. These programs can be made mandatory for all Fraternity and Sorority Life members to attend if sponsored by the Fraternity and Sorority Life Office.

Fraternity and Sorority Life shall support the University's policies and educational programs relating to alcohol, other drugs, sexual assault and harassment, racial discrimination, as well as other conduct issues listed in the Community Standards.

The University of West Georgia’s social fraternity or sorority organizations should begin and complete recruitment/intake processes within the University of West Georgia Fraternity and Sorority Life Office Recruitment/Intake Window (for specific dates see “CHAPTER II: Important Dates to Know”).

## Hazing

With regard to hazing, **it is not tolerated**. Social fraternity or sorority organizations will strictly follow any and all provisions of inter/national policies, University of West Georgia policies, and Georgia state law.

When adding new members, candidates, and/or aspirants, those in their processes should submit signatures recognizing that hazing is not tolerated in any way on or off campus. That must be submitted to the Fraternity and Sorority Life Office prior to any intake and/or recruitment processes starting.

## Reporting

A current member roster (including updated advisor and officer contact information) shall be submitted to the Fraternity and Sorority Life Office *after* formal recruitment in September for the fall semester and *after* continuous recruitment in January for the spring semester (for specific dates see “CHAPTER II: Important Dates to Know”) by all active chapters.

- A. Failure to provide rosters by the required date will result in disciplinary actions by the Fraternity and Sorority Life Office
- B. Chapter rosters should be updated monthly throughout the semester by the President or within **three days** of a change to the chapter’s roster

Each chapter must submit to the Fraternity and Sorority Life Office a full new member education calendar (including all time, dates, locations, requirements, and descriptions of all activities in which new members will be asked to participate) prior to beginning the new member education process.

**All New Members** of a social fraternity or sorority organization are required to participate in the New Members Institute conducted by the Fraternity and Sorority Life Office.

- A. This is mandatory workshop and will be required by all new members (if not able to attend for class or another collegiate obligation, an excuse must be sent to the Assistant Director of Fraternity and Sorority Life) and schedule a time to make up the workshop with the Fraternity and Sorority Life Office. For intake members of MGC or NPHC, those members will attend the New Members Institute for the next semester.

Organizations are required to fully complete the Standards of Excellence (SOE) and present in February of every year.

- A. Dates for the presentation(s) will be given out before the conclusion of the fall semester for next year’s date to ensure the Fraternity and Sorority Life organizations plan accordingly.

## **Organizational & Personal Development**

Fraternity and Sorority Life organizations shall provide opportunities for academic, educational, professional, and personal development of members.

A common bond that exists between Fraternity and Sorority Life and the University is the nurturing of individual's growth. Fraternity and Sorority Life is expected to contribute to the development of the "whole" person by:

- A. Providing a small group setting that emphasizes the intellectual, cultural, and social aspects of community living and which promotes effective leadership, responsible decision-making, and consideration of others' rights
- B. Encouraging active participation in University organizations, events, and activities through effective organization and coordination
- C. Assisting with the development of interpersonal skills by providing opportunities for interaction and relationship building
- D. Promoting attitudes that stimulate lifetime interest in higher education in general and the University of West Georgia in particular

## **University Support**

Facilitation of Fraternity and Sorority Life activities, including but not limited to, reservation of campus facilities, educational trainings, retreats, workshops, transition meetings, direct advisement through the Center for Student Involvement, and other activities.

Governance through the National Association of Latino Fraternal Organizations (NALFO), National Pan-Hellenic Council (NPHC), National Panhellenic Conference (NPC), and North-American Interfraternity Conference (NIC) is based upon the assumption that each organization's governance remains consistent with the goals and values of the organization, the individual inter/national body, the mission and policies of the University of West Georgia, and the laws of the State of Georgia.

## **Advising**

Organization must have an academic advisor as in accordance with University of West Georgia policies.

- A. The University Advisor and Fraternity and Sorority Life Office have access to all information concerning students within the chapter with the exception of the ritual material and shall be provided upon request from either party.
- B. If any information is needed to send a report to national headquarters (i.e. grade point averages, conduct, etc.), please contact the Fraternity and Sorority Life Office (Assistant Director of Fraternity and Sorority Life) and allow at least one week to collect this information.

Each national organization shall have access to any materials relating to the members and new members, candidates, and/or aspirants of the organization's chapter within the legal scope of university, state, and federal law.

Each social fraternity or sorority organization on campus must set-up one-on-one president meeting times with the Fraternity and Sorority Life Office to ensure that the chapter is working efficiently, accomplishing their goals for the year, financially stable, having regular chapter meetings, executive board is acting accordingly, and overall the chapter is well maintained. This must be conducted at least once per semester, per academic year.

### **Other Evidence of Support Provided by the University**

- A. Providing description and sources of information for fraternities and sororities in University publications to encourage students to look into the organizations
- B. Presenting interested students and parents with any information about registered fraternities and sororities on campus
- C. Offering special leadership training and development for chapter and council officers
- D. Assistance in supplying meeting space, and computer access for organizations
- E. Affording advice and support for individual chapters, the four governing councils, new member education processes, programming, and financial affairs
- F. Maintaining contact with inter/national organization headquarter offices, inter/national representatives, and national council representatives
- G. Allowing access to and use of University facilities for official organizations functions as approved by the appropriate offices
- H. University housing is available - Greek Village
- I. Wolf Connect is available to chapters to track attendance, events, meetings, files, photos, recruitment, intake, and more
- J. One full-time professional staff member and two graduate assistants dedicated to the Fraternity and Sorority Community

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

## Important Dates to Know

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

<b>Date:</b>	<b>Event:</b>	<b>Time:</b>
<b>August 6</b>	<b>Panhellenic Recruitment Refresher</b>	<b>5:00pm</b>
<b>August 9</b>	<b>Panhellenic Association Meeting</b>	<b>5:00pm</b>
<b>August 10</b>	<b>Unpack the Pack</b>	<b>All Day</b>
<b>August 11</b>	<b>FSL Festival in The Village</b>	<b>7:00pm-9:30pm</b>
<b>August 14</b>	Classes Begin <i>Fraternity and Sorority Life Recruitment/Intake Window Opens</i> <b>Get the Scoop on FSL</b>	<b>5:00pm-6:00pm</b>
<b>August 15-18</b>	<b>CPC Formal Recruitment</b>	
<b>August 20-22</b>	<b>IFC Recruitment Kick-Off</b>	<b>6:00pm-9:00pm</b>
<b>August 28</b>	<b>MGC Showcase Campus Center 303</b>	<b>3:00pm-4:00pm</b>
September 2	Labor Day	
<b>September 7</b>	<b>New Members Institute</b>	<b>10:00am-2:00pm</b>
<b>September 10</b>	<b>FSL Academic Awards</b>	<b>7:00pm</b>
<b>September 8-13</b>	<b>NPHC Week</b>	
<b>September 18</b>	<b>FSL Speaker CC Ballrooms</b>	<b>6:00pm</b>
September 21	FSL Family Day at UWG Stadium Tailgate	
September 23-27	National Hazing Prevention Week	
<b>September 25</b>	<b>FSL Presidents Meeting TLC 1303</b>	<b>6:00pm</b>
October 2	FSL Advisors Meeting	7:00pm
October 4-5	Fall Break	
<b>October 19</b>	<b>NPHC Step Show 2019</b>	
<b>October 23</b>	<b>FSL Presidents Meeting TLC 1303</b>	<b>6:00pm</b>

<b>November 20</b>	<b>FSL Presidents Meeting TLC 1303</b>	<b>6:00pm</b>
<i>November 22</i>	<i>Fraternity and Sorority Life Recruitment/Intake Window Closes</i>	
November 25-29	Thanksgiving Break	
December 14	Graduation	
<hr/>		
January 4	Classes Begin	
<i>January 6</i>	<i>Fraternity and Sorority Life Recruitment/Intake Window Opens</i>	
<b>January 11</b>	<b>FSL Transition Retreat</b>	
<b>January</b>	<b>FSL Speaker</b>	
January 30 – February 2	AFLV Central Conference	
<b>February 1</b>	<b>Standards of Excellence Portfolios Due</b>	<b>5:00pm</b>
February 5	FSL Advisors Meeting	7:00pm
<b>February 18-21</b>	<b>Standards of Excellence Presentations</b>	<b>4:00pm-7:00pm</b>
<b>February 26</b>	<b>FSL Presidents Meeting</b>	<b>6:00pm</b>
March 16-20	Spring Break	
<b>March 25</b>	<b>FSL Presidents Meeting</b>	<b>6:00pm</b>
	<b>New Members Institute</b>	<b>7:30pm</b>
April 3-5	Fraternity and Sorority Life Week	
<i>April 20</i>	<i>Fraternity and Sorority Life Recruitment/Intake Window Closes</i>	
<b>April 22</b>	<b>FSL Photoshoot</b>	<b>4:00pm-6:00pm</b>
	<b>FSL Presidents Meeting</b>	<b>6:00pm</b>
May 9	Graduation	

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

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

# **Intake/Recruitment Requirements**

## **Grades and Credit Hours Required**

Listed below are the University of West Georgia minimum requirements that must be upheld for any student pursuing membership into a social fraternity or sorority organization registered through the Center for Student Involvement:

- A. Full-time University of West Georgia student (12 credit hours or more)
- B. Minimum high school or UWG cumulative GPA of 2.0 or higher

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

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

## **College Panhellenic Council (CPC)**

When extending a continuous open bid (COB) to a woman interested in pursuing membership in a CPC organization must complete the following procedure:

- A. Any full-time UWG female student with a 2.0 GPA or higher (per the UWG minimum requirements) that is interested in pursuing membership in any of the University of West Georgia CPC Sororities must fill out the New Member Academic Release Agreement, Anti-Hazing Form, and Sexual Misconduct Policy Form on Wolf Connect under the Fraternity and Sorority Life portal for grade checks and approval.
- B. After they have filled that form out, the chapter president needs to send the Assistant Director of Fraternity and Sorority Life a list of women via email that they would like to signify whom they would like to extend a bid out to for final approval.
- C. After the email has been received, the Assistant Director of Fraternity and Sorority Life will check their grades, approve that form, and send the chapter president back a list of women that have met the minimum requirements for CPC Continuous Open Recruitment. Please allow 2-3 business days for this process to occur.
- D. Chapter presidents are then cleared to send out bids for those women and must return another roster with their new members listed on it at the bottom with their position listed as "New Members" within three days.
- E. The chapter president must send a list of women via email that have accepted their bids to the Assistant Director of Fraternity and Sorority Life once they have accepted their bids.
- F. Once the continuous open bid is accepted, the new member must fill out the National Panhellenic Conference [Continuous Open Bidding Membership Recruitment Acceptance Binding Agreement](#) and turn it into the Assistant Director of Fraternity and Sorority Life to file within 24 hours of signing it.

These steps must be followed to approve anyone to accept a bid in Continuous Open Recruitment for CPC Sororities. There will be absolutely no giving out bids that have not been approved by the Assistant Director of Fraternity and Sorority Life. This will ensure that all women are meeting the minimum requirements for CPC membership.

CPC chapters regulate their grade point average requirements, but must adhere to the minimum University of West Georgia standards (listed above under “Grade and Credit Hour Requirements”).

### **Interfraternity Council (IFC)**

When extending a 365 Recruitment bid to a man interested in pursuing membership in an IFC organization must complete the following procedure:

- A. Any full-time UWG male student with a minimum high school adjusted GPA 2.5 or higher OR a UWG cumulative GPA of 2.5 or higher (per the Interfraternity Council Bylaw Requirements) that is interested in pursuing membership in any of the nine IFC Fraternities must fill out the New Member Academic Release Agreement, Anti-Hazing Form, and Sexual Misconduct Policy Form on Wolf Connect under the Fraternity and Sorority Life portal for grade checks and approval.
- B. After they have filled that form out, the chapter president needs to send the Assistant Director of Fraternity and Sorority Life a list of women via email that they would like to signify whom they would like to extend a bid out to for final approval.
- C. After the email has been received, the Assistant Director of Fraternity and Sorority Life will check their grades, approve that form, and send the chapter president back a list of men that have met the minimum requirements for IFC 365 Recruitment. Please allow 2-3 business days for this process to occur.
- D. Chapter presidents are then cleared to send out bids for those men and must return via email another roster with their new members listed on it at the bottom with their position listed as "New Members" within three days.
- E. The chapter president must send a list of men via email that have accepted their bids to the Assistant Director of Fraternity and Sorority Life once they have accepted their bids.

These steps must be followed to approve anyone to accept a bid in 365 Recruitment for IFC Fraternities. There will be absolutely no giving out bids that have not been approved by the Assistant Director for Fraternity and Sorority Life. This will ensure that all men are meeting the minimum requirements for IFC Fraternity Recruitment.

Listed below are the Interfraternity Council minimum requirements that must be upheld:

- A. Full-time UWG student (registered for 12 credit hours or more during the semester)
- B. Minimum high school adjusted GPA 2.5 or higher OR a UWG cumulative GPA of 2.5 or higher

**National Pan-Hellenic Council (NPHC)/Multicultural Greek Council (MGC):** Additional Intake Procedures for NPHC and MGC organizations are provided by their respective national organizations. All NPHC and MGC chapters must adhere to their Intake Procedures as stipulated by their headquarters and the University of West Georgia. Please make sure to complete the University of West Georgia intake paperwork completely before the intake process begins ([NPHC](#) and [MGC](#) Intake Paperwork can be found on the Fraternity and Sorority Life webpage).

**New Member Form on Wolf Connect**

All potential new members must read and sign the Grade Release Form/Individual Anti-Hazing Policy/Sexual Misconduct Policy of the University of West Georgia, which can be found on the Fraternity and Sorority Life Wolf Connect portal.

This form allows the Center for Student Involvement to complete a grade/hour check on the potential new member. This form **MUST** be submitted to the Center for Student Involvement after all information has been provided on the form. After confirmation has been received that the student is eligible, chapters may continue with the process. Please allow 2-3 business days for this process to occur.

Failure to have all new members submit the anti-hazing/grade release/sexual misconduct policy form will result in all events being cancelled until all forms are submitted through Wolf Connect with an electronic signature.

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

# New Member Guidelines

## Academic Requirements for Potential New Members

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

**\*\*Each chapter and/or council may have specific GPA requirements that might be higher than the University minimum.\*\***

See council grades and credit hours required:

1. **College Panhellenic Council (CPC):** See individual CPC chapters for GPA requirement
  - Full-time UWG student (registered for 12 credit hours or more during the semester)
2. **Interfraternity Council (IFC):**
  - Full-time UWG student (registered for 12 credit hours or more during the semester)
  - Minimum high school adjusted GPA 2.5 or higher OR a UWG cumulative GPA of 2.5 or higher
3. **Multicultural Greek Council (MGC):**
  - Full-time UWG student (registered for 12 credit hours or more during the semester)
  - Minimum 2.0 GPA or higher
  - Chapters may require a higher GPA requirement*
4. **National Pan-Hellenic Council (NPHC):**
  - Full-time UWG student (registered for 12 credit hours or more during the semester)
  - 12 credit hours completed at UWG
  - 2.5 GPA or higher UWG GPA
  - Chapters may require a higher GPA requirement*

## New Member Education

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

All social fraternity or sorority organizations that sponsor a period of new member education, prior to full admittance into membership, must adhere to the following provisions for each semester the chapter has a new member class:

- A. **Registration of the Organization**
  - a. The organization must be registered as a student organization
- B. **New Member Education Program Completion Date**
  - a. All new member education programs must be completed within eight (8) weeks from your new member pinning ceremony or finalized candidate list and within the guidelines of your national headquarters.

- b. New member education may not be carried over to the following semester without written approval from the organization's national headquarters to the Fraternity and Sorority Life. All new member education periods and processes must be completed within the Fraternity and Sorority Life Intake/Recruitment Window each semester (See "Important Dates to Know" for these specific dates).

### **C. Initiation**

- a. The formal initiation ceremony may be held the following semester unless specific written permission from the organization's Inter/National Office has approved it.
  - i. This written permission must be submitted to the Center for Student Involvement by November 1 each fall semester or April 1 each spring semester.

### **D. Advisor Requirement**

- a. Each chapter shall appoint two (2) advisors
  - i. One (1) shall be a chapter advisor that helps with chapter operations, event planning, intake/recruitment support, be knowledgeable of inter/national headquarters' policies and procedures, enforcement of said policies and procedures, and attend all major functions/events
  - ii. One (1) shall be a full-time faculty or staff employee of the University of West Georgia that helps with overseeing activities on UWG's campus, be knowledgeable of UWG's policies and procedures, enforcement of said policies and procedures, assist with reserving spaces on campus, and attend any functions/events the chapter may need
- b. Both advisors shall have the following criteria:
  - i. Be two-three (2-3) years removed from their chapter and/or college graduation date
  - ii. Be available for chapter operations and/or assistance
  - iii. Be able to attend two (2) advisor meetings either in-person or virtually (ex. phone call or Google Hangouts)
- c. Should an advisor position become vacant at any time, the organization has thirty (30) days to find a suitable replacement
- d. Advisors are subject to approval and/or removal by the Assistant Director of Fraternity and Sorority Life
  - i. If a replacement is required, then the organization can request assistance to find a suitable replacement

## **CHAPTER V: Event Registration**



# Fraternity and Sorority Life Risk Management Policy and Event Registration Procedures

For the College Panhellenic Council,  
Interfraternity Council, Multicultural Greek Council, and  
National Pan-Hellenic Council  
at the University of West Georgia

**LIVEWest.**



## **Purpose**

The purpose of this document is to present the Event Management Policies and Procedures in a format that is concise, easy to understand, and usable as a relatively quick checklist for the persons entrusted with upholding students to these policies in order to improve safety throughout the Fraternity and Sorority Life Community.

## **Event Management Philosophy**

The University of West Georgia aspires to be the best comprehensive university in America; sought after as the best place to work, learn, and succeed. In our quest to be the best, the Division of Student Affairs and Enrollment Management, Housing and Residence Life, Center for Student Involvement, Fraternity and Sorority Life, and The Village, embrace the following guiding principles and values in their philosophy of the management of events in the social fraternity and sorority community.

The University is bound by and will follow all Federal, State and Local Laws and Ordinances, and will consistently enforce these and all university policies related to event management. The University honors its commitment to protecting the safety of students, organizations, members and facilities, and encourages all members to realize their full potential, through peer accountability and the role modeling of responsible social event behaviors and management.

The University values and provides an educational training model which: focuses on risk management/ harm reduction strategies, provides an environment in which questions are welcomed, and ensures members and guests are aware of expectations and the consequences of not following policy.

We encourage a culture of moderation, self-management, and proactive behaviors, creating a culture for student success.

# Policy

## I. Alcohol and Drug Policy

- A. 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, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the **BYOB or Third Party Vendor Guidelines**.
- B. All individuals are obligated to **observe the laws** of the State of Georgia and the City of Carrollton regarding alcoholic beverages.
  - a. It is unlawful to possess, consume, or transport alcoholic beverages if under the age of twenty-one (21).
  - b. It is unlawful for a person, after purchasing or otherwise obtaining alcoholic beverages, to sell, give, or deliver it to another person under 21.
  - c. It is unlawful for any person to misrepresent his or her age for the purpose of buying, accepting, or receiving alcoholic beverages.
  - d. The University of West Georgia is a Drug Free Campus, and organizations must abide by this policy in addition to state and federal laws regarding alcohol and drugs.
- C. Organizations hosting events where alcohol is present must have **insurance**.
- D. No alcoholic beverages may be **purchased** through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or 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 prohibited.
- E. No member or pledge, associate/new member or novice shall 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 that involves duress or encouragement related to the consumption of alcohol.
- F. **Open parties**, meaning those with unrestricted access by non-members of the fraternity/sorority, without specific invitation, where alcohol is present, are prohibited.
- G. In order to register events for the upcoming semester each chapter President, Social Chair, and Risk Management Officer must attend an **informational meeting** (Fall/Spring-Summer) where the policies and expectations of the Social Fraternity and Sorority Life Risk Management Policy and Event Registration Procedures are outlined.

## II. Event Definitions

- A. A Social Event is defined as, but not limited to:
  - a. Any social event(s) on or off campus with or without alcohol
  - b. Anytime a band or DJ is present
  - c. Anything an observer would reasonably assume is a social event (“party”) sponsored by the organization
  
- B. A Philanthropic Event is defined as, but not limited to:
  - a. Any event that is done to better humanity through charitable donations
  - b. Anytime donations are collected like money to a charity, clothes for a shelter, food items given to a local soup kitchen, etc.
  - c. Anything that is a fundraiser that supports a charitable cause like a benefit concert or donations to a non-profit organization

## III. Event Registration

- A. All events must be registered in accordance with the Event Registration Procedures
  
- B. Time of Social Events:
  - a. **Weekday events** (Sunday – Thursday) must end by 12 a.m. (Midnight)
  - b. **Weekend events** (Friday and Saturday) must end by 1:30 a.m.
  
- C. From the time the event is officially over, 30 minutes is allowed to send all guests home.
  
- D. No social events will be approved during the week of finals each semester or during times when the University of West Georgia is closed.

## IV. Event Function Theme Sensitivity

- A. Each event must have a non-alcoholic, non-offensive, and non-discriminatory title. **Events may not be given the title “party”.**
  
- B. All event/activity themes must be ethnically/racially sensitive in nature and not degrade the nationality of any individual group.
  
- C. All event/activity themes must be sensitive to gender (i.e. “Hot Legs” and “Masculine Male” contest not permitted)
  
- D. Reference the Student Organization Handbook for additional policies.

## V. Events with Alcohol Present

- A. The host organization(s) is (are) responsible for the event and for the enforcement of all university policies and procedures as well as those of the inter/national organization(s) including but not limited to:
  - a. the management of alcohol,
  - b. prohibiting drinking games,
  - c. and check in/out policies and procedures
  
- B. All events are BYOB (Bring Your Own Adult Beverages) or Third-Party Vendor\*.
  - a. No alcohol may be served and/or sold by the host organization at any time.
  - b. **Absolutely no common sources of alcohol are permitted.**
    - i. These include but are not limited to: kegs, party balls, punch bowls, and courtesy bars.
  
- C. No members, collectively or individually, shall purchase for, serve, or sell alcoholic beverages to any minor (i.e. those under legal drinking age)
  - a. Only those who are twenty-one (21) years of age may purchase and consume alcohol.
  
- D. If the event is held at a licensed venue/Third Party Vendor (i.e. restaurant/bar), the venue staff is responsible for identifying and enforcing the legal drinking age
  - a. Alcohol must be dispensed from a cash bar provided by the management of the establishment
  - b. No alcohol may be brought into the event by members or guests
  
- E. No chapter may 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
  - a. 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
  
- F. 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
  
- G. Documentation from the charitable organization may be required for approval of the fundraising event

*\* Third Party vendors must be adequately insured and have appropriate licenses as required by national organizations and federal, state, and local law.*

## **VI. Guest Management and Safety**

- A. The hosting organization may invite up to a number equivalent to 2 guests per member. (50 members x 2= 100 guests, 100 guests + 50 members = 150 total attendees). Members are defined as individuals who are listed on the roster currently on file with the Center for

Student Involvement. Event attendance must not exceed the guest list.

- B. For larger functions, organizations may be advised to move to an off-campus facility that can accommodate a large number of guests.
- C. Only the sponsoring organization will be allowed to invite guests. Invited guests may not share or extend the invitation with others.
- D. Only invited guests will be admitted to the event.
- E. Guest lists must be kept on file by the hosting chapter for up to two (2) years from the event date and must be available upon request of a university official.
- F. For chapter house events, temporary fencing must be used to create a secure and controllable event environment.**
  - a. In The Village, in order to expand your property to encompass an outdoor event, Housing and Residence Life will approve where the lines of additional fencing.
- G. For guest safety and event control, members and guests **must not linger in parking areas/common areas.**
  - a. Attendees must be inside the event area (inside house or inside fenced area of the house) at all times.
- H. All bedrooms and 2nd floors of the houses are restricted to residents only during events.**
- I. Community bathrooms must be provided on the first floor of the event venue and an appropriate amount of trash receptacles should be provided by the host organization.
- J. Corridors and bathrooms must have full lighting during the entire event.

## **VII. Advertisement or Promotion of Events**

- A. Events with alcohol present may not be advertised in any way (i.e. sheet signs, flyers, social media including but not limited to: GroupMe, Facebook, Instagram, Twitter, SnapChat, Tumblr, Pinterest, YouTube).**
  - a. Any social media post about events is considered advertising regardless of statements referencing the event as being “closed”.
- B. Only the host organization(s) may issue specific invitations.

## **VIII. Food and Non-Alcoholic Beverages**

- A. Sufficient amounts of food and non-alcoholic beverages must be provided for all attendees throughout the event by the sponsoring organization.

## **IX. Event Management**

### **A. Event Monitors**

- a. There must be a minimum of four (4) sober monitors for events of 100 or less. Events with 101-150 people must have at least five (5) event monitors. Events of 150 or more must have at least six (6) events monitors.
- b. Event monitors are charged with regulating events and maintaining the Social Greek Risk Management Policy and Event Registration Procedures and the risk management policy of the sponsoring chapter(s).

B. Event monitors are not allowed to consume alcohol during the time period consisting of eight (8) hours prior to the start of an event and two (2) hours after the ending of an event.

C. Event monitors may leave after an event is over, but must be accessible by phone if needed to assist with unplanned issues.

D. There may be no more than two (2) new members that serve in the event monitor role.

E. One (1) event monitor must be an executive board member

F. One (1) event monitor must be stationed at the front door throughout the duration of the event.

G. One (1) event monitor must be stationed at the back door throughout the duration of the event.

H. One (1) of the door event monitors must be responsible for managing the Guest List. The remaining event monitors are to be stationed throughout the event premises.

I. **All event monitors must wear an orange vest provided by Housing and Residence Life or an HRL approved t-shirt/vest provided by the chapter throughout the duration of the event**

### **J. Event Clean Up**

- a. By **7:00 a.m.** the day following an event, the sponsoring organization must assure that the outside areas are clean and free of debris.
- b. If the event is multi-day (i.e. Friday and Saturday), the clean-up is to be done by **7:00 a.m.** each day.

### **K. Sound Regulations**

- a. **During weekday events** (Sunday-Thursday) all amplified sound and music inside and outside the house must **end by Midnight (12:00 a.m.)**

- b. During weekend events** (Friday and Saturday) all amplified sound and music inside and outside the house must **end by 1:30 a.m.**

L. Organizations must obey all city ordinances with regard to noise levels and sound.

## **X. Additional Policies concerning Events**

- A. Violations of the Social Fraternity and Sorority Life Risk Management Policy and Event Registration Procedures will be referred to the appropriate conduct office.
- B. Violations include, but are not limited to: hosting un-registered events, excessive noise, serving alcohol to minors, inability to maintain a safe event, and not adhering to requests of university officials.
- C. For special events in The Village, such as Homecoming, Parent events, and Alumni events, an exception to the guest limit may be granted on a case-by-case basis by a Housing and Residence Life representative.
  - a. This request must be indicated on the Event Registration Form at the time of submission.
- D. The University reserves the right to close any event if the Social Fraternity and Sorority Life Risk Management Policy and Event Registration Procedures are not adhered to; and/or the event has the potential of threatening the health and safety of its members or others in attendance.**
- E. Chapters may not use chapter rosters, phone books, phone trees, or any other pre-existing chapter information to complete guest lists for non-members attending events.
  - a. Chapters must compile a separate guest list for each individual event.
- F. The guest list for each event should clearly state the event title, date, location, and the names of the invited guests.
- G. Chapters can use the following in creating an event: Google Documents, Excel, Wolf Connect, or any additional method approved by the University.

# Procedure

## I. Event Function Registration Process

- A. The event registration process is as follows:
- B. Complete the Event Registration Form via Wolf Connect.
- C. Ensure all approvals are obtained prior to Step 3.
- D. Schedule a meeting with the HRL Staff per the Event Registration Form.
  - a. The meeting must be completed six (6) days prior to the event.

*For a typical five (5) day week, six (6) business days is defined as:*

*For Thursday events, six (6) business days is two (2) Wednesdays prior to the event.*

*For Friday events, six (6) business days is two (2) Thursdays prior to the event.*

*For Saturday events, six (6) business days is two (2) Fridays prior the event.*

## II. Guest Management and Safety

- A. All guests and members must sign in at the check-in table, present identification, and each organization must have a visible method to identify who is twenty-one (21) years of age or older.
- B. For chapter house events, temporary fencing must be used to create a secure and controllable event environment
- C. In The Village, in order to expand your property to encompass an outdoor event, Housing and Residence Life will approve where the lines of additional fencing can be put.
  - a. There should only be one point of entrance and exit for all members and guests (In accordance with “IX. Event Management” A.7, one event monitor will be stationed at each).
  - b. The event monitors must be wearing a vest provided by Housing and Residence Life OR an approved t-shirt/vest provided by the chapter

## III. Violations Procedures

Note: General guidelines state that UWG University Police or other university officials have the right to skip violation procedures stated below at their discretion.

- A. **1st Visit/Call-** UWG University Police or other university official will issue verbal warning
- B. **2nd Visit/Call-** If University Police or other university official is required to return to your event, they may issue citations or arrest individuals and file Maxient reports regarding the incident. Additionally, the event will be shut down and guest will be required to leave immediately. The incident will be reported to the Office of Community Standards and Center for Student Involvement.

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

# Academic Requirements and Policies

**Scholarship is one of the primary values of Fraternity and Sorority Life.** The basic academic relationship between the student and the University is enhanced through co-curricular involvement. The goals and activities of Fraternity and Sorority Life shall complement and support the educational mission of the University. Scholastic achievement is dependent ultimately on the performance and motivation of the individual, but the drive for excellence can be encouraged and supported by the chapter. Fraternity and Sorority Life at the University of West Georgia strives to maintain an environment conducive to learning above all else.

## Chapter Grade Point Average (GPA) Policy

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

Chapter grade reports will be issued by the Center for Student Involvement within one (1) 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. 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 Center for Student Involvement will notify the chapters in writing if they are placed on any academic level status.

Chapters will have one semester to improve the 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.

### **LEVEL 1: ACADEMIC WARNING STATUS**

**The first semester a chapter GPA falls below a 2.5, the chapter will be placed on Level 1 Academic Warning status.**

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

- A. The chapter must complete the following:
  - a. Chapter President and Academic Chair will prepare a written action plan for academic improvement.
    - i. The chapter president, chapter academic chair, and chapter advisor must sign the action plan.
- B. The chapter academic chair will schedule and attend a meeting with the Center for Student Involvement (Assistant Director for Fraternity and Sorority Life) to review the academic action plan within three (3) weeks of the initial notice.

- C. The chapter president and academic chair will meet with the Center for Student Involvement (Assistant Director for Fraternity and Sorority Life) on a monthly basis to assess the chapter's academic performance and progression through the action plan.
- D. The improvement plan must include two (2) different academic chapter programs with University academic resources.

Upon completion of all above items and a chapter GPA of 2.5, chapters will return to good standing. Should the chapter complete all above items and maintain or improve the chapter GPA (but not reach 2.5), the chapter will remain on Level 1 Academic Warning for a second term to continue their progress.

### **LEVEL 2: ACADEMIC PROBATION STATUS**

**The chapter will be placed on Level 2 Academic Probation status if the chapter GPA falls below a 2.5 for a second semester or if the Improvement Plan from Level 1 is not completed.**

Notification of chapter academic probation status will be sent to the Chapter President, Chapter Advisor, and National Headquarters by the Center for Student Involvement.

- A. All restrictions from the previous level of academic standing apply, and in addition the Chapter must complete the following:
  - a. Chapter President, Academic Chair, and Chapter Advisor will prepare a written action plan for academic improvement.
    - i. The chapter president, chapter academic chair, and chapter advisor must sign the action plan.
  - b. The chapter president will schedule and attend a meeting with the Center for Student Involvement (Assistant Director for Fraternity and Sorority Life) to review the academic action plan within three (3) weeks of the initial notice.
  - c. The chapter president and academic chair will meet with the Center for Student Involvement (Assistant Director of Fraternity and Sorority Life) on a monthly basis to assess the chapter's academic performance and progression through the action plan.
  - d. The improvement plan must include two (2) different academic chapter programs with University academic resources.
  - e. Chapters on Level 2 are restricted to two (2) events for the semester, including formals and will not be eligible to host overnight trips, weeklong consecutive programming to celebrate their chapter, or "weeks".
  - f. The chapter will remain on Level 2 Academic Probation for a minimum of one semester while the academic plan is implemented.

Upon completion of all above items and a chapter GPA of 2.5, chapters will return to good standing. Should the chapter complete all above items and maintain or improve the chapter GPA (but not reach 2.5), the chapter will remain on Level 2 Academic Probation for a second term to continue their progress. Should the chapter GPA not improve or the chapter

does not complete all of the above items, the chapter will go on Level 3 Academic Suspension Status.

### **LEVEL 3: ACADEMIC SUSPENSION STATUS**

**The chapter will be placed on Level 3 Academic Suspension status if the chapter GPA falls below a 2.5 for a third semester or if the Improvement Plan and sanction items from Level 2 are not completed.**

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

- A. All restrictions from the previous level of academic standing apply and in addition the Chapter must complete the following:
  - a. The chapter will be recommended for interim suspension to the Director for the Center for Student Involvement.
    - i. While on interim suspension, chapters will not be able to hold any social events or reserve spaces on campus.
  - b. The chapter will schedule a meeting with the chapter president, chapter advisor, Assistant Director of Fraternity and Sorority Life, and Director of the Center for Student Involvement to discuss continued recognition of the chapter on campus if chapter is placed on interim suspension. This meeting must take place within three (3) weeks of the notification of Level 3 status.

### **REGAINING RECOGNITION AFTER LEVEL 3: SUSPENSION STATUS**

- A. The chapter must present a plan for chapter redevelopment that clearly addresses the academic failings of the chapter. This plan must be signed and approved by the chapter president, chapter academic chair, and chapter alumni advisor.
- B. This plan must include a letter of explicit and detailed support from the inter/national headquarters
- C. Submit and present the plan, and letter of support to the Assistant Director for Fraternity and Sorority Life for approval.
- D. The chapter will remain on Level 3 Suspension Status for a minimum of one semester while the academic plan is created and implemented.
- E. Upon completion of all above items, and approval from the Center for Student Involvement, chapters will return to good standing.

**APPEAL PROCESS REGARDING ACADEMIC LEVEL STANDINGS:**

Appeals to Level 1, Level 2, or Level 3 status may be made in writing to the Assistant Director of Fraternity and Sorority Life.

- A. The written appeal must include:
  - a. Name of 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. i.e. appealing the severity of the sanctions, refuting the validity of sanctions, etc.
  - f. Specific sanctions being appealed
  - g. Any mitigating circumstances relevant to the appeal
  - h. Any new information related to the grade reports or member statuses
  - i. Any additional documentation relevant to the appeal and status

Additionally, chapters should include information on any actions the chapter has made that mitigate the violation, and suggest alternate sanctions if appropriate.

Appeals must be filed within 10 business days of notification of Level 1, Level 2, or Level 3 status. If the chapter is dissatisfied with the outcome of the appeal, they may file an appeal with the Director of the Center for Student Involvement. If dissatisfied with the outcome of that appeal, the chapter may make a final appeal to the Associate Vice President for Student Life/Dean of Students. The decision of the Associate Vice President/Dean of Students is final.

\*Level 3 only: Appeals that include a request to participate in intake/recruitment processes will also be reviewed by the chapter’s governing council.

**EXCEPTION PROCESS REGARDING ACADEMIC LEVEL STANDINGS AND SOCIAL EVENTS:**

Chapters on Level 2 and 3 may apply for an exception to the social restrictions applicable to that level. Chapters on Level 2 do not need exception approval for philanthropy, educational, recruitment/intake or community service events.

Exception requests for Level 2 or Level 3 status may be made in writing to the Assistant Director of Fraternity and Sorority Life.

- A. Exception requests must include the following:
  - a. Purpose/Rationale for event
  - b. Attendees of event
  - c. Date, time, and location of event

After submission of the letter, chapters will schedule and attend a meeting with the Assistant Director for Fraternity and Sorority Life to discuss the exception and event(s) included in the request.

## **CHAPTER VII: Good Standing Policy**

## **Good Standing Policy**

All chapters found not in good standing with their respective council or the Center for Student Involvement will be suspended from social privileges - including but not limited to registered social events, Homecoming, Fraternity and Sorority Life Week, The Grind, etc. - until the organization is once again in good standing.

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

## **Fraternity and Sorority Housing Policy**

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

### **Housing Exemption Policy**

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

### **Housing Occupancy Requirements**

- A. Housing and Residence Life will review an Organization whose Chapter Membership size drops below four (4) times its House size and a decision will be made whether a smaller house, if available, is more appropriate for the financial health of the Organization.
- B. Each Organization will maintain membership and require Student Members to reside in the House in The Village in order to achieve 100% occupancy during Fall and Spring terms. Organizations will have a five (5) business day grace period to fill all vacancies.

- C. The Organization's contact person and/or executive officers will be sent a formal email notification regarding any vacancies. A grace period will be designated to allow the Organization to find interested members to replace any outgoing resident without penalty in loss of points. If a vacant bed space remains open after the grace period, the Organization will lose points based on the grading deductions specified in this Community Living Guide every business day the space remains vacant throughout the academic year.
- D. If the occupancy falls below the required occupancy percentage levels, the University will charge each Student Member of the Organization an equal split of the outstanding charges created by the vacant rooms ("Vacancy Fees"). This will be assessed 2 times per year, following the add/drop date posted on the Bursar's website for Fall and Spring. The Organization should inform each Student Member that his or her account will be charged or drafted and that he or she is responsible for paying the Vacancy Fees regardless of actual physical residence.
- E. Comprehensive fees are charged to all non-residing members with a house in The Village. Those who reside in The Village are waived the comprehensive fee.
- F. All students residing in The Village must complete a Housing Application.
- G. If Housing and Residence Life terminates the assignment for an organization or an individual, a contract still exists, and the resident(s) will be relocated elsewhere on campus.

# **CHAPTER IX: Standards of Excellence**



# **Standards of Excellence 2019**

**Fraternity and Sorority Life**



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## **Purpose**

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

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

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

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

This is a two-part process composed of a portfolio and formal business presentation. It is each chapter's requirement and responsibility to document their answers for each of the categories being presented in both entities. Each chapter must participate fully in this process to be considered an active organization at the University of West Georgia.

## **Portfolio**

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

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

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

## **Documentation**

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

## **Formal Presentation**

Give a formal business presentation no less than 8 minutes, but no more than 10 minutes, which reviews and highlights how the chapter met the SOE requirements and what the chapter has done over the academic year. The presentations will be presented to a panel composed of administration, faculty, staff, and students. There will be a time that the panel will be allowed to have a 5 minute questions and answer portion. The presentation will be worth 500 points to be determined by the professionalism of the presentation, organization of the PowerPoint and/or video(s), preparation, and including of each section of the portfolio in the presentation.

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

### *How to Prepare for Presentation*

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

## **Presentation Tips**

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

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

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

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

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

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

### **Ranking Criteria**

Upon completion of both of these items, chapters will receive a rating that will allow the chapter to assess areas of strength and weakness. Chapter recognition on campus will also be based on each chapter's participation in, completion of, and rating in this process. All chapter ratings will be published for the online Fraternity and Sorority Life website. A meeting must be scheduled with the Center for Student Involvement to go over scores and chapter portfolio after the rating. The meeting must occur between March 4th-15th and must be with Michael Mordi, Fraternity and Sorority Life Graduate Assistant. These meetings should take no longer than 10 minutes to complete and you will receive your portfolio scores and feedback.

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

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

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

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

or 1 Star rating the chapter will remain on probation. Probation lasts until the chapter is reassessed at an overall 3 Star rating or higher or up to a maximum of 3 consecutive semesters.

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

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

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

- A. Includes all restrictions of the probation terms (listed above)
- B. No support or recognition from the Center for Student Involvement
- C. A call to their inter/national headquarters to discuss next steps moving forward
- D. In order to regain recognition as a registered student organization, a suspended chapter must:
  - a. Present an Action Plan to the Center for Student Involvement to be approved
  - b. Complete it and present it in November or April (whichever is assigned) with an improved score.

\*\* Chapters who do not participate **fully** in the SOE process will immediately be placed one semester of probation, as per the terms provided above. Failure to complete the next chapter assessment (in the following semester) will result in immediate suspension, as per the terms provided above.

### **Awards Breakdown**

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

- A. Highest GPA for Chapter and New Member Class Award (per semester per council)
- B. Highest Individual GPA Awards
- C. Community Service Award
- D. Chapter Philanthropy Event Award
- E. Brotherhood/Sisterhood Unity Award
- F. Best Educational Programming Award
- G. Most Collaborative Chapter and Council Award
- H. Outstanding Chapter Award (per council)
- I. President's Flame

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

## Review of Overall Rating Criteria

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

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

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

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

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

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

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

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

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

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

# Portfolio Scoring Sheet

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

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

## **Category I: Chapter Administration**

- A. General Chapter Information (20 points)
- B. Constitution/By-Laws (10 points)
- C. Greek Governing Body Participation in IFC, NPHC, and PC (10 points)
- D. Proof of Attendance at President's Meetings (10 points)
- E. Chapter New Member Education/Intake Plan (10 points)
- F. Chapter paperwork (10 points)
- G. Chapter participation in the Greek Leadership Retreat (10 points)
- H. Proof of chapter meetings (10 points) **Score \_\_\_\_\_ out of 90**

## **Category II: Educational Programming**

- A. Social Issues (20 points)
- B. Leadership (20 points)
- C. Diversity Programs (20 points)
- D. Alcohol, Other Drug, and Anti-Hazing Programs (20 points)
- E. Greek Life Involvement (20 points) **Score \_\_\_\_\_ out of 100**

## **Category III: Chapter Development**

- A. Campus Involvement (20 points)
- B. Personal Development (20 points)
- C. Professional Development (20 points) **Score \_\_\_\_\_ out of 60**

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

- A. Community Service (50 points)
- B. Philanthropy (50 points) **Score \_\_\_\_\_ out of 100**

## **Category V: Academic Achievement**

- A. Academic Programs (25 points)
- B. Academic Incentives (25 points)
- C. Grade Point Average (50 points) **Score \_\_\_\_\_ out of 100**

## **Category VI: Chapter Improvement**

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

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

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

**Portfolio Requirements**  
**Category I: Chapter Administration**

<b>1. Organization Name and Chapter</b> <i>Full title of organization</i>	
<b>2. Full Mailing Address</b>	
<b>3. Organization Email Address</b>	
<b>4. National New Member/Intake Cost</b> <i>Dollar (\$) amount to join the organization</i>	<b>5. Local Chapter Dues</b> <i>Dollar (\$) amount paid per semester after new member period</i>
<b>6. National Dues</b> <i>Dollar (\$) amount that inter/national headquarters receives</i>	<b>7. When Elections are Held</b> <i>Month</i>
<b>8. Council the Organization holds Membership</b> <i>CPC, IFC, MGC, or NPHC,</i>	<b>9. Charter/ (Re) Colonization Date</b> <i>Include your original charter date and most recent re-charter or re-colonization date</i>
<b>10. Chapter President Contact Spring 2018</b>	<b>11. Chapter President Contact Fall 2018</b>
Name: Email:	Name: Email:
<b>Number of Members Active on Roster</b> <i>Include newly initiated members, please provide a copy of each for both semesters</i>	
12. Spring 2018	13. Fall 2018
<b>Number of New Members</b> <i>Only newly initiated members, please provide a copy of each for both semesters</i>	
14. Spring 2018	15. Fall 2018

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

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

*Chapter name*

**18. Nearest Alumni Chapter/Association**

*Provide address*

**19. Chapter or Alumni Advisor Contact**

Name:

Email:

**20. Faculty Advisor**

Name:

Email:

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

*Please label each document for points to be awarded*

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

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

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

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

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

*Agenda with attendance provided for each meeting*

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

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

**Chapter Paperwork (10 points)**

*Copy of Proof of Insurance*

*Copy of Risk Management Plan*

**Chapter participation in FSL Transition Retreat (Spring) FSL Fall Retreat (Fall) (10 points)**

*Documentation of representation at the retreat*

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

*Provide copies of attendance records for each meeting*

## Category II: Educational Programming

### Social Issues

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

- 1.
- 2.
- 3.

### Leadership

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

- 1.
- 2.
- 3.

### Diversity Programs

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

- 1.
- 2.
- 3.

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

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

- 1.
- 2.
- 3.

### Fraternity and Sorority Life Involvement

*List the events attended below as well as provide flyer(s), agenda(s), and/or PowerPoint presentation(s) utilized for each event and label them for each specific event  
Some events are already listed, please provide documentation that your chapter was present with at least 80% attendance by members*

1. FSL Transition Retreat (Spring)
2. FSL Fall Retreat (Fall)
3. All FSL Speakers that were required
4. Unpack the Pack
5. Fraternity and Sorority Life Festival in The Village
6. Get the Scoop on Fraternity and Sorority Life
7. National Hazing Prevention Week (September 23-27)

### Category III: Chapter Development

#### **Campus Involvement**

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

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

#### **Personal Development**

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

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

#### **Professional Development**

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

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

**Category IV: Community Service/Philanthropy**

**Community Service**

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

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

**Report Community Service Hours**

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

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

**Philanthropy**

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

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

**Report Philanthropy Donations**

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

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

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

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

**Yearly Hosted Philanthropy Event by Chapter**

What organization benefited from this event?

\_\_\_\_\_

How much money and/or items donated was raised?

\_\_\_\_\_

Total amount donated dollars and/or items:

\_\_\_\_\_

**Category V: Academic Achievement**

**Academic Programs**

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

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

**Academic Incentives**

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

**Grade Point Average**

*Please submit a copy of the chapter's roster with the semester and cumulative grade point averages for all individual members and new members for Spring and Fall 2018, then list the chapter and new member collective GPAs below*

**Spring 2019**

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

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

**Fall 2019**

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

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

**Spring 2019**

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

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

**Fall 2019**

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

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

**Category VI: Chapter Improvement**

**Reflection Questions**

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

- 1. What are the chapter’s strengths?**
- 2. What are the chapter’s weaknesses?**
- 3. What are the chapter’s opportunities for improvements?**
- 4. What are the chapter’s threats?**
- 5. List five attainable goals that are planned for next year.**
  - 1.**
  - 2.**
  - 3.**
  - 4.**
  - 5.**

## Presentation Scoring Sheet

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

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

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

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

*Check off all topics covered*

- A. \_\_\_\_\_ General Chapter Information
  - B. \_\_\_\_\_ Educational Programming
  - C. \_\_\_\_\_ Chapter Development
  - D. \_\_\_\_\_ Community Service and Philanthropy
  - E. \_\_\_\_\_ Academic Achievement
  - F. \_\_\_\_\_ Chapter Improvement
- Score \_\_\_\_\_ out of 120**

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

*Check all that apply*

- A. \_\_\_\_\_ Business attire
  - B. \_\_\_\_\_ Presentation reflects good preparation
  - C. \_\_\_\_\_ Well organized PowerPoint
  - D. \_\_\_\_\_ Utilized an Agenda
- Score \_\_\_\_\_ out of 80**

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

*Check all that apply*

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

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

*Check one that applies*

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

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

*Check all that apply*

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

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

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

## Guidelines and Clarification

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

### Standing Rules

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

## Category I. Chapter Administration

### A. General Chapter Information

- a. Complete each section correctly
- b. Provide documentation when applicable

### B. Constitution and By-Laws

- a. Provide the most up to date documents
  - i. Constitution can be utilized from year to year
  - ii. By-Laws should be reviewed and updated annually
    1. Please make notes on any edits and/or revisions to the By-Laws made

### C. Council Governing Body Participation

- a. Provide copies of the minutes for each council meeting (CPC, IFC, MGC, or NPHC) with attendance present in chronological order

### D. FSL President's Meetings

- a. Provide copies of the minutes for each meeting held with attendance present in chronological order

### E. Chapter New Member Education/Intake Plan

- a. Provide a copy of the plan for new members that takes place each semester with
  - i. List all pledge master(s), new member educator(s) and/or other officer(s) in charge of new member activities
  - ii. Dates, times, and locations of activities
  - iii. Who was present during these activities?

### F. Chapter paperwork

- a. Provide a copy of Chapter's proof of insurance
- b. Provide copy of Chapter's Risk Management Policy
  - i. Specific to the local chapter
    1. Do not copy and paste chapter's national policy; create one with a plan and implement it

### G. Chapter participation in FSL Leadership Retreat

- a. Provide a photo of Chapter's representative at the retreat

### H. Proof of Chapter Meetings

- a. Provide copies of attendance records, minutes, or agendas for each meeting in chronological order

## **Category II: Educational Programming**

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

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

## **Required Programming**

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

E. Alcohol, Other Drug, and Anti-Hazing Programs

- a. **\*\*Please collaborate with at least one department on campus per event\*\***
  - i. For example, invite the University Police Department to assist in an alcohol awareness event.

A. Alcohol Program

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

B. Other Drug Program

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

C. Anti-Hazing Program

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

D. FSL Life Involvement

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

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

## Category III: Chapter Development

### Required Development

#### A. Campus Involvement

- a. Each member is required to be involved in at least one other campus organization or activity at the University of West Georgia
- b. Provide a Chapter roster with each member's name with their campus involvement listed
  - i. Examples of involvement including, but not limited to, sporting events, clubs, organizations, on-campus jobs, off-campus jobs, internship, Peer Educators, Resident Assistant, band, choir, participation on a University of West Georgia athletic team, and/or intramurals.

#### B. Personal Development

- a. Five per year
  - i. A program that is attended and/or hosted by at least 80% of active membership and address personal development of chapter's members.
    1. Examples of programs include recruitment training, dining etiquette, time management, health and wellness workshops/lectures, fitness classes (kickboxing, self-defense, cycling, etc.), or other programs that enhance personal development.
  - ii. Someone must facilitate programs with professional training or expertise in the specified area.
    1. For example, Peer Educators are trained about many health issues, Recreation and Wellness Center professionals are trained in physical training and/or fitness classes.
    2. Invite them to present at a chapter meeting for 30 minutes or attend a fitness class with 80% membership present to count as a completed development.

#### C. Professional Development

- a. Five per year
  - i. A program that is attended and/or hosted by at least 80% of active membership and address personal development of chapter's members.
    1. Examples of programs include resume writing, mock-interviews, speed networking, financial aid, budgeting, or other programs that enhance professional development.
  - ii. Someone must facilitate programs with professional training or expertise in the specified area.
    1. For example, Career Services employees are trained for many professional development workshops and lectures on resume writing or interview preparation.
    2. Invite them to present at a chapter meeting for 30 minutes and that counts as a completed development

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

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

Any additional questions please contact the Center for Student Involvement.

#### **Community Service**

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

#### **Philanthropy**

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

## **Category V: Academic Achievement**

### **A. Academic Programs**

- a. Follow the format below when reporting all programming  
Include this information in the portfolio for each event in each section and document them in chronological order within each section:
  - i. Program Title
    1. Signify if Chapter hosted, sponsored, co-sponsored, or attended
  - ii. Brief description/Purpose of event
  - iii. Date, Time, and Location
  - iv. Number of members at event
    1. Provide a Wolf Connect participation log sheet and group photo as proof of attendance

### **B. Academic Incentives**

- a. Follow the format below when reporting all programming  
Include this information in the portfolio for each event in each section and document them in chronological order within each section:
  - i. Program Title
    1. Signify if Chapter hosted, sponsored, co-sponsored, or attended
  - ii. Brief description/Purpose of event
  - iii. Date, Time, and Location
  - iv. Number of members at event
    1. Provide a sign-in sheet or group photo as proof of attendance

### **C. Grade Point Averages**

- a. Provide a Chapter roster with semester and cumulative grade point averages for all individual members and new members for Spring and Fall 2017
- b. List the Chapter and New Member collective grade point averages on the SOE “Portfolio Requirements” sheet

## **Category IV: Chapter Improvement**

### **A. Reflection Questions**

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

## **CHAPTER X: Auxiliary Group Policy**

## **Auxiliary Group Policy**

- A. No registered student organization may sponsor or support an auxiliary group in any form.
  - a. 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.
    - i. These include, but are not limited to, the following: little sister, big brother, favorites, Stardusters, Diamonds, Pearls, friends of the chapter, Sweethearts, Doves, Rush Hostesses, etc.
- B. 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. An organization's sole sweetheart (i.e. fraternity sweetheart, "Dagger Man", etc.) or homecoming representative.
- C. Composites of an organization may only contain active members, advisors and a sole Sweetheart/Beau.
  - a. Organizations may not have special composites made featuring non-members of the organization.
- D. Under no circumstances will recruitment activities be held to recruit individuals for auxiliary organizations.
  - a. This includes recruiting non- members to do things for the organization in exchange for some type of recognition.
- E. Individuals who affiliate with auxiliary groups are also in violation of this policy and can be referred to the Office of Community Standards.

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

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

## **4.1.4 Fraternities and Sororities**

Each University System of Georgia institution may decide whether social fraternities and sororities shall be established at the institution and whether each social fraternity or sorority shall be local only or affiliated with national groups. Each institution may promulgate rules and regulations concerning the establishment, organization, governance, and discipline of social fraternities and sororities.

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

# University Alcohol Policy

Chapter Presidents and officers have the responsibility to make sure that members abide by the University guidelines for alcohol use. They are required to read and sign the Fraternity and Sorority Life Handbook signature page.

- A. Copies of signature pages must be submitted to the Center for Student Involvement by September 1 and February 1.
  - a. Failure to submit a signed form acknowledging the president read and understands the policy and procedures will result in the chapter not being allowed to host **events with alcohol** until the signatures are submitted.
  - b. If the misuse of alcohol takes place, organizations and/or individuals will be held accountable and the organization will be put through the university conduct process.
  
- A. All chapter presidents, risk managers, and social chairs are required to attend a risk management meeting by September 1 and February 1 before the organization can host any social events.
  - a. Failure for all attendees to attend a risk management meeting will result in the chapter not being allowed to host events with alcohol until the chapter president, risk manager, and social chair attend a risk management meeting.

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

**The Student Organization Alcohol Policy can be found online in the [Student Organization Handbook](#).**

## **CHAPTER XIII: Expansion**

## Expansion

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

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

- A. Students
- B. Inter/national Fraternity & Sorority organizations
- C. Governing Council(s)
- D. Center for Student Involvement
- E. The University of West Georgia
- F. Alumni members/advisors

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

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

- A. National Panhellenic Conference (NPC),
- B. National Pan-Hellenic Council (NPHC),
- C. National Association of Latino Fraternal Organization of North America (NALFO),
- D. National APIA Panhellenic Association (NAPA),
- E. National Multicultural Fraternity & Sorority Council (NMGC)
- F. North American Interfraternity Conference (NIC).

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

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

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

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

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

The Center for Student Involvement will provide organizations:

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

## **Types of Expansion**

### **Student-Led Expansion**

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

Interested Group Petition must include:

- A. List of interested group members
- B. Aims/goals of the interested group
- C. How the group will work to support the UWG community
- D. Involvement of members in other student organizations

### **National Organizations**

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

## On-Campus Presentations

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

### Logistical Information

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

### Program Policies

- A. Risk management policies
- B. Anti-hazing Policy.
- C. Length/focus of new member education.
- D. Minimum standards for potential new members.
- E. Scholarship program.
- F. National/local service/philanthropy programs.
- G. Ongoing educational program.
- H. Constitution and By-law highlights.
- I. National member non-discrimination statement.
- J. Accountability of members

### Colonization

- A. National success of the last several (3-5 colonies and/or chapters)
- B. Procedures for colonization (potential timeline if plausible).
- C. Expectations of Colony/chapter.
- D. Ongoing support for colony
- E. Consultant visits
- F. Recruitment support

### Additional resources

- A. National requirements for colonizing/chartering.

### Organizational Support

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

### Resources

- A. Inter/national Headquarters
- B. Foundation Scholarship/loans

- C. Financial backing from headquarters
- D. Leadership Schools or conventions
- E. Publications
- F. Nearest chapter as well as chapters in the region
- G. List of alumni(ae) within 30 miles of the Carrollton area
- H. Contact information of committed alumni.

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

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

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

Once the specified time has passed, an organization shall petition the Associate Vice President for Student Affairs and Enrollment Management, and the appropriate governing council, for re-admission and recognition provided university requirements are met through the stated sanctions. In the event an organization petitions Fraternity and Sorority Life and the appropriate council and is denied admission or recognition, the organization may appeal the decision in writing within five (5) business days to the Vice President for Student Affairs and Enrollment Management. The Vice President for Student Affairs will have the final decision on the organization's admission or recognition and registration.

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

## **Non-Compliance Policy**

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

- A. Failure to complete the Student Organization Registration process will result in social probation and loss of ability to reserve rooms on campus until the process is complete.
- B. Failure to submit updated officer information once a change has occurred within the two (2) week time will result in social probation and referral to the chapter's respective council standards board.
- C. Failure to complete the new member forms by the aforementioned deadlines will result in all events being cancelled until all forms are submitted through Wolf Connect.
- D. Failure to submit Roster Change in Status Forms by the aforementioned deadlines will result in social probation and referral to the the respective council's standards board.
- E. Failure to comply with the Academic policy outlined above will result in the chapter progressing through the levels of probation.
- F. Failure to submit a Standards of Excellence Binder or not show up for SOE Presentation on time/at all will result in the chapter being placed on total social probation and/or will be prohibited from having a new member presentation or celebratory chapter week the following semester.
- G. Failure to submit the Anti-Hazing, Grade Release, and Sexual Misconduct Policy Form within the two (2) week time will result in the chapter being placed on total social probation until all the forms have been submitted.

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

## **CHAPTER XV: Signature Page**

# University of West Georgia

## Center for Student Involvement Fraternity and Sorority Life 2019-2020 Signature Page

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

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

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

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

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

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

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

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

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

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

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

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