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Fraternity and Sorority Life

## **Fraternal Organization Agreement Virginia Commonwealth University Fall 2017**

This Agreement is made and entered into by the Vice Provost for Student Affairs of Virginia Commonwealth University ("University") and the undersigned fraternal organization ("Fraternal Organization"). In addition to the Agreement, are appendixes outlining policies within the Office of Fraternity and Sorority Affairs.

### 1. Definitions and Purpose

For purposes of this Agreement, fraternal organizations are those organizations governed by the National Pan-Hellenic Council (NPHC), the Interfraternity Council (IFC), the College PanHellenic Council (CPC), or the Multicultural Greek Council (MGC), which are comprised of University students and offer educational, service and social opportunities to their members. Fraternal organizations enter into this Agreement only to seek certain benefits from the University. The purpose of this Agreement is to describe the entire relationship between the University and the Fraternal Organization, including the benefits the Fraternal Organization may receive from the University if the conditions set forth in this Agreement are met.

### 2. Representations

The Fraternal Organization represents to the University that it is either (a) a non-stock Virginia corporation in good standing with the Virginia State Corporation Commission or (b) an unincorporated association existing under the laws of the Commonwealth of Virginia in accordance with the terms of its constitution. The Fraternal Organization further represents that for the duration of this Agreement, and as a condition of this Agreement, all of its officers will remain full-time University students enrolled in a degree-granting program. The Fraternal Organization also represents that its activities and the activities of its members, whether or not sponsored or officially approved by the Fraternal Organization, do not and will not violate local, state or federal law or the University's Standards of Conduct.

### 3. Relationship between the Fraternal Organization and the University

The University is a public corporation and the Fraternal Organization is not part of that corporation, but rather exists and operates independently of the University. The Fraternal Organization and the University acknowledge and agree that the Fraternal Organization is not an agent; servant or employee of the University and neither has authority to act for the other or commit the other to any activity, transaction or agreement. The Fraternal Organization and its members will be held accountable by their respective governing council judicial board and/or the office of Student Conduct and Academic Integrity for matters that might violate council, office or University policy.

### 4. NPHC, IFC, CPC, and MGC Membership

The Fraternal Organization understands and agrees that, as a condition of this Agreement, it shall maintain active membership in the NPHC, IFC, CPC, or MGC, and further agrees to abide by the rules and regulations of its applicable governing council

5. Chapter Advisor

The chapter must have a chapter advisor within a 2-hour driving distance of Richmond, VA. This advisor must be recognized by the national organization as the chapter's advisor. The chapter must provide proof of the advisor's proximity and approval from the national organization to the University.

6. The Fraternal Organization's Dealings with Third Parties

The Fraternal Organization shall not hold itself out as being a part of, controlled by, or acting on behalf of the University. The Fraternal Organization shall take affirmative steps in all of its recruitment, business, and other dealings with their parties (including, for example, prospective members and businesses) to properly explain its relationship with the University as described in this Agreement.

7. Use of University's Name and Symbols

The Fraternal Organization understands and agrees, as a condition of this Agreement, that it may not use any University marks, symbols, logos, mottos or other indicia of the University without the express prior written approval of the University through its Vice President and Chief Student Affairs Officer or their designee; provided that the University will permit use of its name as a part of the Fraternal Organization's name exclusively and only in the form of "The XYZ Fraternal Organization at Virginia Commonwealth University." The Fraternal Organization must obtain the express prior written consent of the University to use the University's name in any other form. "Virginia Commonwealth University XYZ Fraternal Organization" or any similar use of other University marks (e.g., "Virginia Commonwealth University Fraternal Organization") is not acceptable and can never be used in any form including as part of a top-level domain name.

8. Special Provisions & Documentation

Official registration of men's and women's fraternities and sororities will be conferred by the University Student Commons and Activities (USCA) as part of the process of registering all student organizations on the Monroe Park Campus. Fraternities and Sororities must also meet the following conditions:

- a. Fraternities and sororities must meet all registration requirements as a student organization at Virginia Commonwealth University.
- b. Each fraternity or sorority seeking registration must be in good standing with its inter/national organization. All local fraternities may be required, as a condition of registration, to adopt standards equivalent to those of the inter/national organizations.

Each fraternity and sorority is expected to conduct its business practices in a lawful and ethical manner, maintaining fair personnel practices and conducting its fiscal affairs in accordance with generally accepted practices.

Each fraternity and sorority shall establish, maintain, and comply with a well-defined code of conduct in addition to the University Student Code of Conduct and shall ensure that all of its members have a working understanding of the code of conduct. The fraternity or sorority shall have an internal judicial system to enforce this code, in conjunction with the respective council and University's student conduct process. The University must receive an annual copy of this code of conduct if it is not clearly included in the organization's constitution/bylaws.

Each fraternal organization must place a copy of its governing documents with the Office of Fraternity and Sorority Life. Each fraternity and sorority must adhere to the provisions of its governing documents. These documents will be kept in confidence to the extent permitted by law. The governing documents shall include (if they exist):

- I. Inter/National Constitution and Bylaws.
- II. Inter/National Standing Rules and Policies
- III. Local chapter Bylaws, Operating Procedures, and Chapter Code of Conduct.
- IV. Local Articles of Incorporation (if they exist).
- V. Copies of the above documents, when revised, are to be promptly filed.
- VI. Each fraternity and sorority must annually file a current certificate of liability insurance coverage with the University. Organizations which do not have continuous year round coverage must file a certificate of insurance showing proof of liability coverage on an event-by-event basis.

The Fraternal Organization further agrees, as a condition of this Agreement, that it will provide the following submissions to the Office of Fraternity & Sorority Life on the dates set by that office:

- i. A copy of the Fraternal Organization's Constitution (expunged of any confidential provisions relating to internal matters such as ritual);
- ii. A roster, in the format specified by the Office of Fraternity & Sorority Life, identifying all of the Fraternal Organization's officers, new and active members, and advisors with contact information;
- iii. A copy of the Fraternal Organization's "Chapter Rules;" which outline standards and expectations for membership. For fraternal organizations with residential facilities, these "Chapter Rules" should include specific references to policies that apply to occupancy of the facility.
- iv. Yearly Chapter Accreditation materials (see Appendix) in the format specific by the Office of Fraternity & Sorority Life at the due date given to the Fraternal Organization.

The Fraternal Organization agrees to provide any amendments or changes to the submissions outlined above to the Office of Fraternity & Sorority Life within 48 hours of any such amendment or change. The Fraternal Organization also agrees to provide any other information requested by University officials in a timely manner.

## 9. Taxes

The Fraternal Organization shall not use the University's taxpayer identification number or the University's tax-exempt status in connection with any purchases or sales by the Fraternal Organization, any gifts to the Fraternal Organization, any interest or other income of the Fraternal Organization, or any other activity or purpose of the Fraternal Organization.

## 10. Liability, Insurance, Defense, and Notification

The Fraternal Organization understands and agrees that the University, the Commonwealth of Virginia, and its employees and agents will not be liable for injuries or harm caused to anyone in connection with or arising out of the Fraternal Organization's activities, nor will it be liable for any of the Fraternal Organization's contracts, torts, or other acts or omissions, or those of the Fraternal Organization's directors, officers, members, advisors, staff, activity participants, or any other persons associated with the Fraternal Organization. The Fraternal Organization understands and agrees that neither it nor its directors, officers, members, advisors, staff, activity participants, or any other persons associated with the Fraternal Organization are protected by the University's or the Commonwealth of Virginia's insurance policies or self-insurance plans, and that the University and the Commonwealth will not provide any legal defense for the Fraternal Organization or any such person in the event of any claim against any of them. To ensure that all persons associated with the Fraternal Organization fully understand these terms, the Fraternal Organization President is responsible and on their honor to issue this

notification to all of the Fraternal Organization's current and prospective directors, officers, members, advisors, staff, activity participants, and any other persons associated with the Fraternal Organization or engaged in its activities:

*NOTICE: You are either considering or currently participating in activities and/or affairs of a fraternal organization at the Virginia Commonwealth University. Although the fraternal organization has members who are University students, and may have University employees associated or engaged in its activities and affairs, the organization is not a part of or an agency of the University. The fraternal organization is a separate and independent organization which is responsible for and manages its own activities and affairs. The University does not direct, supervise or control the organization and is not responsible for the organization's contracts, acts or omissions. The fraternal organization directs all of its own activities and affairs, including but not limited to transportation, travel, tournaments, fundraisers, or any other events. These activities or affairs may, at times, involve a certain amount of risk, and the fraternal organization assumes all responsibility for any such risk. All persons associated with the fraternal organization should ascertain whether they have adequate insurance independently or through the fraternal organization to cover any such risk. Neither the University nor the Commonwealth of Virginia provides insurance coverage or legal defense for any claims resulting from the affairs or activities of a fraternal organization.*

#### 11. Enforcement

The Fraternal Organization acknowledges that the University may file a complaint alleging that the Chapter or its members violated the commitments made in the Fraternal Organization's Chapter Statement and/or the applicable NPHC/IFC/CPC/MGC Standards of Conduct with the NPHC/IFC/CPC/MGC for investigation and enforcement. The Fraternal Organization further acknowledges that the University may file a complaint for investigation and adjudication with an appropriate University hearing body or, in the case of a criminal matter, with local law enforcement.

#### 12. University Benefits

Assuming the conditions set forth in this Agreement are met, the Fraternal Organization is eligible to use certain University facilities and access the services and resources in the Office of the Dean of Students/Fraternity & Sorority Life and the Student Activities Center, subject to the policies and procedures or terms and conditions that the University and/or Student Council sets for such facilities, services, and resources. The Fraternal Organization is also eligible access University server space subject to University guidelines and policies.

#### 13. Term of Agreement

This Agreement becomes effective on the date it is executed by an authorized University official and must be renewed annually. The University and the Fraternal Organization each reserve the right to terminate this Agreement at will upon written notice. The University also may issue a warning or suspend this Agreement with or without conditions for good cause. Absent early termination or suspension, this Agreement will automatically terminate in the spring of each year on the date of the University's Final Exercises.

## **Appendix**

### *Office of Fraternity and Sorority Life Policies & Forms*

1. **Public Relations and Sponsorships – Page 6**
  - a. Public Relations Proposal Form
  
2. **Chapter-Sponsored Philanthropy Events – Page 8**
  - a. Philanthropy Event Proposal Form
  
3. **Recruitment and Intake – Page 10**
  - a. NPHC & MGC Intake Approval Form
  - b. IFC & CPC Recruitment Form
  - c. New Member Grade Release Statement
  
4. **Viability Policy – Page 28**
  
5. **Membership Education Process & Hazing Policy – Page 30**
  
6. **Social Event Registration – Page 31**
  - a. Third Party Vender Form
  - b. Third Party Vender Agreement
  
7. **Event Guidelines & Expectations – Page 36**
  
8. **Sexual Abuse & Harassment – Page 39**
  
9. **Housing & Fire Safety – Page 40**
  
10. **Academic Scholarship Policy – Page 41**
  
11. **Accreditation Process – Page 44**
  
12. **Officer Paperwork – Page 49**
  - a. Officer Update Form
  - b. Advisor Update Form

## **Public Relations & Sponsorships**

Any public relations material (flyer, t-shirt, etc.) design that will be representative of any chapter, group, or council must be approved by the Office of Fraternity or Sorority Life, as soon as it is available. Designs may not make any reference to alcoholic beverages, drugs, or bars. This also includes but is not limited to offensive or inappropriate slogans, pictures, or themes.

All chapters will refrain from any negative publicity concerning their chapters or the fraternity and sorority community. This includes social networking sites, posted photos, and other media that represent the fraternity and sorority community.

# Fraternity and Sorority Advertising and Promotions Approval Request

- ★ This form is to accompany all advertisements, promotions, and other requests of publicity
- ★ Submit the form and all attachments to the Vice President of your governing council
- ★ Forms must be turned in by 5:00pm on Monday prior to the governing council meeting the following Tuesday.
- ★ Advertising or Promotions involving more than one chapter must be signed by all participating organizations.
- ★ All chapter submissions must come with an example of the material (proof of design, sketch or drawing, the quote or slogan used, as well as colors of printing and shirts.)
- ★ The governing council reserves the right to approve or not approve any and all designs.
- ★ Any member chapter not approving their t-shirts through the governing council will be referred to the respective governing council Judicial Board.

**Chapter Name(s):** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Estimated Cost:** \_\_\_\_\_

**Date that Approval is needed:** \_\_\_\_\_  
*(You must obtain approval prior to making any purchases or completing any orders)*

**Please Specify:**

- 1. **Promotion Material is in the Form of a:** T-shirt
- 2. **Or in One of the Following:** Flyer Handbill Banner Advertisement  
*(Physical or Electronic Distribution):* \_\_\_\_\_

**Brief Description of the Advertising/Publicity/Promotion:** \_\_\_\_\_  
\_\_\_\_\_

\*MUST ATTACH PROPOSED IMAGE

**Name of Office(s) Responsible for the Submission:** Other *(please specify)* \_\_\_\_\_

Social Risk Management Recruitment Public Relations Philanthropy

**Officer(s) Name and Signature:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**President:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<p><b>For Office Use Only:</b></p> <p>Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No      Signature of FSL Advisor: _____</p> <p>If No, Reason: _____</p>
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# Fraternity and Sorority Chapter Philanthropy Event Approval Request

Philanthropy events must be submitted to the Office of Fraternity and Sorority Life at least fourteen days prior to the date of the event for approval. These events (regardless of location) must NOT involve alcohol and must be registered and approved. No guest list is required, but a list of participating chapter members must be submitted with event.

\*Please note that there should be no philanthropy and service events that are planned and hosted solely by new members.

*This MUST be turned in to your respective chapter's FSL Advisor **at least 14 days prior** to the event date to receive approval. Proposals turned in after the 14-day period will not be accepted.*

## **HOST INFORMATION**

Hosting Organization(s)  
First and Last Name of Philanthropy Chair  
Cell Phone Number Philanthropy Chair  
E-mail Address Philanthropy Chair  
Mailing Address Philanthropy Chair

## **BASIC EVENT INFORMATION**

Event Name  
Event Date  
Event Time  
Event Location  
Event Description  
Event Purpose

## **BENEFICIARY INFORMATION**

Name of Agency Receiving Donation  
Name of Agency Contact Person  
Agency Phone Number  
Anticipated (Goal) Donation Amount  
How Will the Event Fundraise?

## **EXPENSES ASSOCIATED WITH EVENT**

Outline of All Operating Costs Associated with Event.

How Will Such Expenses Be Paid For?

## **PARTICIPANTS**

List Anticipated Participating Organizations.

How Will Participants Be Educated About the Beneficiary?



**MARKETING AND PROMOTION**

Provide a Detailed Marketing and Promotion Plan, Including Dates and Deadlines.

**RULES/STANDARDS FOR EVENT** *(If more than one event, provide information for each event.)*

**List all event rules and standards:**

How Will Rules Be Enforced?

If Participants Violate Rules/Standards, How Will This Be Resolved?

**JUDGES AND COACHES (IF APPLICABLE)**

Describe How Judges and/or Coaches Are Selected and What Will Be Their Responsibility.

**ANNOUNCEMENT OF WINNERS (IF APPLICABLE)**

Describe How the Winners of the Philanthropy Will Be Selected.

Describe How the Announcement of the Winner is made.

Describe What "Prize" (if any) is provided to the Winner.

**ACKNOWLEDGEMENT**

By checking this box, I am indicating that I understand that all philanthropy events will be alcohol-free. I also recognize that if members of the host organization, and/or participating organization(s) do not meet these standards, the hosting organization, and participating organizations, may be referred to the respective council Judicial Board.

**For Office Use Only:**

Approved:  Yes  No

Signature of Advisor: \_\_\_\_\_

If No, Reason:

Signature of President: \_\_\_\_\_

## Recruitment & Membership Intake

In order to lessen the disruption of the University's academic functions, the Fraternal Organization agrees, as a condition of this Agreement, not to engage recruitment or membership intake until the date determined by the University. All recruitment and intake paperwork must be completed and approved by the Office of Fraternity and Sorority Life at least 10 days prior to the process beginning.

**FIPG Policy:** All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment, rush, or intake activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

## Fraternity and Sorority Membership Intake Guidelines, Procedures, and Intent Form

The office of fraternity and sorority life at Virginia Commonwealth University encourages the growth and development of our fraternal community by ensuring a safe and educational environment for membership selection. Each organization conducting intake shall keep the fraternity and sorority life office informed of all intake activities each semester. This reporting is mandatory and may be available for review and revision each semester as needed.

Members, new members, alumni and members of the graduate or alumni chapters will be held responsible individually for their actions during the new member process. It is important that everyone understand that their actions may have repercussions on the undergraduate chapters.

The steps and guidelines listed below must be completed each semester in addition to the inter/national organization's policies and procedures for intake. The following information is private and is only available to the fraternity and sorority life office staff. These items are required in order to ensure the safety of all members and aspirants, while preserving the traditions of the organizations.

### Pre-Intake / Intake and New Member Activity Documentation

1. Prior to any intake activities (formal/council coordinated, continuous recruitment, any intake activities or other), and prior to any new member education activities taking place (meetings, retreats, teambuilding activities, or other) all proper documentation needs to be submitted **10 days prior to any activity**.
2. Any national or regional paperwork that needs to be signed by the fraternity & sorority life staff.
3. The **Membership Intake Request Form** must include the dates, times and locations of intake events or interest meetings (formal or informal), the date of the start of the new member process, the anticipated end date of the new member process, and the expected date of initiation and new member show (if applicable). **It also must include all required signatures and supporting documentation.**
  - a. **All activities must take place between the hours of 7am to 11pm.**
  - b. **No new member program should extend beyond eight (8) weeks.**
4. An intake calendar including the times of any intake activities with as much information as possible: date, time and location. Dates are not limited to "formal" periods of membership intake for chapters who conduct year-round intake. Year round events may be included on "formal" intake calendar or submitted at a later date following the same requirements. The fraternity & sorority life staff must approve activities before they commence. Activities to include on the calendar, if applicable:
  - a. Intake events/interest meetings and/or informational meetings
  - b. Selection date(s)
  - c. Extension of Membership
  - d. Formal acceptance of Membership
  - e. Start date of the new member's official education/ process
  - f. Expected Initiation Date
  - g. New Member Show Date (If Applicable)
5. The chapter officer must also supply a copy of the formal/informal interest meeting flyer to be approved by the office of fraternity and sorority life. **The intake paperwork will not be approved without a flyer.**
  - a. Please note all forms of advertising must be approved through the fraternity and sorority life staff. Please also attach any flyers or copies of promotional items to the form. Please note if students call the office we will give out dates of intake events or interest meeting.
  - b. All flyers must be posted in both the fraternity and sorority life office and in the University Student Commons via the television screens.
  - c. All flyers must be posted for a minimum of 7 days.

6. **Within 24 hours of the interest meeting**, the chapter must turn in an attendance/grade check list to the office of fraternity and sorority life. This must include the signatures and student ID (V#) numbers of all attendees. The grade check form can be found at: <http://www.usca.vcu.edu/fraternity-sorority-life/chapter-resources/>.
7. If the chapter would like to continue with the process, grade checks are required for all potential members or aspirants. Grade checks must be complete before extending an invitation of membership.
  - a. Please give the fraternity and sorority life staff three (3) days to return grade checks.
8. Within 48 hours of being accepted for membership, all aspirants must meet as a group with an FSL office staff member and sign the **Anti-Hazing Card**. Failure to turn in these cards will result in an immediate cease and desist of all intake activities.

### **Requirements for Intake Events Hosted by Chapters**

1. All organizations must adhere to the following requirements when conducting intake events:
  - a. No alcoholic beverages will be permitted.
  - b. All National Policies of the organization and governing Council must be met.
  - c. Excessive vulgarity and profanity will not be tolerated; neither will language or activities that create an atmosphere of discrimination or intolerance.
  - d. No inappropriate or revealing attire.
  - e. Any event that poses a threat of danger to individuals who participate will not be allowed.
  - f. Any event that would be perceived by a reasonable observer as a membership intake event is subject to these rules.
2. Chapters found in violation of these requirements will have their event stopped immediately. Referrals to the chapter's council judicial board will be made if necessary.

### **New Member Process**

1. A new member calendar including a timetable of any activities exclusive to, or expected of, new members with dates, times, and locations. **All activities must end one week prior to finals and must take place between the hours of 7:00 a.m. to 11:00 p.m.** without advance approval. **No new member program should extend beyond eight (8) weeks** to be consistent with national standards and VCU policy. Activities to include on the calendar, if applicable:
  - a. Formal acceptance of Membership
  - b. Initiation date.
    - i. Chapters must initiate new members within 8 weeks of beginning their process.
  - c. Any additional dates pertinent to a specific organization
  - d. In the event that any dates and times need to be changed on the calendars of events, chapter members should notify their council advisor (in writing) as soon as the event has been updated.
2. Without the submission of the above paperwork, intake will not be approved. In the event that the intake or new member activities begin without the knowledge and signed approval of the council advisor, and/or the chapter has not adhered to these written intake procedures, intake and/or new member activities will cease immediately and the chapter may be placed on suspension. These sanctions will be initiated and/or imposed by the council advisor/s.

## New Member Show Guidelines and Procedures

1. If new members would like to have a new member show/presentation, they may do so; but shows are not mandated by the University. The following procedures should be used, and failure to do so will result in the new member show/presentation being cancelled indefinitely.
  - a. Notify the MGC/NPHC advisor of the date of new member show.
  - b. **The space reservation *must* be made by the MGC/NPHC advisor, and the chapter must meet with the advisor to review the details of the show.**
    1. These reservations will be made as “general events” in order to protect the organizations anonymity prior to the show.
    2. Should the chapter wish to host a reception on campus following the new member presentation, this space must be reserved by the MGC/NPHC advisor.
  - c. All University policies and procedure must be followed.
  - d. All presentations must be respectful, supportive of the fraternal community, family-oriented and portray a positive image of Fraternity and Sorority Life at VCU.
2. Presentation of new members should take place **no more than seven (7) calendar days after the members have been initiated** into the chapter.
3. Requests for space will be made upon receipt of the VCU fraternity and sorority life office intent for intake paperwork, which includes the date, time and proposed location of the new member show.
4. New member shows will not be a part of any other program or event i.e.: not during a step show, educational program, or social event.
5. The duration of the show should be no longer than one (1) hour if there are fifteen (15) or less members presenting. For each additional new member beyond fifteen (15), the show may be extended five (5) minutes per member.
  - a. For example, a new member presentation with fifteen new members cannot extend beyond an hour. A new member presentation with sixteen new members cannot be longer than one hour and five minutes. And a new member presentation with twenty new members cannot extend longer than one hour and twenty-five minutes.
6. The clock starts at the advertised time of the event. **If the organization starts later than the advertised time, the show still must still end on time.**
7. The organization will have 30 minutes from the time of completion to clear the plaza. Failure to do so will result in an immediate disciplinary action in addition to paying for police officers and any other applicable fees and/or fines from Event Planning.
8. No show shall commence without a member of the fraternity & sorority life staff.
9. All university & event planning policies and procedures must be followed.
10. Restricted Area Management:
  - a. The Commons Plaza or the Larrick Center Plaza will be the locations for all new member shows.
    - i. No new member show will take place on top of the VCU bricks in the Commons Plaza. This means that chapters will not enter, step, or present their new members on top of this space of yellow bricks. The shows can take place in the middle of the commons plaza.
  - b. The area where the new member show takes place will be blocked off with barricades provided by the University Student Commons.

- c. The internal area will provide space for families and members of the organizations in which the show associates. There will be chairs for the family members and space reserved in front of the chairs, on the ground, for the members of the organization hosting the new member show.
- d. There will be space inside the area in front of the families and members of the organization for the new members to complete their presentation.
- e. No one inside of the restricted area may stand on the chairs or other objects to be able to see.

11. Outside restricted area:

- a. People attending the show will be permitted to stand outside the restricted area. No one will be permitted to stand behind the new members. The only exception to that rule is if the people viewing the show are watching from the staging area.
- b. No one outside of the restricted area will be permitted to stand on tables, chairs, or other property in the Commons Plaza. This will be managed by the USC&A Student Manager and/or the VCU Police.

***Expectations of the Sponsoring Chapter/Organization***

1. The MGC or NPHC on-campus advisor will meet with the fraternity/sorority representative(s) to discuss the following:
  - a. Inter/National, Regional and/or chapter guidelines regarding New Member Shows
  - b. Definition of Hazing and perceptions of Hazing
  - c. Risk Management
  - d. Content and Presentation
  - e. Logistics, Time and Date
  - f. Crowd Control
  - g. Previous history with new members shows and program planning
2. To be approved, the fraternity/sorority must meet the following minimum requirements:
  - a. Submit the VCU fraternity and sorority life office intent for intake paperwork.
  - b. Meet all deadlines for the event approval process.
  - c. Guarantee the active presence of the chapter advisor or non-student representative of the organization serving in an advisory capacity.
  - d. Be at a time that a member of the fraternity and sorority life staff can be present.
  - e. Demonstration of adequate plan for crowd control and safety. The plan for crowd control must include the use of physical barriers, and identifiable crowd control staff.
3. Any changes to the event, including content, location, and/or date, ***must*** be communicated to the MGC/NPHC on-campus advisor at least 5 business days in advance of the event date.
4. The MGC/NPHC on-campus advisor may require changes to the event date, location, and/or time due to potential problems with crowd control, safety, and access to surrounding facilities
5. If the event is approved, the event planning office staff will communicate the details of the event to the University Student Commons and Activities staff and VCU Police.
6. Any props, outfits, and accessories to be used in the show must also be approved (i.e. clothing, shields, staffs, masks, etc.). In general paddles, bricks, and other outward symbols of “pledging” are not allowed.
7. If chapter assigns line numbers to new members, the numbers should accurately represent the numbers of new members being presented (i.e if there are five men being presented, the numbers should be 1-5, not 1,2,4,5,6, etc.) Any exceptions must be approved 48 hours in advance of the presentation.
8. No inappropriate or revealing attire.

9. No Alcoholic beverages - this includes chapter members, new members, alumni, students, and guests.
10. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm another individual.)
11. The management of the organization members inside of the restricted area is the responsibility of the chapter. This includes alumni, members from other campuses, families, and current members.
12. The chapter is to ensure that all members of the organization are sitting on the ground at all times during the show.
  - a. Special arrangements can be made with the NPHC/MGC Advisor if there are members of the chapter and/or family members who will participate in the revealing of new members.
  - b. If the chapter is not able to manage their guests inside of the restricted area then all future new member show privileges will be revoked and the chapter will be referred to the NPHC/MGC Judicial Board.
13. The chapter will notify the NPHC/MGC Advisor of the estimated time of arrival of the new members in order to prepare appropriately.
14. The chapter, in combination with the NPHC/MGC Advisor, makes the rain call. In the case of any lightning the new member show will be cancelled.
15. Any additional dates pertinent to a specific organization must be communicated to the fraternity and sorority life staff.

### ***Expectations of the Governing Council***

1. Two police officers will be provided for each show. The costs associated with the police will be paid by the governing councils.

### **Confidentiality**

1. All documents supplied to the Fraternity and Sorority Life Office are kept confidential. They may be shared with university officials, specific chapter officers, and national organization staff as needed and allowed by the academic waiver signed.

### **Hazing**

2. No chapter, colony, student or alumnus shall conduct nor condone hazing activities, and all will support and follow the Virginia Commonwealth University Hazing Policy and FIPG Guidelines. This includes all aspirant members, new members, members, alumni/ae members, parents, or any other involved in the recruitment, intake or education of fraternity/sorority new members. Hazing activities are defined as:
  - a. “Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy.”

- i. This definition can also be found in the Fraternity and Sorority Councils of VCU Risk Management Policies and Procedures.

## **Violations**

1. Violations of intake regulations may result in being recommended to the council judicial board. Chapters will receive notice of violation from their council, and their council procedures will be followed.
2. Violations include:
  - a. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.)
  - b. Holding membership intake activities or events without conforming to the intake guidelines and procedures set by the fraternity and sorority life office.
  - c. Hazing: Any violations of the VCU Policy on Hazing will be referred to the council's judicial board, and possibly individuals being referred to the office of student conduct & academic integrity, as well as any sanctions outlined by the national organization. The office of fraternity & sorority life will work in partnership with both bodies to create a comprehensive plan that avoids duplication and may be both educational and punitive.

All questions and concerns must be expressed by the chapter president and officer responsible for intake. If any questions regarding the Regulations arise, they may be discussed between the members of the chapter and the council advisor/s. Final jurisdiction and decision-making authority rests in the hands of the council advisor/s and the council.



Date Received: \_\_\_\_\_ by FSL Staff Member: \_\_\_\_\_

## Virginia Commonwealth University Office of Fraternity and Sorority Life Membership Intake Request Form

*Please Note: This form must be completed and turned in **at least ten days prior** to start of intake activities.*

**Chapter Information:**

Completed by the \_\_\_\_\_ Chapter of \_\_\_\_\_  
Officer Name: \_\_\_\_\_  
Officer Email Address: \_\_\_\_\_  
Officer Cell Phone Number: \_\_\_\_\_

**Timeline:**

Flyers will be posted (must be posted for a minimum of 7days):

Date: \_\_\_\_\_  
Location(s): \_\_\_\_\_

Interest/Informal/Formal Meeting(s):

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Grade Check Form will be turned into FSL on *(24 hours after meeting)*: \_\_\_\_\_

Grade Checks will be given to chapter by *(up to 72 hours after receiving Grade Check Form)*: \_\_\_\_\_

Membership Offers will go out:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Aspirants will meet with FSL staff member on:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Educational Meetings *(must be held on-campus)*:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Date: \_\_\_\_\_  
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Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

New Members will be initiated:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

New Member Show date & Time (*if applicable*)

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Preferred Locations (number in preferential order): \_\_\_\_\_  
Preferred Rain Location: \_\_\_\_\_  
Preferred Reception Space (if applicable): \_\_\_\_\_

**Supporting Documents:**

- 1) Any paperwork from the Inter/National Headquarters or other proper authority, which needs to be signed by the Fraternity & Sorority Life Staff.
- 2) A copy of a flyer to advertise any informal/formal interest meetings or activities.
- 3) A copy of a flyer to advertise new member show (may be given later in process).
- 4) Outline of content/activities in the new member education meetings.

**Chapter Officer Contact Information:**

The Officer in charge of Intake for the Chapter:

Name: \_\_\_\_\_  
Position in Chapter: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

The Officer in charge of New Member education will be:

Name: \_\_\_\_\_  
Position in Chapter: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Intake Advisor Information:**

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Statement of Acknowledgement:**

*By signing below, I am acknowledging that the above information is accurate and correct to the best of my knowledge. If anything should change I will submit it in writing to the fraternity & sorority life staff as soon as possible.*

*I understand that if this form and the accompanying documents (flyer and/or calendar) are not approved, then intake will not be allowed. Forms need all required signatures.*

*I declare that all information submitted on this form is true to the best of my knowledge, as well as that of the entire chapter membership, and hereby give permission to the fraternity and sorority life office and the council advisor to verify the validity of this information.*

*If any of this information is found to be false or misleading, the fraternity and sorority life office and the council advisor reserves the right to suspend the intake process pending full investigation of false statements.*

*I understand that all intake activities will conform to the policy of the inter/national organization.*

*I understand that auxiliary groups (little sister, little brother groups) are inconsistent with the purpose and philosophy of single-gender fraternal organizations and are not allowed to be associated in any way with member chapters of the Virginia Commonwealth University fraternity and sorority community.*

*I understand that any deviation from the policy of my inter/national organization must be supported in writing from the national headquarters.*

*I understand that hazing is defined as the following and is considered a felony in the Commonwealth of Virginia and can be prosecuted as such if the chapter is found in violation. I understand that it is my responsibility as a chapter officer, member, and/or advisor to ensure that my chapter is creating a safe environment and abiding by all local and national laws.*

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

*I understand that in the event of any illegal activity perpetrated against potential or prospective new members taking place before, during, or after the time period specified for intake, liabilities as a result of those actions will be the sole responsibility of the chapter. The faculty/campus advisor, council advisor, the fraternity and sorority life office, and Virginia Commonwealth University will NOT be held liable nor considered responsible for any illegal activities.*

_____ President’s Name Printed	_____ President’s Signature	_____ Date
_____ Advisor’s Name Printed	_____ Advisor’s Signature	_____ Date
_____ Member Educator’s Name Printed	_____ Member Educator’s Signature	_____ Date

## Fraternity and Sorority Recruitment Guidelines, Procedures, and Intent Form

The office of fraternity and sorority life at Virginia Commonwealth University encourages the growth and development of our fraternal community by ensuring a safe and educational environment for membership selection. Each organization conducting recruitment shall keep the fraternity and sorority life office informed of all recruitment activities each semester. This reporting is mandatory and may be available for review and revision each semester as needed.

Members, new members, alumni and members of the graduate or alumni chapters will be held responsible individually for their actions during the new member process. It is important that everyone understand that their actions may have repercussions on the undergraduate chapters.

The steps and guidelines listed below must be completed each semester in addition to the inter/national organization's policies and procedures for recruitment. The following information is private and is only available to the fraternity and sorority life office staff. These items are required in order to ensure the safety of all members and aspirants, while preserving the traditions of the organizations.

### Pre-Recruitment / Recruitment and New Member Activity Documentation

9. Prior to any recruitment activities (formal/council coordinated, continuous recruitment, any recruitment activities or other), and prior to any new member education activities taking place (meetings, retreats, teambuilding activities, or other) all proper documentation needs to be submitted **10 days prior to any activity**.
10. Any national or regional paperwork that needs to be signed by the fraternity & sorority life staff.
11. The **Membership Recruitment Request Form** must include the dates, times and locations of recruitment events or interest meetings (formal or informal), the date of the start of the new member process, the anticipated end date of the new member process, and the expected date of initiation and new member show (if applicable). **It also must include all required signatures and supporting documentation.**
  - a. **All activities must take place between the hours of 7am to 11pm.**
  - b. **No new member program should extend beyond eight (8) weeks.**
12. A recruitment calendar including the times of any recruitment activities with as much information as possible: date, time and location. Dates are not limited to "formal" periods of membership recruitment for chapters who conduct year-round recruitment. Year round events may be included on "formal" recruitment calendar or submitted at a later date following the same requirements. The fraternity & sorority life staff must approve activities before they commence. Activities to include on the calendar, if applicable:
  - a. Recruitment events/interest meetings and/or informational meetings
  - b. Selection date(s)
  - c. Extension of Membership
  - d. Formal acceptance of Membership
  - e. Start date of the new member's official education/ process
  - f. Expected Initiation Date
  - g. New Member Show Date (If Applicable)
13. The chapter officer must also supply a copy of the formal/informal interest meeting flyer to be approved by the office of fraternity and sorority life. **The recruitment paperwork will not be approved without a flyer.**
  - a. Please note all forms of advertising must be approved through the fraternity and sorority life staff. Please also attach any flyers or copies of promotional items to the form. Please note if students call the office we will give out dates of recruitment events or interest meeting.

- b. All flyers must be posted in both the fraternity and sorority life office and in the University Student Commons via the television screens.
  - c. All flyers must be posted for a minimum of 7 days.
14. **Within 24 hours of the recruitment event** the chapter must turn in an attendance/grade check list to the office of fraternity and sorority life. This must include the signatures and student ID (V#) numbers of all attendees. The grade check form can be found at: <http://www.usca.vcu.edu/fraternity-sorority-life/chapter-resources/>.
15. If the chapter would like to continue with the process, grade checks are required for all potential members or aspirants. Grade checks must be complete before extending an invitation of membership.
- a. Please give the fraternity and sorority life staff three (3) days to return grade checks.
16. **Within 48 hours of being accepted for membership, all new members must complete, sign, and submit the Anti-Hazing Card** to the fraternity and sorority life office. Failure to turn in these cards will result in an immediate cease and desist of all recruitment activities.

### **Requirements for Recruitment Events Hosted by Chapters**

3. All organizations must adhere to the following requirements when conducting recruitment events:
- a. No alcoholic beverages will be permitted.
  - b. All National Policies of the organization and governing Council must be met.
  - c. Excessive vulgarity and profanity will not be tolerated; neither will language or activities that create an atmosphere of discrimination or intolerance.
  - d. No inappropriate or revealing attire.
  - e. Any event that poses a threat of danger to individuals who participate will not be allowed.
  - f. Any event that would be perceived by a reasonable observer as a membership recruitment event is subject to these rules.
4. Chapters found in violation of these requirements will have their event stopped immediately. Referrals to the chapter's council judicial board will be made if necessary.

### **New Member Process**

3. A new member calendar including a timetable of any activities exclusive to, or expected of, new members with dates, times, and locations. **All activities must end one week prior to finals and must take place between the hours of 7:00 a.m. to 11:00 p.m.** without advance approval. **No new member program should extend beyond eight (8) weeks** to be consistent with national standards and VCU policy. Activities to include on the calendar, if applicable:
- a. Formal acceptance of Membership
  - b. Initiation date.
    - i. Chapters must initiate new members within 8 weeks of beginning their process.
  - c. Any additional dates pertinent to a specific organization
  - d. In the event that any dates and times need to be changed on the calendars of events, chapter members should notify their council advisor (in writing) as soon as the event has been updated.
4. Without the submission of the above paperwork, recruitment will not be approved. In the event that the recruitment or new member activities begin without the knowledge and signed approval of the council advisor, and/or the chapter has not adhered to these written recruitment procedures, recruitment and/or new member

activities will cease immediately and the chapter may be placed on suspension. These sanctions will be initiated and/or imposed by the council advisor/s.

### **Confidentiality**

3. All documents supplied to the Fraternity and Sorority Life Office are kept confidential. They may be shared with university officials, specific chapter officers, and national organization staff as needed and allowed by the academic waiver signed.

### **Hazing**

4. No chapter, colony, student or alumnus shall conduct nor condone hazing activities, and all will support and follow the Virginia Commonwealth University Hazing Policy and FIPG Guidelines. This includes all aspirant members, new members, members, alumni/ae members, parents, or any other involved in the recruitment, recruitment or education of fraternity/sorority new members. Hazing activities are defined as:
  - a. “Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy.”
    - i. This definition can also be found in the Fraternity and Sorority Councils of VCU Risk Management Policies and Procedures.

### **Violations**

3. Violations of recruitment regulations may result in being recommended to the council judicial board. Chapters will receive notice of violation from their council, and their council procedures will be followed.
4. Violations include:
  - a. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.)
  - b. Holding membership recruitment activities or events without conforming to the recruitment guidelines and procedures set by the fraternity and sorority life office.
  - c. Hazing: Any violations of the VCU Policy on Hazing will be referred to the council’s judicial board, and possibly individuals being referred to the office of student conduct & academic integrity, as well as any sanctions outlined by the national organization. The office of fraternity & sorority life will work in partnership with both bodies to create a comprehensive plan that avoids duplication and may be both educational and punitive.

All questions and concerns must be expressed by the chapter president and officer responsible for recruitment. If any questions regarding the Regulations arise, they may be discussed between the members of the chapter and the council advisor/s. Final jurisdiction and decision-making authority rests in the hands of the council advisor/s and the council.

Date Received: \_\_\_\_\_ by FSL Staff Member: \_\_\_\_\_

## Virginia Commonwealth University Office of Fraternity and Sorority Life Membership Recruitment Request Form

*Please Note: This form must be completed and turned in **at least ten days prior** to start of recruitment activities.*

**Chapter Information:**

Completed by the \_\_\_\_\_ Chapter of \_\_\_\_\_  
Officer Name: \_\_\_\_\_  
Officer Email Address: \_\_\_\_\_  
Officer Cell Phone Number: \_\_\_\_\_

**Timeline:**

Flyers will be posted (must be posted for a minimum of 7days):

Date: \_\_\_\_\_  
Location(s): \_\_\_\_\_

Recruitment Events/Meetings (Formal/Informal):

Date: _____	Date: _____
Time: _____	Time: _____
Location: _____	Location: _____

Grade Check Form will be turned into FSL on *(24 hours after meeting)*: \_\_\_\_\_

Grade Checks will be given to chapter by *(up to 72 hours after receiving Grade Check Form)*: \_\_\_\_\_

Membership Offers will go out:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Educational Meetings *(must be held on-campus)*:

Date: _____	Date: _____
Time: _____	Time: _____
Location: _____	Location: _____

Date: _____	Date: _____
Time: _____	Time: _____
Location: _____	Location: _____

Date: _____	Date: _____
Time: _____	Time: _____
Location: _____	Location: _____

Date: _____	Date: _____
Time: _____	Time: _____
Location: _____	Location: _____

Date: _____	Date: _____
Time: _____	Time: _____
Location: _____	Location: _____

Location: \_\_\_\_\_

New Members will be initiated:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

**Supporting Documents:**

- 5) Any paperwork from the Inter/National Headquarters or other proper authority, which needs to be signed by the Fraternity & Sorority Life Staff.
- 6) A copy of a flyer to advertise any informal/formal interest meetings or activities.
- 7) A copy of a flyer to advertise new member show (may be given later in process).
- 8) Outline of content/activities in the new member education meetings.

**Chapter Officer Contact Information:**

The Officer in charge of Recruitment for the Chapter:

Name: \_\_\_\_\_

Position in Chapter: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

The Officer in charge of New Member education will be:

Name: \_\_\_\_\_

Position in Chapter: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Recruitment Advisor Information:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



### **Statement of Acknowledgement:**

*By signing below, I am acknowledging that the above information is accurate and correct to the best of my knowledge. If anything should change I will submit it in writing to the fraternity & sorority life staff as soon as possible.*

*I understand that if this form and the accompanying documents (flyer and/or calendar) are not approved, then recruitment will not be allowed. Forms need all required signatures.*

*I declare that all information submitted on this form is true to the best of my knowledge, as well as that of the entire chapter membership, and hereby give permission to the fraternity and sorority life office and the council advisor to verify the validity of this information.*

*If any of this information is found to be false or misleading, the fraternity and sorority life office and the council advisor reserves the right to suspend the recruitment process pending full investigation of false statements.*

*I understand that all recruitment activities will conform to the policy of the inter/national organization.*

*I understand that auxiliary groups (little sister, little brother groups) are inconsistent with the purpose and philosophy of single-gender fraternal organizations and are not allowed to be associated in any way with member chapters of the Virginia Commonwealth University fraternity and sorority community.*

*I understand that any deviation from the policy of my inter/national organization must be supported in writing from the national headquarters.*

*I understand that hazing is defined as the following and is considered a felony in the Commonwealth of Virginia and can be prosecuted as such if the chapter is found in violation. I understand that it is my responsibility as a chapter officer, member, and/or advisor to ensure that my chapter is creating a safe environment and abiding by all local and national laws.*

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

*I understand that in the event of any illegal activity perpetrated against potential or prospective new members taking place before, during, or after the time period specified for recruitment, liabilities as a result of those actions will be the sole responsibility of the chapter. The faculty/campus advisor, council advisor, the fraternity and sorority life office, and Virginia Commonwealth University will NOT be held liable nor considered responsible for any illegal activities.*

President's Name Printed

President's Signature

Date

\_\_\_\_\_  
Advisor's Name Printed

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Educator's Name Printed

\_\_\_\_\_  
Member Educator's Signature

\_\_\_\_\_  
Date



**NEW MEMBER GRADE RELEASE STATEMENT**

**CONSENT TO RELEASE STUDENT RECORDS**

With my signature, I hereby authorize the University Student Commons and Activities staff to verify my enrollment, membership eligibility, and grade information. I also authorize the designated Commons and Activities staff member to release this information to my advisor, chapter president, scholarship officer, and/or international headquarters for the duration of my membership in this chapter. If I no longer wish to have my records released, I understand that I must request in writing to the Coordinator for Fraternity or Sorority Life or the Associate Director for Programs and Educational Services. The Commons and Activities designee may also use my grade/enrollment information for computation of system-wide statistics and recognition.

**CHAPTER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Printed Name: First, Middle Initial, Last	Signature	E-Services Student ID# (7 Digit V#)	Please Select one of the Following:  CS – Current Student FF – 1 <sup>st</sup> Semester Freshman FT – 1 <sup>st</sup> Semester Transfer	Cumula- tive GPA:  OFFICE USE ONLY	Semester GPA:  OFFICE USE ONLY



## VIABILITY POLICY

### Philosophy

Virginia Commonwealth University values a strong fraternity and sorority community. The University also recognizes that the community must have sufficient numbers so as to provide membership opportunities for every student who has the desire and means to join.

Student Organization Registration at Virginia Commonwealth University is a privilege. Chapters are expected to meet expectations with respect to academic performance, membership development and education, risk management and legal liability, leadership and community engagement, community service and philanthropy, membership recruitment/intake and chapter management.

Additionally, the policy for Registered Organization of Student Organizations at Virginia Commonwealth University states that the majority of the membership of the organization will be currently enrolled students at VCU.

**A minimum of five (5) currently enrolled VCU students** are required to form and maintain a fraternal organization. This is to insure that registered fraternities and sororities possess the ability to meet performance expectations and for the continued health of the community.

### Standard

All registered fraternities and sororities are required to list at least five (5) full-time, active, undergraduate members (initiates and new members) on the roster at all times.

### Process

#### 1. Membership Acceptance

- All Grade Release Forms must be submitted 24 hours after signatures are collected.
- All Hazing Forms (blue cards) must be submitted 48 hours after membership is accepted.

2. Rosters will be reviewed in January, May, and August to determine membership compliance.

3. Chapters that are projected to fall below five (5) full-time, active, undergraduate members (initiates/new members) for the upcoming semester must meet with their FSL advisor **no later than two months into the semester** to determine an action plan and submit an appeal.

### **Request for Membership Probationary Period**

1. Chapters who project that they will fall below five (5) active members may work with their FSL advisor to outline an action plan, to be approved for the following semester.

2. Without an approved plan, if the chapter falls below the minimum five (5) members, then it will automatically lose university registration.

3. In creating a plan, possible courses of action include, but are not limited to:

- Limited programming
- Increased advisor involvement
- Recruitment and intake plan

### **Loss of Recognition**

1. Chapters that fall below the five (5) member requirement will lose University Registration for three (3) semesters.

2. Chapters who would like to return after three (3) semesters, must reapply through the **Fraternity and Sorority Life Expansion Process**.

### **Moratoriums**

In the event of a(n) (inter)national moratorium not at the fault of the local chapter, Fraternity and Sorority Life will meet with students and advisors to determine next steps.

## Membership Education Process & Hazing Policy

Membership Education: All membership education processes must be approved by the Office of Fraternity and Sorority Life prior to the start of any intake or recruitment processes. A detailed timeline must be submitted, outlining:

1. Date of new member meetings
2. Time of new member meetings
3. Location of new member meetings
4. Brief description of desired outcomes for meetings
5. Initiation time, date, and location

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

Hazing Policy: Hazing is a crime in Virginia and is prohibited by University policy and the University Standards of Conduct. State and/or local law enforcement agencies investigate allegations of hazing under Virginia law. The Office of the Dean of Students, Office of Fraternity and Sorority Life, Office of Student Conduct and Academic Integrity, and Virginia Commonwealth University Police Department all may participate in investigating allegations of hazing under University policy. The Fraternal Organization president is responsible and on their honor to give the Hazing Statement Card supplied by the University to all incoming members, current members, as well as any other persons associated with the fraternal organization or engaged in its activities.

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

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

## Social Event Registration

All chapters who plan on hosting social events must submit two formalized risk management plans to the Office of Fraternity and Sorority Life **at the beginning of each semester.**

The plans must include:

1. A current proof of insurance on file within the Office of Fraternity and Sorority Life.
2. Safety procedures for events hosted before daytime (before 9:00 pm) and after nighttime (after 9:00 pm).
3. Emergency management procedures.
4. A list of pre-determined houses that the chapter will use to register events. Each house must include:
  - a. Address
  - b. Names of Leaseholders and signatures of acknowledgement that the house is a location at which the chapter may host events.
  - c. Names of Landlords
  - d. Fire code capacity

In order to register a social event, the following must be met:

1. The chapter must be a recognized student organization per the University and FASA policies and standards.
2. The chapter must be in good standing with all national, regional, and local guidelines.
3. The chapter must be in good standing with the University.
4. The chapter and/or provider of the premises must have up-to-date fire insurance/inspection certificate from the Richmond Fire Department.
5. The chapter president, social chair/risk management chair, new ember/recruitment/intake chair, and house manager, must attend the risk management training to sponsor/co-sponsor, social events of any kind (party, presentation to campus show, concert, etc.).
6. No event can happen before the first day of classes or after the last class of class for the fall or spring semester.

Social Event Registration Procedures:

1. **All social events with alcohol must be registered through RamsConnect under the Office of Fraternity and Sorority Life page. They must be registered at least 7 business days in advance.**
2. If there is co-sponsorship, both organizations must separately register the event.
3. **Events that are registered at third-party venues must also submit the supplemental documentation 7 days prior to the event.**
4. Events may be registered on Thursday, Friday and Saturday days/evenings and must start after 7:00 pm. There may not be more than one event registered in a day.
5. Events may also be registered on Sunday; however, they must be over by 8:00 pm.
6. Events may be no longer than 4 hours in duration.
7. Chapter guest list must be typed and numbered with guests under the age 21 clearly identified. They must be turned in the Thursday (for Thursday events) or Friday (for Friday, Saturday or Sunday events) before the event.

8. The maximum number of attendees cannot exceed fire safety regulations and is encouraged not to exceed 100 guests, including chapter members. If the event exceeds 100 guests, security must be hired to supervise the event.

Guest Lists:

1. The pre-event guest list:
  - a. Must contain:
    - First name
    - Last name
    - Birthdate
    - Indication of over or under 21
  - b. They must be turned into the Office of Fraternity and Sorority Life by:
    - Thursday at 12:00 (noon) for Thursday evening events
    - Friday at 12:00 (noon) for Friday, Saturday or Sunday events
2. The post-list (guest list sign-in):
  - a. Must be submitted to the Office of Fraternity and Sorority Life by 5:00 pm:
    - Friday for a Thursday evening event
    - Monday for a Friday, Saturday, or Sunday event



## Fraternity and Sorority Third Party Vendor Form

*This form is due in addition to the online registration, at least 7 days in advance of the social function.*

Your chapter will be in compliance with your inter/national policies if you hire a “third party vendor” to serve alcohol at your functions when you can document the following checklist items. Be sure to check with your Inter/National organization to make sure this checklist will be in compliance with your Inter/National Risk Management policy. Further, each chapter is expected to adhere to the laws of the Commonwealth of Virginia, Virginia Alcohol Beverage Control, City of Richmond, and Virginia Commonwealth University as they pertain to the consumption of alcohol and other substances as well as building and fire safety codes.

### **THE VENDOR MUST:**

- \_\_\_\_\_ 1. Be properly licensed by the appropriate local and state authority. They might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

#### **ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.**

- \_\_\_\_\_ 2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

The above “certificate of insurance” must also show evidence that the vendor has, as part of their coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.”

The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.

#### **ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES**

- \_\_\_\_\_ 3. Agree in writing to cash sales only, collected by the vendor, during the function. (If Third Party Vendor Program Agreement is filled out properly, then requirements #3 and #4 will have been fulfilled.)

- \_\_\_\_\_ 4. Agree in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
- A. Checking identification cards upon entry;
  - B. Not serving minors;
  - C. Not serving individuals whom appear to be intoxicated;
  - D. Maintaining absolute control of ALL alcoholic containers present;
  - E. Collecting all remaining alcohol at the end of a function (no excess alcohol, opened or unopened, is to be given, sold, or furnished to the chapter)

F. Removing alcohol from premises

**ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR  
STIMULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.**

This checklist must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with their risk management policy.

\_\_\_\_\_  
Chapter President's Signature and Date

\_\_\_\_\_  
Vendor's Signature and Date

## Fraternity and Sorority Third Party Vendor Agreement

(Name of Vendor ) \_\_\_\_\_ will be operating as a “third party vendor” to serve alcohol at a social function on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Location). Both the vendor and the chapter or chapters involved agree to the salary of \$\_\_\_\_\_ to be paid in full prior to the social function in question. This salary is designed to cover the costs involved with the hiring of \_\_\_\_\_ security persons and \_\_\_\_\_ bartenders and permit costs totaling \$\_\_\_\_\_. The aforementioned vendor agrees to cash sales only that will be collected by the vendor’s employees only, during the function. The predetermined amount of beverages will be \$\_\_\_\_\_ well drinks, to be served in \_\_\_\_\_ oz. cups, and \$ \_\_\_\_\_ drafts, to be served in \_\_\_\_\_ oz. cups. The aforementioned vendor also agrees to comply with the following risk management guidelines for third party vendors:

- check identification upon entry
- to serve alcohol only to persons of legal drinking age
- not to serve individuals who appear to be intoxicated
- to maintain absolute control of all alcoholic containers present
- to collect all remaining alcohol at the end of the function
- and to remove all alcohol from the premises

This form must be signed and dated by both the authorized chapter representative(s) and the authorized vendor representative. In doing so, all parties involved understand that only through compliance with these stipulations, and the additional requirements and rules of the CPC Risk Management Guidelines, will the chapter(s) be in compliance with risk management requirements.

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Chapter Name

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Chapter President’s Signature and Date

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Chapter Risk Management’s Signature and Date

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Chapter Social Chair’s Signature and Date

---

Authorized Vendor Representative’s Signature and Date

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Governing Council Vice President Signature and Date

## **Event Management Guidelines & Expectations**

### Virginia Commonwealth University Policies and Expectations for BYOB Events:

OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.

#### Fire Safety:

- a. Decorations must meet all fire code regulations.
- b. The maximum number of attendees cannot exceed fire safety regulations.

#### Entrances and Exits:

- a. Chapters must designate one clearly defined entrance where IDs are checked, guests sign in, and wristbands for drinking guests are distributed.
- b. There must be two (2) event managers checking IDs.
- c. Only VCU students, on the guest list, should be admitted with a valid ID. Anyone under the age of eighteen (18) will not be admitted unless they are a VCU student. Guests and attending chapter members must sign in at the entrance.
- d. The chapter has the right and responsibility to deny admittance to anyone impaired by alcohol and other drugs, even if the person is on the invitation.

#### Sober Monitors:

- a. A minimum of three (3) brothers or sisters must be sober monitors at each function. These may not be members new to the fraternity/sorority during the given semester. At least one sober monitor must be at the point of alcohol distribution and another at any entrance to a second story of the house.
- b. In addition to the three (3) monitors, the chapter must provide an additional sober monitor for every thirty (30) members of the chapter, as derived by adding the number of active brothers and new members.

#### Neighbors:

- a. Chapters must handle complaints from neighbors and police in a courteous, cooperative, and respectful manner.

### Alcohol Management Policies (in accordance with FIPG Policy):

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.

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 on behalf of the chapter.

The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited; including, but not limited to party juice, and jungle juice.

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

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

The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.

All drinking games are prohibited. The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

BYOB Policies:

1. Guests, who are of age and choose to drink, may bring their own alcoholic beverages. Guests may bring a maximum of six (6) beverages, none of which may exceed a 7% alcohol content. This is limited to six (6), 12-ounce cans of beer or four (4), ten-ounce wine coolers.
2. Pre-mixed drinks, punches, or any other common source of alcohol are prohibited. Hard liquor is also prohibited.
3. Upon arrival, each guest must give their name and their alcohol to the event manager. There must be a system established (bracelets with tabs, etc.) to identify the number of drinks that the guests has brought.
4. Chapters must establish one clearly defined area where alcohol is collected and distributed to the event guests who brought it. All drinks must be served unopened, in the original can.
5. Chapters must post clearly visible signs at each alcohol distribution center that indicate:
  - a. The names of the event managers for the event
  - b. The name and phone number of at least three local taxi services
  - c. That drinking alcohol under the age of 21 is against state law.
  - d. That providing alcohol to anyone under the age of 21 is against state law.
6. The chapter must provide non-alcoholic drinks and beverages equal to the number of guests at the event. This station must be clearly labeled and in a common location where all guests can access the non-alcoholic beverages provided.

After the Event: The post-list (guest list sign-in) must be submitted to the Office of Fraternity and Sorority Affairs by 5:00 pm on Friday (for a Thursday event) or by 5:00 pm the Monday after Friday and Saturday events.

Virginia Commonwealth University Policies and Expectations for Third-Party-Vendor Events:

1. These events must have a ratio of one member per guest (formals), with a maximum guest list of twice the membership.
2. In addition to registering as a social event with the Office of Fraternity and Sorority Life, third-party vendor forms (see above – registration section) and proof of insurance (if alcohol is served) must be provided at least seven (7) days in advance of the event.
3. It is recommended that any chapter event that is out of state should utilize buses from a company approved by the Office of Fraternity and Sorority Life or the chapter's Headquarter staff.

FIPG Policy:

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. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

Chapter Tailgates:

1. Chapters are allowed to tailgate on their respective property.
2. Tailgate events must be registered.
3. They must begin after 2:00 pm and end before 7:00 pm
4. Tailgate events can be no longer than 2.5 hours in duration
5. All other BYOB and Event Management procedures apply.

## **Sexual Abuse and Harassment**

Chapters will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or at an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternal event as defined in this policy, is prohibited. All members of the fraternal community will comply with the Title IX Student Sexual Harassment and Sexual Misconduct Anti-Discrimination Policy in the Virginia Commonwealth University Student Code of Conduct.

## **Housing and Fire Safety**

Any fraternal organization which owns or leases a residence(s) for fraternal purposes agrees, as a condition of this Agreement, to comply with all applicable regulations of the Virginia Uniform Statewide Building Code and the Virginia Statewide Fire Protection Code and to have such facilities inspected at least annually by a representative of its fire or liability insurance carrier or the local government fire inspector. Fraternal organizations must supply the name of a house manager and this individual must attend the annual house manager meeting where the annual inspection process is reviewed.

The chapter's facility (chapter house, residence, chapter room, lodge, or meeting area), if any, must be safe and provide a healthy living environment, including, but not limited to, adequate refuse collection, property upkeep and maintenance, and satisfaction of building, zoning, and safety codes as required by local fire, health, and governmental agencies. This provision includes, but is not limited to, the requirement that appropriate government agencies (e.g., Fire Department, Department of Health Services) are asked to perform regular inspections on an annual basis and certify that each facility complies with applicable laws and regulations under their respective jurisdictions.



**Fraternity and Sorority Life**  
**Virginia Commonwealth University**  
**Fraternity & Sorority Chapter Academic Policy**  
**Revised July 12, 2017**

Academic success is a standard of Virginia Commonwealth University and is an essential element of a fraternity or sorority's contribution to and support of the University's mission. Academic excellence is emphasized by all fraternity and sorority chapters. Fraternity and sorority members should consistently achieve higher academically than non-members. The fraternity and sorority experience is designed to provide a community which supports the development and promotion of high academic achievement in a values based setting.

**Fraternity and Sorority Academic Policy:**

Every fraternity or sorority at VCU will meet or exceed a required 2.5 semester grade point average every semester for both the total chapter performance and the separate new member class performance.

The VCU Fraternity and Sorority Academic Report is produced by the Office of Fraternity and Sorority Life after both the fall and spring semester, and this report will be made available to all chapters and advisors. It will be the responsibility of the chapter to edit the roster appropriately and submit it each semester by the required date. Chapters who do not submit their roster will be listed as having a "0" (zero) GPA and will automatically be put on probation until the roster is turned in.

The Academic Policy will be implemented in addition to the guidelines established by each inter/national organization which specifies minimum grade point average requirement for membership, initiation, holding office, and good standing of a chapter.

**Academic Excellence Recognition:**

The Office of Fraternity and Sorority Life will provide awards and recognition to chapters on an annual basis at the VCU Fraternity and Sorority Life awards ceremony. The awards are designed to recognize chapters that excel academically and embody the academic mission of the university.

The following are a list of annual awards and recognition designed to highlight outstanding academic achievement from fraternity and sorority members as well as their respective organizations.

- Fraternity & Sorority Award recognition will be given in the following areas:
  - Highest Chapter GPA (1 Sorority, 1 Fraternity)
  - Most Improved GPA (1 Sorority, 1 Fraternity)
  - Highest New Member Class GPA (1 Sorority, 1 Fraternity)

### **Academic Performance Discipline**

Failure to meet the required minimum 2.5 grade point average for the semester by a chapter or a new member class will result in the chapter being placed on some level of Academic Warning/Probation/Suspension.

### **Academic Warning**

Failure to meet the required minimum 2.5 grade point average for the semester by a chapter or a new member class for the first semester will result in the chapter being placed on *Academic Warning*. The chapter will be notified in writing of the failure to meet the expectations of the Fraternity and Sorority Academic Policy and the placement of the chapter on Academic Warning, which will include the following:

- The chapter will complete a comprehensive review of their Scholarship Plan by September 1/February 1, depending on the appropriate semester.
  - The revised Scholarship Plan must include two study skills/enhancement programs per semester, led by someone outside of the chapter.
  - The revised Scholarship Plan must be signed by the chapter president, scholarship officer, and chapter advisor.
- The chapter president and scholarship chair will meet with their Fraternity and Sorority Life advisor to review the Scholarship Plan.
- The Office will inform the inter/national organization as to the Academic Warning status.
- The chapter will only be allowed to host two (2) social events, one of which may include alcohol, and a maximum of three (3) chapter events per week, to include chapter meetings, programs, community service, or required attendance at any other events.
- The chapter president and the scholarship chair must meet once a month to discuss successes and challenges of the new academic plan and inform the Office of any updates.

Failure to comply with any of the above conditions will result in the chapter being referred to the governing council Judicial Board for failure to comply.

### **Academic Probation**

Failure to meet the required minimum 2.5 grade point average for the semester by a chapter or a new member class for the second consecutive semester will result in the chapter being placed on *Academic Probation*. The Office of Fraternity and Sorority Life will notify the chapter in writing of the failure to meet the expectations of the Fraternity and Sorority Academic Policy and the placement of the chapter on Academic Probation, which will include the following:

- The chapter will complete a comprehensive review of their submitted Scholarship Plan by September 1/February 1, depending on the appropriate semester.
  - The revised Scholarship Plan must include two study skills/enhancement programs per semester, led by someone outside of the chapter.
  - The revised Scholarship Plan must be signed by the chapter president, scholarship officer, and chapter advisor.

- The chapter president and scholarship chair will meet with their Fraternity and Sorority Life advisor to review the Scholarship Plan.
- The Office will inform the inter/national organization as to the Academic Probation status.
- The revised Scholarship Plan should provide an assessment of the two academic success workshops hosted the previous semester and a description of what two scholarship programs will be implemented during the upcoming semester. The revised Scholarship Plan must be signed by the chapter president, scholarship officer, and the advisor.
- Chapter leadership is encouraged to collaborate with the Campus Learning and Writing Center, their inter/national organization, graduate chapter and/or advisors and the governing council when revising the Scholarship Plan.
- As a result of Academic Probation, the chapter will be placed on social restriction. During the Academic Probation period the chapter may not host or participate in any social events or participate in any of the following: VCU Intramurals, Greek Week, step shows, stroll-offs, Homecoming Tailgate, or banquets. *If unclear of what constitutes a social event, chapter leadership must consult with the Office of Fraternity and Sorority Life.*
- The chapter will submit a chapter calendar of all meetings, events, and programs for approval by the Fraternity and Sorority Life Advisor.
- The President, Scholarship Chair, and Chapter Advisor must meet once a month to discuss the on-going efforts to bring the chapter and/or new member class GPA to the required 2.5 semester grade point average. Any updates must be relayed to the Office of Fraternity and Sorority Life.
- Chapters can present documentation that their chapter is above the 2.5 GPA at the semester mid-term with a request to be removed from Academic Probation. This request must include documentation, mid-semester grades, and any other accompanying materials. This may result in moving the chapter back to an Academic Warning status.

Failure to comply with any of the above conditions will result in the chapter being referred to the governing council Judicial Board for failure to comply.

### **Academic Suspension**

Failure to meet the required minimum 2.5 grade point average for the semester by a chapter or a new member class for the third consecutive semester will result in the chapter being placed on *Academic Suspension*. The Office of Fraternity and Sorority Life will notify the chapter in writing of the failure to meet the expectations of the Fraternity and Sorority Academic Policy and the placement of the chapter on Academic Probation, which will include the following:

- All social, philanthropic, service, recruitment/intake, and educational programs and events are suspended until after a judicial hearing is held. Such events include, but are not limited to:
  - Intramurals, Greek Week, Fall Block and other step shows, stroll-offs, banquets, Homecoming Tailgate, recruitment/intake/rush

Failure to comply with any of the above conditions will result in the chapter being referred to the governing council Judicial Board for failure to comply, in addition to a hearing pertaining to the chapter's academic suspension status.

## Accreditation Program

Each year, the Office of Fraternity and Sorority Life evaluates its fraternity and sorority chapters, to determine the impact that each chapter has on its members, council, the fraternity and sorority community as a whole, as well as the Virginia Commonwealth University (VCU) and Richmond community. In the past, this program was formalized into a process that was known as “Shared Standards.” To complete the Shared Standards program, chapters submitted information every spring outlining what their chapter had accomplished for the academic year, through a binder. Based on a review of the chapter’s binder, the chapter would be awarded a standing: gold, silver, or bronze. This year, we will begin a new “Chapter Accreditation” program. This program will be tailored to each chapter’s individual needs and will allow for conversation surrounding the chapter’s contributions, or failures over the past year.

The purpose of this program is to better understand if a chapter is an asset, or a hindrance to the Fraternity and Sorority, VCU, and greater Richmond community. A recommendation will be made as to the chapter’s standing, based on what the Accreditation Committee feels is appropriate. In addition to re-evaluating each chapter’s standing within the community, this process will allow chapter’s to be nominated for Fraternity and Sorority Life Awards.

### Accreditation Committee

The Committee will be comprised of a group of twenty VCU faculty and staff members, brought together with a fraternity and sorority background. There will be 3-4 Committee members in each chapter presentation. In addition to taking notes and determining a chapter’s Accreditation standing, the Committees will be nominating chapters for Greek Awards, based on what is presented to them.

### Submission Materials

There will be certain information that will need to be submitted ahead of time – such as chapter service hours, chapter philanthropy money raised, and chapter grade point average. This will be a minimal amount of information, compared to the entire presentation. Additional materials will be provided through the chapter’s respective Council and the Office of Fraternity and Sorority Life, including chapter GPA and any judicial incidents that the chapter may have had. The chapter may ask to see any information ahead of time that will be submitted on their behalf.

Additional documentation that should be included:

1. Headquarter Compliance
  - a. Letter from Headquarters of good financial standing
  - b. Letter from Headquarters of good standing
2. Chapter Service Events:
  - a. Name of Events
  - b. Members who participated
  - c. Hours of service given for each event
  - d. Letter from community partners who benefited from service
3. Chapter Philanthropy Events:
  - a. Name of Events
  - b. Members who participated
  - c. Amount of money raised
  - d. Letter from community partners who benefited from philanthropy

4. Chapter Programing :
  - a. Name of Events
  - b. Members who participated
  - c. Value of Event (educational, risk management, sister/brotherhood, etc.)
  - d. Were the events open to community members outside of FSL?
  - e. Were the events collaborative with another chapter, council, or student organization?
5. Leadership
  - a. Letter from Advisor with suggestion for chapter standing
  - b. Information about any leadership academy's attended (date, location, who attended, etc.)
  - c. Number of chapter members who hold leadership positions or are involved in other organizations on campus (name, organization, position held).

Ideas: Below are some ideas for some of the things that you can showcase throughout your Accreditation review. These are also good goals for you, in planning your chapter calendar. Please see "Submission Materials" for further information on how to correctly document these programs for Accreditation.

*Programing Ideas:*

- Hosting one program highlighting a controversial issue (one that has multiple points)
- Hosting educational programs
- Hosting philanthropic programs
- Hosting a Wellness or Safety Program
- Hosting a program on Academic Success for members
- Hosting a program on Career Development

*Partnership & Collaboration Ideas:*

- Programing with chapters outside of your council (NPHC, IFC, MGC, CPC)
- Partnering with a non-Greek organization to host an event
- Partnering with an Office on campus outside of FSL to host an event
- Partnering with an organization within the Richmond community

*Leadership Ideas:*

- Annual leadership training with headquarters
- Attending conferences, Lunch & Lead Series, etc.
- Executive Board Retreat
- Percentage of chapter members involved in something outside of membership in the chapter
- Having an active presence within your respective Council
- Holding leadership positions within your respective Council

*Office Partnership Ideas:*

- Chapter attendance at all FSL mandated programs
- Regularly scheduled meetings with FSL advisor
- Turning in all office documentation on time

## Presentation

The chapter will be given times and dates to sign-up to present to the Accreditation Committee. The chapter representatives should include the current chapter president along with anyone else the chapter deems necessary. The chapter advisor may be present at the meeting, but may not speak during the presentation. The chapter leadership will have a maximum of 20 minutes to speak on the chapter's behalf, to help the Committee better understand why the chapter is an asset to the VCU community. The representatives will engage in dialogue with the Accreditation committee, who will be provided with any documentation that the chapter has submitted on its behalf. The Accreditation committee will have access to the materials submitted ahead of time, as well as materials submitted by the respective Council and Office of Fraternity and Sorority Affairs.

Presentation Prompts: It is highly recommended that the chapter representatives pick two of the following prompts to touch-upon during the Accreditation presentation (*Adopted from Drexel University, Fraternity & Sorority Life, Chapter Achievement Plan*):

1. *Improvement:* Discuss the current strengths and weakness of your chapter, areas in which you have improved over the past year, or challenges you have faced this year. Share specific examples of how you worked to address weaknesses or challenges.
2. *Innovation:* Describe any new ideas or programming your organization has implemented this year. How has this new initiative impacted your organization?
3. *Collaboration:* Describe the collaborative efforts your organization has made in the past year (ex. Other fraternities/sororities, councils, student organizations, university offices, chapters at other campuses, community partners, etc.). What worked? What would you do differently next year?
4. *Accountability/Bystander Intervention:* Discuss what your organization has done this year to ensure members are aware of, and held accountable to, their responsibilities as a member of your chapter. How have you worked to install the notion of "be your brother/sister's keeper" in your organization?
5. *Relevance:* Explain how your organization contributed to the University's strategic initiatives over the last year. The University strategic plan (Quest for Distinction) can be found at: <http://www.quest.vcu.edu/>.

## Chapter Standings

Based on the presentation and materials, the committee will be recommending the following chapter standings:

1. *Excellent Standing:* Chapters who meet an excellent standing have gone above and beyond in giving back to the community. These chapters have had little to no issues throughout the year and their members are striving for fraternal excellence, as shown through their actions. These chapters have above the average chapter GPA and are committed to membership development. These chapters have at least 50% membership involvement in other leadership positions on campus and are in good financial standing with their council and headquarters.

2. *Good Standing:* Chapters who achieve a good standing are an asset to the community. They are accomplishing their goals as a chapter, as well as giving back to the campus. These chapters are improving yearly and have a positive presence on campus. They have some things to work on, but strive to provide their members with a positive fraternal experience.
3. *Fair Standing:* Chapters who achieve a fair standing are not contributing to the fraternity and sorority community, but are not specifically viewed as a hindrance. These chapters are meeting the bare minimum expectations within their councils and are providing little to no programming, community service, and/or membership development opportunities for chapter members. It is highly encouraged that chapters with this standing meet with the FSL staff to gain an understanding and the support needed to grow and excel as a chapter.
4. *Poor Standing:* Chapters who earn a poor standing are seen as a potential hindrance to the community. These chapters are not giving back – whether through programming, involvement within their council, or overall presence on campus. These chapters are not providing their members with membership development and might not be in good standing with their headquarters. Chapters meeting this standing will need to meet with the FSL staff to determine appropriate steps, moving forward. Some consequences of achieving a poor standing might include, but not limited to: social probation, limited number of programs hosted per semester, membership achievement program, etc.
5. *Suggestion of Removal:* Chapters who are suggested for removal are chapters who are potentially detrimental to the fraternity, sorority, and VCU community. These chapters have potentially broken University or headquarter policy on a number of instances and do not seem to understand the ramifications for their actions. These chapters are not providing a well-rounded, positive experience for their members and are not good representatives of the fraternity and sorority community. These chapters are not able to articulate the benefits of membership in their organization. Any chapter on this status will be referred to their respective council president, the Assistant Director of Fraternity and Sorority Life, as well as the Director of University Student Commons and Activities for further review on their status as a recognized fraternity or sorority chapter.

Award Nominations: In addition to recommending chapter standings, the Accreditation Board will recommend chapters to be considered for the following Fraternity and Sorority Life Awards, based on the Accreditation presentations that they review:

1. *Diversity & Global Engagement Award:* Awarded to a chapter who supports and/or implements programming centered on diversity awareness and global experiences in the VCU community.
2. *Academic Support Award:* Awarded to a chapter who implements programming that supports academic improvement and GPA maintenance for its members. Chapter GPA may be taken into account; however, substantial chapter improvement, strong academic plans, and other factors will also be considered.
3. *Outstanding Philanthropy Award:* Awarded to the chapter who displays creativity, programming strength, and connection to the philanthropic cause in planning and executing their chapter philanthropy event. Philanthropic donations rose (measured by dollars per member) will also be taken into account.

4. *Outstanding Community Service Award:* Given to the chapter with the highest amount of hours per member (average) for community service efforts during the 2014-2015 Academic Year. Information or feedback on community impact on behalf of the partnering community organization will also be taken into account.
  
5. *Greek Collaboration Award:* This award is designed to recognize chapters that have collaborated with one or more fraternities or sororities to accomplish a stated goal or program. Multiple awards could be presented to multiple chapters within the FSL Community, or the award may be given to one event that involves numerous chapters.



**Fraternity and Sorority  
Officer Update Form**

<i>Chapter:</i>		<i>Term:</i>	
<i>Officer</i>	<i>Name</i>	<i>E-mail</i>	<i>Phone Number</i>
<b>President</b>			
<b>Vice President</b>			
<b>Vice President Internal</b>			
<b>Risk Management Chair</b>			
<b>Recruitment/Rush/Intake</b>			
<b>Member Educator</b>			
<b>New Member Educator</b>			
<b>Scholarship Chair</b>			
<b>Philanthropy Chair</b>			
<b>Service Chair</b>			
<b>Social Chair</b>			
<b>Alumni Relations Chair</b>			
<b>Treasurer</b>			
<b>Secretary</b>			
<b>Intramural Rep.</b>			
<b>Historian</b>			
<b>Ritual Chair</b>			
<b>Council Delegate</b>			

**Fraternity and Sorority  
Advisor Update Form**

**Coming soon! 😊**