**RIT** | Division of Student Affairs
**Campus Life**

Fraternity & Sorority Life

Guidelines

Spring 2024

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**Note – this document and its rules/regulations/policies are subject to change at the discretion of Rochester Institute of Technology, Center for Campus Life and/or Fraternity & Sorority Life at any time.**
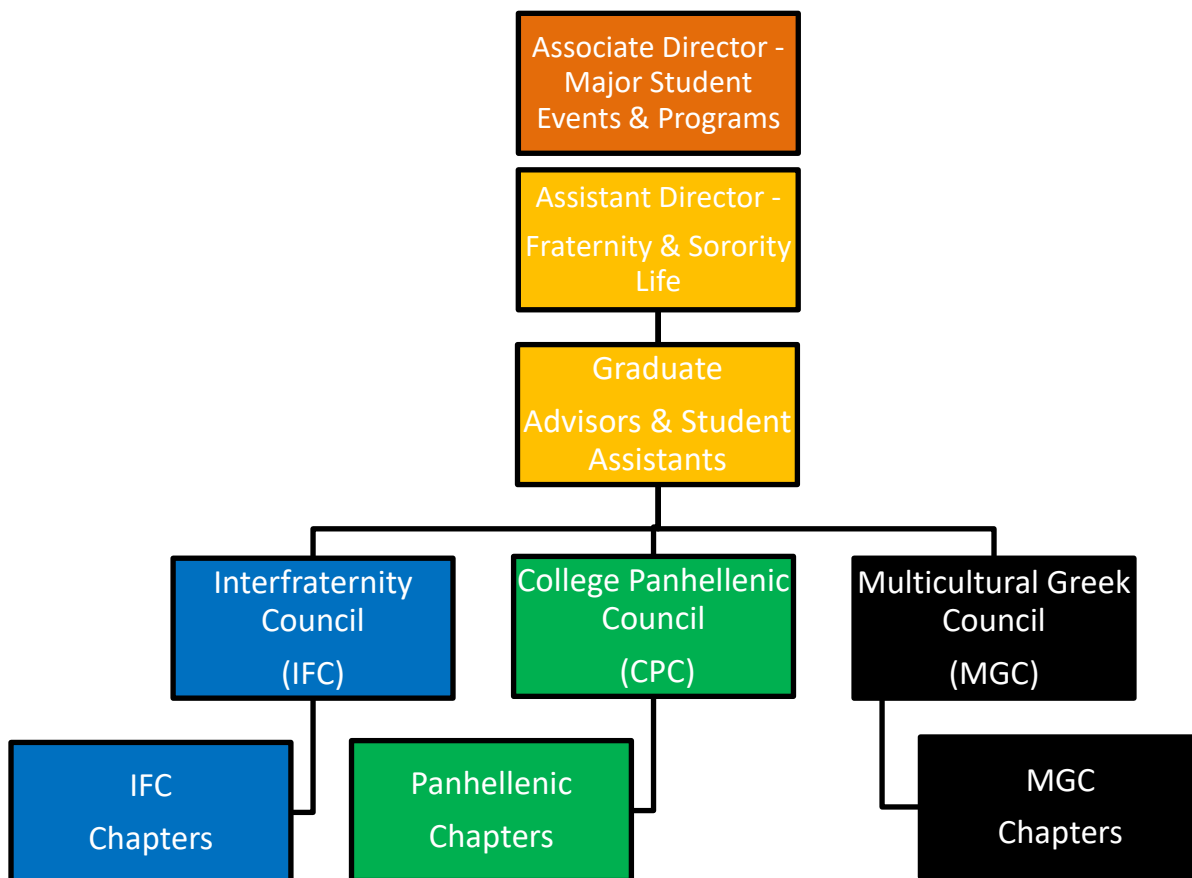
# Fraternity & Sorority Life

**What is Fraternity & Sorority Life?**

The working relationship between the fraternity & sorority community and the University is the responsibility of the Campus Life – Fraternity & Sorority Life. FSL is under the direct supervision of the Associate Director of Major Student Events and Programs and Assistant Director for Student Clubs & Organizations - Fraternity & Sorority Life. In executing this responsibility, the staff shall:

1. Be responsible for University recognition for all social fraternities and sororities;
2. Be responsible for providing reports and statistics as related to all social fraternities and sororities;
3. Serve as the advisor to the three councils and two honor societies;
4. Offer programming and resources in areas such as academic performance, campus involvement, chapter leadership, personal development, community service, philanthropy, risk management, diversity & inclusion, wellness, etc.;
5. Meets with regional and/or inter/national representatives from inter/national fraternities & sororities;
6. Creates, implements, and interprets RIT policies and regulations to the fraternity & sorority chapters;
7. Administer the Greek Student Life Fund;
8. Administer Greek scholarships under the direction of RIT;
9. Reviews and evaluates petitions of fraternity & sorority interest groups which seek recognition from the University;
10. Serve as the liaison between the fraternity & sorority community and the remainder of the University.

The following is the hierarchy of the RIT Fraternity & Sorority Community:

**Where is Fraternity & Sorority Life support staff?**

FSL has an office located on the First Level of the Campus Center in room 03-1610 (Tiger Suite).

# Who is in the Office of Fraternity & Sorority Life?

Kyra Ebersole
Assistant Director, Student Clubs and Organizations- Fraternity and Sorority Life
keeccl@rit.edu

Marla Ernest
Associate Director, Major Student Events & Programs
mleccl@rit.edu

Eve McMullen
Graduate Advisor
emmccl@rit.edu

Nina Chambliss
Graduate Advisor
nscccl@rit.edu

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FSL Student Assistant
fsl@rit.edu

Sofia Santiago
FSL Student Assistant
fsl@rit.edu

Denna Alece-Dom
FSL Student Assistant
fsl@rit.edu

Jay'llen Hathman
FSL Student Assistant
fsl@rit.edu

Matt Gonzalez-Rappe
FSL Student Assistant
fsl@rit.edu

Zev Motiani
SG Greek Senator
zmmsg@rit.edu

**Questions? Email fsl@rit.edu**

# Chapter Contacts

While the FSL staff is here to help all members of all chapters, to ensure each chapter receives the attention it needs, each has been assigned a specific contact person in FSL. Each month, chapter presidents/contacts are expected to meet with a representative from FSL to do a check in on chapter operations, recruitment, new member education, and other items related to their respective organization. Attendance at these meetings is required and is taken into consideration for the End of Semester Report. Chapters will have an assigned contact for the entire term. Chapter contacts for Spring 2024 are:

| Chapter | Contact Person | Chapter | Contact Person |
|---|---|---|---|
| Alpha Epsilon Pi | Sofia Santiago | *Lambda Upsilon Lambda | Kyra Ebersole |
| Alpha Kappa Alpha | Sofia Santiago | Lambda Phi Epsilon | Matt Gonzalez-Rappe |
| alpha Kappa Delta Phi | Joshua Schwartz | Pi Kappa Phi | Jay'llen Hathman |
| Alpha Xi Delta | Joshua Schwartz | Sigma Alpha Mu | Matt Gonzalez-Rappe |
| Alpha Sigma Alpha | Jay'llen Hathman | *Sigma Lambda Upsilon | Kyra Ebersole |
| Alpha Phi Alpha | Eve McMullen | Sigma Sigma Sigma | Denna Alece-Dom |
| Delta Sigma Theta | Nina Chambliss | Sigma Chi | Joshua Schwartz |
| Delta Sigma Phi | Eve McMullen | Sigma Psi Zeta | Denna Alece-Dom |
| Delta Phi Epsilon | Nina Chambliss | Tau Kappa Epsilon | Joshua Schwartz |
| Zeta Tau Alpha | Matt Gonzalez-Rappe | Phi Beta Sigma | Sofia Santiago |
| Zeta Phi Beta | Denna Alece-Dom | Phi Delta Theta | Nina Chambliss |
| Theta Chi | Matt Gonzalez-Rappe | Phi Kappa Psi | Jay'llen Hathman |
| Kappa Delta Rho | Eve McMullen | Phi Sigma Kappa | Denna Alece-Dom |
| Lambda Alpha Upsilon | Jay'llen Hathman | *Omega Phi Beta | Kyra Ebersole |
| Lambda Sigma Upsilon | Kyra Ebersole | | |
| **Subject to Change** | | *= No active members at RIT at start of Spring 2024 semester | |

# Governing Councils

RIT has three governing councils that provide direction to the fraternity & sorority community. All chapters are required to maintain membership in a governing council to remain in good standing with the University:

## INTERFRATERNITY COUNCIL (IFC)

The Interfraternity Council (IFC) is the governing body of 11 social fraternities at RIT. Every person who joins one of these groups is a member of the IFC. Every organization has two delegates that attend bi-weekly IFC meetings. These individuals are the communication link between the IFC and their chapters. The IFC leadership is composed of a President and 6 Executive Officers. The IFC provides opportunities for interaction among chapters with events such as Greek Week, various social and community service programs, educational speakers and workshops, and much more.

| | | | |
|---|---|---|---|
| **President:** | Jeff Aube | Sigma Chi | ifcpresident@rit.edu |
| **Advisor:** | TBD | TBD | |

https://campusgroups.rit.edu/ifc/about/

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## COLLEGE PANHELLENIC COUNCIL (CPC)

The College Panhellenic Council (CPC) is the governing body of 5 social sororities at RIT. The CPC serves as a liaison between the National Panhellenic Conference (NPC) and RIT Greek Life. The CPC is responsible for enforcing the bylaws set forth by the council, NPC, and the University, as well as pursuing initiatives on campus such as philanthropy, academic excellence, and school spirit. CPC governs five national sororities at RIT, and are comprised of 8 executive board positions.

| | | | |
|---|---|---|---|
| **President:** | Madelyn Francis | Alpha Sigma Alpha | cpcpresident@rit.edu |
| **Advisor:** | TBD | | |

https://campusgroups.rit.edu/cpc/about/

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## MULTICULTURAL GREEK COUNCIL (MGC)

The Multicultural Greek Council (MGC) is the governing body of 6 fraternities and 7 sororities at RIT. MGC serves as a liaison between the National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO), National APIDA Panhellenic Association (NAPA), and RIT Greek Life. The purpose of MGC is to govern and promote Greek organizations that contribute specifically to diversity and inclusion on RIT's campus. The council addresses, coordinates, and develops strategic action plans to unify affiliations, promote higher education, provide community service, enhance leadership and serves as a liaison between the MGC, the student body, and administration; thereby improving the campus climate. The MGC focuses on spreading cultural awareness to ensure diversity and unity within Greek life at RIT.

| | | | |
|---|---|---|---|
| **President:** | Josefina Lopez | Alpha Kappa Alpha Sorority, Inc. | mgcpresident@rit.edu |
| **Advisor:** | Kareem Hayes | Asst. Director, Center for Leadership & Civic Engagement | kjhyop@rit.edu |

https://campusgroups.rit.edu/fsl/multicultural-greek-council/

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# President & Chapter Contact Information – Spring 2024

| Organization Letters | Organization Name | First Name | Last Name | Email Address |
|---|---|---|---|---|
| ΑΕΠ | Alpha Epsilon Pi | Sam | Finkelstein | sef2545@rit.edu |
| ΑΚΑ | Alpha Kappa Alpha | Josefina | Lopez | Jl5752@rit.edu |
| αΚΔΦ | alpha Kappa Delta Phi | Lia | Sobieraj | rit.akdphi.president@gmail.com |
| ΑΞΔ | Alpha Xi Delta | Kathryn | Castoria | alphaxiritpresident@gmail.com |
| ΑΣΑ | Alpha Sigma Alpha | Naemy | Asmorom | Asa.gammaiota@gmail.com |
| ΑΦΑ | Alpha Phi Alpha | Brandon | Stoyanovich | Bms4187@rit.edu |
| ΔΣΘ | Delta Sigma Theta | Mya | Richardson | Pibeta84@gmail.com |
| ΔΣΦ | Delta Sigma Phi | Rafael | Ortiz | dsphh.pt@gmail.com |
| ΔΦΕ | Delta Phi Epsilon | Rachel | Gaudette | president.dphie.bu@gmail.com |
| ΖΤΑ | Zeta Tau Alpha | Shelby | Corlis | zta.pres.rit@gmail.com |
| ΖΦΒ | Zeta Phi Beta | Alecia | Hart | Thirdantithetaalphazeta1920@gmail.com |
| ΘΧ | Theta Chi | Jack | Brinkley | Jtb4225@rit.edu |
| ΚΔΡ | Kappa Delta Rho | Jonah | Clare | Kdrib.president@gmail.com |
| ΛΑΥ | Lambda Alpha Upsilon | Yenry | Simon | beta@lambdas.com |
| ΛΣΥ | Lambda Sigma Upsilon | Pablo | Vargas | pnv1935@rit.edu |
| ΛΥΛ* | Lambda Upsilon Lambda | N/A | N/A | Lul.omega97@gmail.com |
| ΛΦΕ | Lambda Phi Epsilon | Naved | Islam | ritlambdas@gmail.com |
| ΠΚΦ | Pi Kappa Phi | Joe | Brynes | jdb9360@rit.edu |
| ΣΑΜ | Sigma Alpha Mu | Cameron | Cauthers | Dms6856@rit.edu |
| ΣΛΥ* | Sigma Lambda Upsilon | N/A | N/A | Psichapter.roc@gmail.com |
| ΣΣΣ | Sigma Sigma Sigma | Liz | Ramos | sigma3president@gmail.com |
| ΣΧ | Sigma Chi | Alexander | Shuron | consul@sigmachirit.com |
| ΣΨΖ | Sigma Psi Zeta | Kat | Nayan | Ritsigmas.president@gmail.com |
| ΤΚΕ | Tau Kappa Epsilon | Tomas | Reese | twr5171@rit.edu |
| ΦΒΣ | Phi Beta Sigma | Tim | Thornton | iotaphisigmas@gmail.com |
| ΦΔΘ | Phi Delta Theta | Owen | Leccese | opl6349@rit.edu |
| ΦΚΨ | Phi Kappa Psi | Anthony | Valastro | Amv7896@rit.edu |
| ΦΣΚ | Phi Sigma Kappa | Trevor | Schreibeis | tjs2482@rit.edu |
| ΩΦΒ* | Omega Phi Beta | N/A | N/A | eta@omegaphibeta.org |

*= No active members at RIT at start of Spring 2024 semester

# Chapter Faculty/Staff Advisor Contact Information – Spring 2024

| Organization Letters | Organization Name | First Name | Last Name | Email Address |
|---|---|---|---|---|
| ΑΕΠ | Alpha Epsilon Pi | Ethan | Berger | ejbdin@rit.edu |
| ΑΕΠ | Alpha Epsilon Pi | Tony | Harkin | harkin@rit.edu |
| ΑΚΑ | Alpha Kappa Alpha | Katrina | Overby | kmogpt@rit.edu |
| αΚΔΦ | alpha Kappa Delta Phi | N/A | N/A | N/A |
| αΚΔΦ | alpha Kappa Delta Phi | Liz | Herrmann | ejhics@rit.edu |
| ΑΞΔ | Alpha Xi Delta | Stephanie | Bauschard | sxbrla@rit.edu |
| ΑΣΑ | Alpha Sigma Alpha | Sheila | Chabot | sdsadm@rit.edu |
| ΑΦΑ | Alpha Phi Alpha | Kareem | Hayes | Kjhyop@rit.edu |
| ΔΣΘ | Delta Sigma Theta | Ebony | Miller | etmeen@rit.edu |
| ΔΣΦ | Delta Sigma Phi | Mitchell | Berger | mebsdo@rit.edu |
| ΔΦΕ | Delta Phi Epsilon | Kiersten | Blankley | kesnhd@rit.edu |
| ΖΤΑ | Zeta Tau Alpha | Nicole | Prahler | nmpgrl@rit.edu |
| ΖΦΒ* | Zeta Phi Beta | Jazzmyn | Ivery-Robinson | jirddi@rit.edu |
| ΘΧ | Theta Chi | Jeremy | Cody | jacsch@rit.edu |
| ΚΔΡ | Kappa Delta Rho | Joanne | Lindsey | jnlapt@rit.edu |
| ΛΑΥ | Lambda Alpha Upsilon | Janette | Frank | jfbbu@rit.edu |
| ΛΣΥ | Lambda Sigma Upsilon | Shaun | Woods, Jr. | sowrla@rit.edu |
| ΛΥΛ | Lambda Upsilon Lambda | Maria | Richart | mjroce@rit.edu |
| ΛΦΕ | Lambda Phi Epsilon | N/A | N/A | N/A |
| ΠΚΦ | Pi Kappa Phi | Kurt | Ingerick | kxiapt@rit.edu |
| ΠΚΦ | Pi Kappa Phi | Cha Ron | Sattler-LeBlanc | cksrla@rit.edu |
| ΣΑΜ | Sigma Alpha Mu | Eric | Baker | eabigm@rit.edu |
| ΣΛΥ* | Sigma Lambda Upsilon | N/A | N/A | N/A |
| ΣΣΣ | Sigma Sigma Sigma | Kelly | Kamish | kekcwag@rit.edu |
| ΣΧ | Sigma Chi | Nancy | Nasca | naniaca@rit.edu |
| ΣΨΖ | Sigma Psi Zeta | Kelly | Kamish | kekcwag@rit.edu |
| ΤΚΕ | Tau Kappa Epsilon | Jim | Porto | jppph@rit.edu |
| ΦΒΣ | Phi Beta Sigma | Parris | Bryant | Pjb4215@rit.edu |
| ΦΔΘ | Phi Delta Theta | Stephanie | Krebbeks | snkoce@rit.edu |
| ΦΚΨ | Phi Kappa Psi | Jennifer | Hinton | jdhigm@rit.edu |
| ΦΣΚ | Phi Sigma Kappa | Jon | Rodibaugh | jprrar@rit.edu |
| ΩΦΒ* | Omega Phi Beta | N/A | N/A | N/A |
| IFC | Interfraternity Council | N/A | N/A | N/A |
| MGC | Multicultural Greek Council | Kareem | Hayes | Kjhyop@rit.edu |
| CPC | College Panhellenic Council | N/A | N/A | N/A |

*= No active members at RIT at start of Fall 2023 semester

# Contact Resources – Spring 2024

| Resource Name | Email | Phone Number |
|---|---|---|
| Nicole Boulais – Associate Vice President, Student Affairs | nabcst@rit.edu | 585-475-4895 |
| Courtney Bringley – Director, Campus Life | cebccl@rit.edu | 585-475-6230 |
| Sara Bayerl – Sr. Associate Director, Events & Major Programs | sebrla@rit.edu | 585-475-2204 |
| Shawna Lusk – Sr. Associate Director, Center for Campus Life | Shawna.lusk@rit.edu | 585-475-4899 |
| Di'Monique George- Associate Director, Student Clubs and Organizations | dsgrla@rit.edu | 585-475-7651 |
| Marla Ernest – Associate Director, Events & Major Programs | mleccl@rit.edu | 585-475-7685 |
| Domonique Sak – Assistant Director, Clubs & Organizations | dxsccl@rit.edu | 585-475-7519 |
| Jazzmyn Ivery-Robinson – Assistant Director, Clubs & Organizations | jirccl@rit.edu | 585-475-6486 |
| Kelly Kamish – Assistant Director, Women & Gender Programs & Outreach | kekcwag@rit.edu | 585-475-2141 |
| Tyler Brown – Associate Director, Campus Life Finance | tnbccl@rit.edu | 585-475-6072 |
| Bridget Callari – Senior Staff Specialist, Campus Life | bmcccl@rit.edu | 585-475-7058 |
| Andrew Cirillo – Assistant Director, Spirituality & Religious Life | ancccl@rit.edu | 585-475-2137 |
| Marc Goldman – Jewish Student Life Engagement Coordinator | mxgrla@rit.edu | 585-475-6833 |
| Laura Hellwig – Sr. Associate Director, Campus Life Complex | lhccl@rit.edu | 585-475-5658 |
| Chris Hinesley – Assistant Director, LGBTQIA+ Programs & Outreach | Christopher.h.hinesley@rit.edu | 585-475-4352 |
| TBD – Assistant Director, Tech Crew | | 585-475-5637 |
| Robert Lewis – Associate Director, Tech Crew | rhlccl@rit.edu | 585-475-5191 |
| Erin Murphy – Assistant Director, Intersectional Programs & Outreach | ermccl@rit.edu | 585-475-6102 |
| Dan Hickey – Assistant Director, Academic Success Center (ASC) | ddhcst@rit.edu | 585-475-4897 |
| TBD – Coordinator, Peer Education & Academic Coaching | | N/A |
| Grace Carlic – Civic Engagement Coordinator, CLCE | gacrli@rit.edu | 585-475-6056 |
| Kareem Hayes – Assistant Director, CLCE | kjhyop@rit.edu | 585-475-6053 |
| Bill St. Jean – Associate Director, CLCE | brsrla@rit.edu | 585-475-6171 |
| Christopher Terwilliger – Associate Director, Club Sports & Intramurals | cwtcri@rit.edu | 585-475-6559 |
| Thomas Gordner Jr. – Assistant Director, Center for Student Conduct | tgjsco@rit.edu | 585-475-2894 |
| Kristina Colleluori – Associate Director of Campus Engagement, CaPS | kdwycc@rit.edu | 585-475-5574 |
| Catherine Lewis – Director of Disability Services | cbldso@rit.edu | 585-475-6988 |
| Kelly Kamish – Associate Director, Disability Services | kekcwag@rit.edu | 585-475-6375 |
| Sara Engel – Health Promotion Coordinator | seehcw@rit.edu | 585-475-7658 |
| Beau Gibbs – Health Promotion Specialist | bmghcw@rit.edu | N/A |
| Alyssa Staino – Health Promotion Specialist | acshcw@rit.edu | 585-475-6385 |
| Chelsea Petree – Director, Parent & Family Programs | cappfp@rit.edu | 585-475-4198 |
| Michelle Wilcox – Associate Director, Fitness | mrwciar@rit.edu | 585-475-6059 |
| Daniele Brown – Director, Year One Programs | dmccst@rit.edu | 585-475-2006 |
| Wendy Gilmore-Fitzgerald – Assistant Director, Experiential Learning | wsgrla@rit.edu | 585-475-6813 |
| Robyn Reafler – Assistant Director, Peer Support | rmrldc@rit.edu | 585-475-5511 |

# Privileges, Expectations, & Requirements for Good Standing

## Privileges of Recognition by the University

It is expected that the University will grant privileges to recognized fraternities and sororities in good standing, therefore the Institute will:

1. Allow fraternities and sororities to use the name of the Rochester Institute of Technology (RIT), along with, but not in place of, identification of the sponsoring body. This includes endorsement by the University of the positive aspects of Fraternity & Sorority Life;
2. Support and participate in activities of the Interfraternity, Panhellenic, and Multicultural Greek councils as well as the individual chapters;
3. Allow access to, and use of, University facilities for official chapter functions as approved by the appropriate office/department/college, or approval from RIT Events (reserve.rit.edu) online reservation system;
4. Facilitate participation as a group in all athletic, social, service, or other group activities or programs sponsored by or under the auspices of RIT;
5. Provide the services of the Alumni Office to help communicate with chapter alumni/ae;
6. Provide advice and assistance of the FSL staff to help coordinate programs for chapter development, operations, business affairs, membership recruitment, educational programs, etc.;
7. Assist in protecting the organization and its property from disruptions, theft, damages, and other intrusions by persons who are not members or guest(s) of the chapter;
8. Sponsor programs to promote effective leadership, chapter maintenance, etc.;
9. Maintain and update records for membership, scholarship, and community service;
10. Provide information regarding fraternities and sororities to interested students and their parents/guardians;
11. Maintain contact with regional and inter/national offices of the fraternities and sororities.

## Chapter Expectations

It is expected that a recognized fraternity and sorority will support the interests of the University by:

1. Encouraging and stimulating intellectual growth by promoting participation in the intellectual and cultural life of RIT;
2. Providing an environment in which learning takes place through free exchange of ideas and beliefs among members;
3. Promoting academic achievement and scholarship through tutoring, study skill and scholarship development programs, and by rewarding outstanding achievement;
4. Promoting campus involvement and encouraging members to become involved with other student organizations;
5. Providing a forum for social interaction that permit individuals to become involved with other student organizations;
6. Providing valuable experience in group living;
7. Educate members to know that individuals are responsible for one another, knowing that what each member does or what each member fails to do affects themselves and the entire organization;
8. Providing valuable leadership experience and opportunities for developing fiscal management skills;
9. Existing as communities which through the communal efforts of staff, student, and faculty may serve as the focal point to help bridge the gap between the intellectual and social life of the community;
10. Providing a support system for individuals as they proceed through significant developmental changes;
11. Promoting an individual's lifelong obligation to serve the community by attending/hosting service projects;
12. Providing individuals the opportunity to participate in a variety of recreational activities;
13. Providing a safe and habitable facility for its members, if applicable;
14. Maintaining membership in one of the three governing councils;
15. Adhering to the standards set for continued recognition for fraternities and sororities by RIT;
16. Upholding the student policies.

## Requirements for Good Standing

In order for a chapter to be in good standing and retain its University recognition, the following requirements must be met:

1. Have required advisor (see below);
2. Meet the minimum chapter GPA of 2.500;
3. Have at least 3 full-time (or co-op) RIT students on the roster;
4. Be up to date on all finances;
5. Follow the polices of RIT, FSL, their national governing organization, national organization, and council;
6. Have an up to date certificate of liability insurance;
7. Turn in all forms and documents by the dates set by FSL.

## Advisor Requirements

All RIT recognized chapters are required to have an RIT Faculty/Staff Advisor – who has formally agreed through the RIT Faculty/Staff Advisor Agreement. Additional, non-RIT Faculty/Staff advisors may complete the FSL Advisor Recognition Form. These forms collect important information, stored with CCL and FSL. These forms ask for information such as name, phone number, email address, and preferred method of contact, which ensures open communication with chapters and FSL. Individuals may advise more than one chapter but can only hold one advisory role per organization.

The following are RIT recognized Advisor titles and descriptions:

1. **\*RIT Faculty/Staff Advisor** – a permanent RIT employee who serves as a liaison between the chapter and RIT (adjunct instructors/professors or temporary staff are not permitted to serve as advisors).
2. **Primary Chapter Advisor** - an alumnus/alumna member of the chapter or organization who serves as the liaison between the chapter and the inter/national organization.
3. **Scholarship Advisor** – a full-time RIT employee or alumnus who serves to enhance the academic endeavors of the chapter.
4. **Alumni Relations Advisor** - an alumnus member of the chapter or organization who assists the chapter in connecting with their alumni/ae.
5. **Community Service Advisor** - either an RIT employee or an alumnus who assists the chapter with community service and/or philanthropy.
6. **Financial Advisor** - either an RIT employee or an alumnus who assists the chapter treasurer in overseeing the chapter's finances.
7. **Housing Advisor** - either an RIT employee or an alumnus who assists the chapter with the management of their chapter house.
8. **Membership Advisor** - either an RIT employee or an alumnus who assists the chapter with the membership of the chapter.
9. **Recruitment Advisor** - either an RIT employee or an alumnus who assists the chapter with recruitment.
10. **Risk Management Advisor** - either an RIT employee or an alumnus who assists the chapter with risk management.
11. **Ritual Advisor** - an alumnus who assists the chapter with ritual.
12. **Social Advisor** - either an RIT employee or an alumnus who assists the chapter with social programs.
13. **Judicial Advisor** - either an RIT employee or an alumnus who assists the chapter with their standards/conduct board and is aware of RIT code of conduct policies.

In the event that a chapter does not meet the minimum advisor requirement, they will be given one semester to fill the vacant position, after which time their RIT Events (reserve.rit.edu) access will be frozen until an advisor is appointed. FSL understands that the titles/descriptions used will not fit with all chapters so titles will be assigned at the discretion of FSL based upon the criteria provided by the chapter and will be matched to the appropriate FSL approved title.

## Academic Policy

The Division of Student Affairs expects fraternities and sororities to promote the academic achievement of its members. With this in mind, the following academic policies must be followed:

## Chapter Requirements

1. Each chapter must develop, implement, and maintain a written, comprehensive scholarship development program. The program should include the following components:
    a. Skill building
    b. Incentives
    c. Tutoring
    d. Use of Campus Resources
2. Chapter presidents must maintain a cumulative GPA of at least 2.500 during their term of office.
3. If a chapter's semester GPA falls below 2.500, the chapter shall be placed on academic probation and a notification will be sent to the organization's inter/national office. Chapters on academic probation are limited to holding chapter meetings, community service/philanthropic events, and academic activities. All other types of chapter activities are prohibited.
    a. If after three consecutive semesters the chapter fails to meet the required chapter GPA of 2.500, their University recognition will be withdrawn.
4. Each chapter is recommended to achieve a semester GPA equal to or above the all men's or all women's GPA, as applicable, for each semester.

## Governing Council Requirements

1. Governing council officers must have above a 2.000 semester GPA the semesters before and during their term of office, and maintain a minimum cumulative GPA of 2.500 before and during their term of office. If the member fails to meet this GPA, they will be required to resign.
    a. If the student was on Co-Op during the semester prior to holding an officer position, FSL will utilize the most recent semester & cumulative GPA on record. If the member fails to meet this GPA, they will be required to resign.

## Chapter Viability & Inactive Chapter Policy

RIT values a strong fraternity and sorority community as a constructive element of campus life. The University recognizes that the community must have sufficient membership numbers in order to provide membership opportunities for every student who has a desire and the means to join.

Recognition by RIT is a privilege. Recognized chapters must be able to show substantial evidence of the organization's ability to contribute to the fraternity and sorority community. Chapters are expected to meet expectations with respect to academic success, community service, campus involvement, and support of community-wide and council programs.

RIT has established a minimum membership number as a way to ensure healthy groups and community dynamics. These standards exist for all recognized chapters regardless of governing council. The membership standard and procedures have been established to ensure that recognized fraternities and sororities possess the ability to meet performance expectations and set a standard for the continued health of the fraternity and sorority community.

Standard
1. All recognized fraternities and sororities are required to have one RIT full-time or co-op, active undergraduate member (initiates or new members) on the roster at all times to maintain recognition; three members (RIT full-time or co-op students) are required to be in good standing with the University.
2. Non-RIT students, who are members of City-Wide chapters or active alumni are not included in the minimum requirement, but must be listed on the roster and meet the RIT eligible member standard.

<u>Process</u>
1. All chapters will be required to review their roster with an FSL staff member by the date established by FSL (January 26th, 2024).
2. All interested students/potential new members must complete the <u>Grade Release Form</u> before they are eligible to receive a bid or invitation of membership from any chapter.
3. All chapters must submit a "bid list" or a list of potential new members who they plan to extend an invitation of membership to by the date set by FSL (see below), via the <u>Bid List Submission Form</u> unless otherwise designated by their governing council or discussed with the Assistant Director of Fraternity & Sorority Life.
   a. Due dates for bid list submission:
      i. IFC – Monday, Feb 5th
      ii. CPC – Monday, Feb 5th
      iii. MGC – Monday, Feb 12th
4. All new members must complete the fraternity or sorority "<u>New Member Form</u>", in the date range set by FSL:
   a. CPC/IFC – Feb 12th – Feb 16th
   b. MGC – Feb 12th- Feb 23rd *

*These dates may change upon FSL approval*
5. Each semester, a Viability Policy reminder will be sent via email to all chapters, their advisors and inter/national organizations that list 3 or fewer RIT students on their membership roster.
6. Chapters that fall below 3 RIT full-time or co-op, active undergraduate members (initiates and new members) will be placed on probation for the following semester.
   a. Probation is defined as limiting chapter activities with the Assistant Director of Fraternity & Sorority Life's or their designee's approval to the following:
      i. Chapter meetings
      ii. Academic Programs
      iii. Recruitment/Informational Programs
      iv. Community Service/Philanthropic Events
   b. Some events shall be prohibited including but not limited to dance parties, social programs, etc. unless they are co-hosted* with an RIT recognized organization.
      i. *All programs must be approved at the discretion of the Assistant Director of Fraternity & Sorority Life or their designee.
   c. In addition to a limit on chapter activities, a plan of action to increase and achieve the minimum number of members must be developed by the chapter with assistance from their chapter advisor(s).
      i. A copy of this plan of action must be given to FSL, the governing council advisor, and the governing council graduate advisor.
      ii. The chapter president or RIT contact will meet on an on-going basis with the Assistant Director of Fraternity & Sorority Life or their designee to track the progress made on the plan of action.
   d. A chapter will remain on probation until their membership has met or surpassed the minimum requirement.

<u>No Members at RIT</u>
1. If at the end of six consecutive semesters a chapter has no active RIT members listed on their roster, the chapter shall lose their University recognition, shall forfeit all privileges associated with University recognition, and have to reapply for recognition in the future.
2. Those chapters that lose recognition may reapply three years from the date recognition was revoked.
      i. See Expansion Process section for details.

<u>Appeal</u>
1. Chapters notified that University recognition has been withdrawn may submit a written appeal to the Assistant Vice-President of Student Affairs within five business days of notification.
2. The Assistant Vice President of Student Affairs, in consultation with the Associate Director of Student Engagement, will review the request to determine if granting the appeal is appropriate.
3. A decision will be made within two weeks of receipt of the appeal letter; chapters are granted one opportunity to appeal.

## Executive Board Eligibility

Any Active or Co-Op members who meets the chapter's GPA requirement and has a clean judicial record (no higher than "Warning"), as verified by the Center for Student Conduct & Conflict Resolution is eligible to serve on a chapter's executive board. Chapters found to have elected an individual who does not meet the eligibility requirements will be contacted via email with the advisor(s) copied on all correspondence. The chapter will be required to remove that individual from office and hold a new election for that position. If the chapter is found to have disregarded the eligibility requirements and/or ignored the notification of ineligibility, that chapter shall be sent to the Center for Student Conduct & Conflict Resolution for a hearing.

## Finances

RIT does not allow for individual chapters to have accounts through the University. Each chapter is required to have an external, non-RIT account that is actively monitored and balanced. Each chapter is required to pay all council and University bills on time and in full. Chapters may be required to show budget and financial statements if there is a request for funds from Student Government's Greek Finance committee.

## University/FSL/Governing Council Rules & Policies

In accordance with RIT's Student's Rights and Responsibilities, all chapters and their members must comply with all University and FSL rules, regulations, and policies as they apply to recognized fraternities and sororities.

As a requirement for recognition, all chapters must maintain membership in one of RIT's three governing councils (Interfraternity Council, Multicultural Greek Council, or College Panhellenic Council). Failure to maintain membership could result in University recognition being suspended or revoked.

In addition to RIT and FSL rules and policies, each chapter must adhere to the rules and policies of their respective governing council and inter/national governing organization. The hierarchy of policy shall be the following:

1. **RIT**
2. **Center for Campus Life - Fraternity and Sorority Life**
3. **Inter/national Governing Organization**
4. **Governing Council**
5. **National Headquarters**
6. **Chapter**

Failure to abide by any of these entities rules and policies may result in judicial charges being brought up against the chapter from the proper entity.

## Insurance

https://www.rit.edu/fa/grms/content/fraternity-and-sorority-insurance-requirements

Greek organization shall, at its own expense, maintain Commercial General Liability insurance with minimum limits of $1,000,000 per occurrence/$2,000,000 aggregate written on an occurrence basis. Rochester Institute of Technology shall be named as an additional insured. These coverages and limits are to be considered minimum requirements and in no way limit the liability of the Greek organization. This insurance shall be written by a company licensed to do business in New York State with a minimum A.M. Best rating of A-VII. Each policy shall provide for notification to RIT thirty (30) days prior to termination, material change or restrictive amendments. The insurance companies issuing the policies shall have no recourse against RIT for payment of any premiums or for any assessments under any form or policy. RIT reserves the right to request copies of insurance policies. The insurance policies referred to above shall be primary insurance ahead of any insurance carried by RIT. Greek organizations shall provide a certificate of insurance to RIT evidencing this coverage annually. Failure to provide the Office of Fraternity & Sorority Life with an up to date certificate of liability insurance will result in the organization being frozen through RIT Events (reserve.rit.edu).

# Community Service & Charitable Donations

**Overview:**
All chapters are required to submit their community service hours and philanthropic donations no later than 30 days after the date the event was held, or the last day of an event held on consecutive days, via the Community Service & Charitable Donations Form. These will be totaled at the end of each semester for a cumulative report and at the end of each calendar year for a cumulative RIT Fraternity & Sorority Life Community Service and Charitable Donations Report.

Hours and donations are only to be submitted to the RIT Center for Leadership and Civic Engagement (CLCE) and FSL will provide each chapter a report at the conclusion of the academic year.

Hours and donations not submitted to the CLCE will not be included in the FSL Community Service & Charitable Donations Report and will not be verified should any organization require it.

Fraternity & Sorority Life follows the Center for Leadership & Civic Engagement's guidelines for calculating service hours, charitable contributions, and non-profit compliance with 501(c)(3) of the Internal Revenue Code, RIT Core Values, and lack of political or legislative activities.

**Restrictions**
Service hours and/Philanthropic donations cannot be earned for the following:
1. Driving to and from a service site
2. Service that is completed due to a mandate from the Center for Student Conduct, or a local, state, of federal court or agency.
3. Attending an educational program
4. Participating in another chapter's program
5. Funds raised in support of another chapter's program
6. Attendance/participation or other fees associated with entry into an event
7. All monetary amounts must be in, or converted to, USD($) to be counted

**Documentation**
- Service hours and charitable donations must be submitted via CLCE's Community Service & Charitable Donations Form found HERE.
- This is the only form of submission that will be accepted. Information not included or completed with CLCE will not be tallied in the monthly, semester, and yearly Service & Charitable Donations Report.

**Direct Service**
- Active, physical, and/or hands-on work on site with an organization.
- 1 hour of Direct Service = 1 Hour
  - Examples: Tutoring or mentoring, gardening or landscaping, building or renovating, cleaning or janitorial services, preparing and/or serving food, assisting a helpline or staffing a crisis center, firefighting or auxiliary policing, caring for animals, hospital or long term care services, set up, tear down, and/or staffing of a fundraising event with a non-profit, Serving on a board for a non-profit, Pro bono services.

**Monetary Donations**
- Direct funds given to a non-profit
- $1.00 given = $1.00
  - This excludes admission, attendance, and purchase fees

## Non-Monetary Donations
- Donations of goods to a non-profit that have a monetary value
- Conversions
  - Canned or Boxed Items = $1.00
  - Clothing: Use Goodwill's posted conversation rates or receipt from receiving agency
  - Books: 30% of retail value
  - Humanitarian Items: 30% of retail value
- An item is defined as the entire retail sale size/package in new or slightly used condition
- A copy of a receipt from a receiving agency for a larger amount than converted here will be counted for the higher amount

## Advocacy
- Educating, advocating, or instructing people on a certain cause or about an organization where more than half the time spent in the activity is doing one of the three things listed.
  - Tabling for a non-profit
  - Tabling in support of a cause
  - Hosting seminars/talks
    - The hours a Chapter hosts a seminar or talk is credited to the Chapter as a whole rather than the individuals of the Chapter who attend
      - This can be adjusted if there was significant planning, set up, tear down, or staffing required for the seminar/talk
- 1 Advocacy hour = 1 hour

## Special Cases
- Blood Donations
  - Counted by pints donated.
- Written Cards
  - Cards written to organizations that distribute them to elderly, soldiers, etc. are counted by number of cards written
- Proceeds of Purchase Events (Gala's)
  - Events where it is advertised that an amount of purchase or proceeds go towards another cause
  - If an item is purchased and the amount that is being given as a donation is advertised then that amount can be claimed under Monetary Donations
  - If the amount is not listed then you can claim 10% of purchase price under Monetary Donations

# Standards of Excellence

**Introduction**

Modeled after inter/national fraternity & sorority accreditation programs, RIT Fraternity & Sorority Life utilizes the following program as a way to better connect with the fraternities and sororities at RIT while recognizing and rewarding them for their contributions to the University, campus community, and greater Rochester community.  The Standards of Excellence will be utilized to provide valuable information to help all chapters strive to be their very best.

**Purpose**

The purpose of the Standards of Excellence is the following:

1. Provide FSL with chapter related information
2. Identify finalists for President's Cup
3. Self-study for chapter goal setting
4. If applicable – identify appropriate candidates for on-campus living options

**Composition of Program**

The Standards of Excellence shall consist of four parts:

1. *Chapter Questionnaire* - to be completed by the chapter president or their designee at the beginning of each semester by the date specified by FSL.
2. *Roster Review* – to be completed by the chapter president or their designee in person at the beginning and end of each semester by the dates specified by FSL.
3. *Document Submission* – the following documents must be submitted at the beginning of the each semester, after any changes are made, or before the expiration date. Documents do not need to be resubmitted* in the spring unless changes have been made:
   a. Chapter Constitution and/or Bylaws for 2023-2024
   b. Current Inter/national Constitution and/or Bylaws
   c. Chapter Risk Management Policy
   d. Chapter Scholarship Development Program
   e. Chapter New Member Program Calendar*
      i. *Needs to be submitted both semesters
4. *End of Semester Report* – to be completed by the chapter president or their designee at the end of each semester by the date specified by FSL (Sunday June 9th, 2024).

**Chapter Questionnaire – Due January 26th, 2024**

The Chapter Questionnaire has been designed to provide FSL with information to help publicize RIT's fraternities and sororities to prospective students, parents, and other interested parties. The information provided is vital to the accurate reporting of fraternity and sorority statistics to RIT, inter/national organizations, and other interested parties. All information requested is non-ritualistic in nature and would be shared with any potential new member.

Failure to submit the chapter questionnaire may result in sanctions being placed on the organization including but not limited to RIT Events (reserve.rit.edu) restrictions, room cancellations, SG funding denial, and notification of inter/national headquarters.

The Chapter Questionnaire (https://cglink.me/2d1/s61610) consists of the following questions:

*Organization Information:*
- Organization Name
- National Chapter Identifier
- Day, Time, and Location/Address of Chapter Meetings

*Chapter Officer Information:*
- Current Chapter President
- Current Vice President (if more than one list in "Other" Lines with title)
- Current Treasurer
- Current Secretary/Communications
- Current New Member Educator
- Current Recruitment Chair
- Current Community Service and/or Philanthropy (if more than one list in "Other" lines with title)
- Current Scholarship Chair
- Current Public Relations Chair
- Current Risk Management Chair
- Current Judicial Chair
- Current Ritual Chair/Officer
- Current Alumni/ae Relations Chair
- Current Programming Chair
- Current Diversity & Inclusion Chair
- Current House Manager (if applicable)
- Current Council Meeting Delegate(s)

*Membership and Retention (RIT Students Only)*
- Current chapter size (Active Members Only)
- Number of deaf/hard of hearing members
- Number of members on Co-Op, Clinical, or Study Aboard

*Membership Dues & Fees*
- Chapter New Member Fee (if applicable)
- Inter/National New Member Fee
- Chapter Initiation Fee (if applicable)
- Inter/National Initiation Fee
- Badge/Pin Fee (if applicable)
- Active Member Chapter Dues per Semester
- Inter/National Dues per Semester
- Inter/National Insurance Cost (per member)

- Total Dues per semester

*Chapter Academic Standards*
- National Minimum GPA needed to be extended a bid/invitation for membership
- Local Minimum GPA needed to be extended a bid/invitation for membership
- Minimum GPA to serve on Executive Board

*Chapter Social Media*
- Chapter Website
- Facebook Page
- Twitter
- Instagram

*Community Service & Philanthropy*
- Name of local philanthropy/philanthropies
- Name of national philanthropy/philanthropies
- Name of local community service organization(s) the chapter supports

## Roster Reviews – Due Twice per Semester

All recognized chapters are required to update their chapter roster at the beginning and end of each semester to ensure that FSL has the most up to date listing of members. Roster updates are done by appointment with their respective governing council's graduate advisor. Rosters must be updated by the following dates:

- Beginning of Spring – January 26th, 2024
- End of Spring –May 3rd, 2024

Chapters are able to update their roster at any time if the need arises. This can be done via the Change in Membership Status Form and Change of Officer Form on the FSL CampusGroups Page.

The following statuses will be used for all RIT–recognized fraternities and sororities:

1. **Active (A)** – Any part-time or full-time enrolled undergraduate RIT student that has been ritually initiated in to the chapter, on the national roster, actively involved and participating. A chapter member enrolled as a full-time graduate student enrolled in 9 or more credit hours may be eligible to be an active member pending confirmation from the chapter's national headquarters.
2. **Co-op (C)** – Any full-time undergraduate member of the organization that has been ritually initiated into the chapter, on the national roster, and is registered as a full time co-op student with RIT. A member on Co-op can be considered active if they are actively involved and participating in the chapter.
3. **New Member (NM)** – Any individual that is not yet initiated and is affiliated with the chapter through the New Member education process.
   a. *All new members must be ritually initiated during the semester they take part in New Member Education; "Holdovers" are not permitted*
4. **Inactive for Semester (I)** – Not active, participating and/or paying dues;
   a. Organizations are only able to put individuals on "Inactive for Semester" status with verification from their inter/national organization. The length of time they will be away from campus must also be included (used for Panhellenic Total calculation).
5. **Study Abroad (SA)** – Any member who is enrolled in the RIT Study Abroad program; you must also include the length of the time they will be away from campus (used for Panhellenic Total calculation).

Failure to review your chapter's roster before the deadlines will result in no points being awarded and will result in sanctions being placed on the organization including but not limited to RIT Events (reserve.rit.edu) restrictions, room cancellations, Greek Finance Committee Funding denial, and/or notification of inter/national headquarters.

## Document Submissions – Due January 26ᵗʰ, 2024

In order to ensure that FSL has the most accurate information regarding chapter operations and governance, the following documents will need to be submitted each semester. Documents do not need to be resubmitted in the spring unless changes have been made with the exception of the New Member Program Calendar and Letter of Good Standing (see below):

- Chapter Constitution and/or Bylaws for 2023-2024
- Current Inter/national Constitution and/or Bylaws
- Chapter Risk Management Policy
- Scholarship Development Program
- Chapter New Member Program Calendar - *SUBMISSION REQUIRED EACH SEMESTER*
- Completed Advisor Agreements for all advisors
- Certificate of Liability Insurance (when expired, chapter specific)

In the event that an inter/national headquarters does not comply with the request for any of the aforementioned documents, the chapter's status will be frozen until they are received. It is not the responsibility of RIT or FSL to communicate these requests to inter/national headquarters - that responsibility lies with the chapter.

An up to date certificate of insurance is required for all recognized fraternities and sororities at RIT. Failure to submit or providing an updated version will prohibit organizations from registering any events through the RIT Events (reserve.rit.edu) system.

Failure to submit your chapter's documents by the deadlines will result in sanctions being placed on the organization including but not limited to RIT Events (reserve.rit.edu) restrictions, room cancellations, Greek Finance Committee funding denial, and notification of inter/national headquarters.

## End of Semester Report – Due June 9ᵗʰ, 2024

*\*\*For all chapter operations between January 1ˢᵗ – May 31ˢᵗ, 2024 (Spring)*

The End of the Semester Report has been designed to provide FSL with a progress report for all chapters at the conclusion of each semester. Each item in the End of the Semester Report will be assigned a point value and a chapter will be given a total score based upon all questions and sections of the report.

The End of Semester report is comprised of questions regarding many facets of chapter operations. Some questions will require short answers and will require verification to be uploaded. Verification can be in the form of letters, emails, documents, list of attendees, or other items that can accurately verify attendance and/or participation related to a particular item. Acceptance of verification is at the discretion of FSL – pictures are not acceptable verification unless noted. In order for an event/program to be used, the event/program must be registered in RIT Events (reserve.rit.edu).

FSL will be able to provide some information (for example – academic performance) and will not require the chapter to answer any questions. Possible Points refers to completing only the items that mentioned. Each area (with the exception of Risk Management & Wellness) have opportunities for "bonus" points by going above and beyond. These are signified by asterisks (\*\*).

Scoring is at the discretion of FSL staff. At no time shall points be deducted once they have been awarded.

The End of Semester Report is comprised of the following sections:

- *Academic Performance –*
  - Chapter's semester GPA is above the all fraternity or sorority average – 20 points
  - Chapter's semester GPA is above their governing council's average – 20 points
  - Chapter's semester GPA is above the all men's or women's average – 10 points
  - Chapter's semester GPA is above the all campus average – 10 points
  - Chapter is expected to attend/host at least one academic support program (i.e. Study Jam, Study Skills Assessment & Development, Test Prep, Tutoring) - 20 points per program (up to 2 program submissions with a minimum 35% of RIT chapter members in attendance. Date and description of the program, name and title of the presenter and attendance list must be submitted)

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- *Chapter Advisors –*
  - Chapter is expected to have required RIT Faculty/Staff Advisor – 20 points
- *Chapter Advisors Bonus Points –*
  - Chapter has additional advisors as defined by FSL Advisor definitions  ** - add 2 points per advisor

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- *Alumni, Campus Faculty/Staff and Family Outreach –*
  - Chapter is expected to create and distribute an alumni newsletter – 10 points per newsletter (up to 5 submissions, PDF of newsletter must be submitted)
  - Chapter is expected to host at least one alumni/ae event – 20 points per event (up to 2 event submissions. Date & description of the event, a picture from the event, an advertisement/CampusGroups confirmation of the event & attendance list distinguishing members/alumni/ae must be submitted)
  - Chapter is expected to host at least one family event – 20 points per event (up to 2 event submissions. Date & description of the event, a picture from the event, an advertisement/CampusGroups confirmation of the event & attendance list distinguishing members/family members must be submitted)
  - Chapter is expected to host at least one faculty/staff event – 20 points per event (up to 2 event submissions. Date & description of the event, a picture from the event, an advertisement/CampusGroups confirmation of the event & attendance list distinguishing members/faculty/staff must be submitted)

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- *Campus Involvement –*
  - 50% of chapter members are involved in RIT recognized clubs, on- or off-campus jobs, honors societies, club sports, or intramurals – 20 points (list of members and name of campus involvement must be submitted)
  - Chapter is expected to co-host at least one program/event (open to the community) with another fraternity or sorority – 20 points per program/event (up to 4 submissions. Advertisement/CampusGroups confirmation for the event and picture(s) from the event must be submitted)*
  - Chapter is expected to co-host at least one program/event (open to the community) with a non-Greek organization – 20 points per program/event (up to 4 submissions. Advertisement/CampusGroups confirmation for the event and picture(s) from the event must be submitted)*
    - *When submitting a program or event, no more than 2 events with the same organization will be counted.
  - Chapter is expected to host at least one public relations event/initiative (event cannot be a recruitment event or benefit for a philanthropy, and must be open to the community) – 20 points per event/initiative (up to 4 submissions. Date, description & picture from the event/initiative must be submitted)

- *Campus Involvement Bonus Points –*
  - Chapter has a member who is a Resident Advisor ** - add 2 points per person (letter/roster from Residential Life must be submitted)
  - Chapter has a member who is an Orientation Leader (NSO, ISO or SVP) ** - add 2 points per person (Fall semester only – letter/roster from New Student Orientation, International Student Orientation, or Summer Vestibule Program must be submitted)
  - Chapter has a member who is a Varsity Athlete ** - add 2 points per person (letter/roster from Coach/RIT Athletics must be submitted)
  - Chapter has a member who is on Student Government (Cabinet, Senator, Committee Chair) ** - add 2 points per person (verification from SG leadership must be submitted)

- *Chapter Leadership & Personal Development –*
  - Chapter is expected to hold an executive board retreat – 10 points (agenda items and attendance list must be submitted)
  - Chapter is expected to review their constitution and/or bylaws with the chapter at least once during the semester – 10 points (meeting minutes and/or updated constitution/bylaws with date of implemented changes must be submitted)
  - Chapter member(s) attend a local/regional/national leadership program/conference (i.e. NGLA, UIFI, President's Academy, etc.) – 20 points (Summer programs/conferences are eligible for Fall submissions, registration confirmation/pictures from the event must be submitted)
  - Chapter members attend an RIT leadership program including FSL leadership training series (i.e. Alternative Spring Break, Emerging Professionals Institute, Momentum, leadership development trainings with FSL, etc.) – 10 points (attendance list, name and description of program, and picture from the program must be submitted)
  - Chapter is expected to host/attend at least one diversity/inclusion program (i.e. LGBTQ+ inclusivity, BIPOC diversity & inclusion, Deaf & Hard of Hearing inclusivity, etc.) – 20 points per program (up to 5 program submissions with minimum 35% of RIT chapter members in attendance. Date and description of the program, name and title of the presenter and attendance list must be submitted. If the program or event is led by an undergraduate member of your chapter, please submit the materials used for the program (i.e. PowerPoint, pamphlets, etc.))
  - Chapter is expected to host/attend at least two chapter development programs – 20 points per program (up to 5 program submissions with minimum 35% of RIT chapter members in attendance. Date and description of the program, name and title of the presenter and attendance list must be submitted)
    - Examples of chapter development programs include but are not limited to:
      - Networking, Etiquette, Personal Finance, Chapter History, Personal Health/Wellness, Parliamentary Procedure, Resume Writing, or Time Management.

- *Chapter Leadership & Personal Development Bonus Points –*
  - Chapter hosts a substance-free brotherhood/sisterhood event – 2 points per event, 5 points per event with at least 50% of the chapter in attendance (attendance list/picture(s) from the event must be submitted, maximum 40 bonus points)

- *Community Service & Philanthropy –*
  - Chapter is expected to host at least one philanthropic event per semester – 20 points per event (up to 5 event submissions. Philanthropy events are planned events where a monetary or non-monetary donation is made on behalf of your chapter to benefit a non-profit organization. Date & description of the event and name of the non-profit organization must be submitted.)
  - Chapter is expected to host/attend at least one community service event per semester – 20 points per event (up to 5 event submissions with minimum 25% of RIT chapter members in attendance. Date & description of the event and attendance list must be submitted)
  - Chapter is expected to submit all philanthropic donations to CLCE – 40 points
  - Chapter is expected to submit all community service hours to CLCE – 40 points
- *Community Service & Philanthropy Bonus Points –*
  - Add hours of service completed per member (based on service totals) ** - points vary
  - Add dollars per member donated (based on service totals) ** - points vary (maximum 100 points)

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- *Greek Community Involvement –*
  - Chapter president is expected to attend all regularly scheduled one on one meetings with their Graduate Advisor or Council Advisor – 10 points
  - Chapter president is expected to attend monthly President's Roundtable meetings – 5 points per meeting attended (up to 15 points)
  - Chapter is expected to co-host at least one social with another fraternity or sorority (i.e. bowling, community service, pumpkin carving, etc.) – 10 points per event (up to 4 event submissions, date, description, picture(s) from the event and attendance list must be submitted)
  - Chapter is expected to attend at least one event/program hosted by their governing council (CPC, MGC, IFC) – 10 points per event/program (up to 4 event submissions with minimum 25% of RIT chapter members in attendance. Date & description of the event & attendance list must be submitted)
- *Greek Community Involvement Bonus Points –*
  - Chapter has a member on IFC, CPC, or MGC executive board ** - add 20 points per member (maximum of 2 members)
  - Chapter has a member hold the position of Greek Senator ** - add 20 points
  - Chapter won a National Award ** - add 25 points (maximum of 1 award submission, picture of the award and date/term the award was won must be submitted)
  - Chapter was recognized in the organization's inter/national publication or social media account ** - add 25 points (maximum of 1 submission, picture of the page in the publication or screenshot of the social media post showing a date from the semester must be submitted)
  - Chapter submits a letter for verification of good standing with their inter/national organization **
  - Greek Award Attendance- TBD

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- *Risk Management & Wellness –*
  - Chapter is expected to attend/host at least one educational program (i.e. Alcohol and Drug Education, Hazing Prevention, Sexual Assault and Harassment Prevention, Mental Health, etc.) – 20 points per program (up to 5 program submissions with minimum 35% of RIT chapter members in attendance. Date & description of the program, name & title of the presenter and an attendance list must be submitted)

- To receive credit, all programs must either be presented by someone with professional credentials relating to the topic or utilize curriculum provided by inter/national headquarters – verification is required for both options.

Late submissions will receive zero points but still will need to be submitted. Failure to submit the End of the Semester Report and the proper verification will result in sanctions being placed on the organization including but not limited to RIT Events (reserve.rit.edu) restrictions, room cancellations, SG funding denial, and notification of inter/national headquarters.

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### **Scoring:**

Each section of the End of Semester Report shall be scored and the total score will be used to determine finalists for President's Cup, an award presented to the most outstanding Greek chapter. The End of Semester Report for Spring 2024 is out of 615 total points, with plenty of opportunities for chapters to go above and beyond this threshold. All organizations that achieve a Five Star status in both the Spring and Fall semesters will be eligible for President's Cup. Each eligible chapter will be asked to present to a panel of judges on how they've exceeded expectations to achieve excellence as an organization. Each presentation will be scored to determine the winner. In the event of a tie, a chapter's End of the Semester Report average score (between Spring & Fall) will be used to break the tie.

If the case of a late submission, the following effects your final scoring:

- *0-24 hours late* – Highest possible star ranking: 4 stars
- *25-48 hours late* – Highest possible star ranking: 3 stars
- *48-72 hours late* – Highest possible star ranking: 2 stars
- *More than 72 hours late* – Highest possible star ranking: 1 star

Chapters on sanction from the Center for Student Conduct & Conflict Resolution and/or their inter/national organization are not eligible to win the President's Cup, but are eligible to apply for additional FSL Greek Awards.

Based upon each chapter's cumulative score from all sections of the End of Semester Report, chapters will be given a ranking from one star to five stars:

- *Five Star Chapters* – received at least 85% of total points & achieve at least 7/10 Five Star Objectives;
- *Four Star Chapters* – received at least 85% of total points;
- *Three Star Chapters* – received between 70% and 85% of total points;
- *Two Star Chapters* – received between 60% and 70% of total points, must complete a Chapter Improvement Plan;
- *One Star Chapters* – received between 0% and 60% of total points, must complete a Chapter Improvement Plan.

*Five Star Objectives:*

1. Chapter GPA is above the all-Greek average
2. Chapter hosts an event with 10+ Alumni/Faculty/Staff/Family members in attendance
3. Chapter co-hosts more than 2 programs/events with a Greek or non-Greek organization
4. Chapter hosts a chapter retreat with minimum 50% chapter attendance (agenda, description, and pictures from the retreat must be submitted)
5. Chapter hosts/attends 2 or more diversity & inclusion programs with minimum 35% of RIT chapter members in attendance
6. Chapter hosts 2 or more philanthropic events
7. Chapter hosts/attends 2 or more community service events
8. Chapter has an average of 12 or more service hours per member

9. At least 50% of chapter members and all required chapter officers are Title IX trained
10. At least 50% of chapter members attend a hazing or hazing-related prevention workshop/program/training

All chapter inter/national headquarters shall, upon request, be provided with a copy of this program and will also receive a complete breakdown of its chapter's scores and ranking at the end of the year.

# Fraternity & Sorority New Member Eligibility, Rules, and Reporting

**New Member Eligibility**

Chapters may extend offers of membership ("bids") only to eligible students. Eligibility is defined as:

1. Only full time (12 credit hours or more), matriculated, undergraduate students with a minimum of a 2.500 cumulative GPA at the Rochester Institute of Technology are eligible to become New/Associate Members.
   a. First semester students (i.e. – freshmen) are eligible to become new/associate members as long as they are not a part of the Higher Education Opportunity Program (HEOP).
2. A transfer student is eligible to become a new/associate member with at least a 2.500 cumulative grade point average from their previous undergraduate institution and a minimum of 12 credit hours completed.
3. Students must also meet the GPA requirements as outlined by each individual chapter's inter/national organization or local constitution/bylaws. These requirements must be submitted to the FSL prior to any extension of bids.
   a. The FSL shall enforce which ever GPA is higher (chapter or University).
4. Grades must be checked **before** any bids can be distributed.
   a. Failure to have a person's grades checked prior to distributing bids will result in that group's status being frozen and the inter/national headquarters being notified of the unauthorized distribution of bids and unauthorized new member education.
5. Grades will only be checked from those individuals who have properly filled out the "Fraternity/Sorority Grade Release Form". Inaccurate information will not be checked.
   a. Grade Release Form: https://cglink.me/2d1/s72770

**New Member Education/Intake Rules & Regulations**

The following rules and regulations apply to all RIT recognized fraternities and sororities regardless of governing council affiliation:

1. Each chapter will abide by the RIT Policy on Hazing, educating all members on this policy at the onset of every new/associate member education program. Every member of the RIT Greek community is responsible for upholding a zero tolerance for hazing. The Policy on Hazing must be signed by each new/associate member before they begin a chapter's new member education program.
2. All new member activities and events are expected to be registered and approved by RIT Events (reserve.rit.edu).
3. No new/associate member activities can involve alcohol and/or drugs.
4. New/associate member programs may not last longer than eight (8) weeks. All new/associate member education programs must be completed by the deadline established and announced by FSL each semester.
5. Each chapter's new/associate member education program must be submitted to and approved by FSL.
6. Any changes to new/associate member calendars must be discussed and approved by FSL at least 72 business hours (Monday – Friday; 9:00 AM to 4:00 PM) in advance.
7. Scavenger hunts, or other similar activities by any other name are prohibited.
8. New/associate member activities must end no later than 12:00 AM (midnight) and begin no earlier than 8AM.
9. For organizations with organized study tables/hours, flexibility must be given to those individuals who need to study alone, in the library or computer lab, with a study group, or in a separate location. Only academic coursework may be completed during organized study hours (no fraternity/sorority information).
10. All chapters must follow their own inter/national new/associate member education programs.
11. Any organization found to have taken a new member class/line without the knowledge of FSL will immediately have their status frozen and shall be turned over to the Center for Student Conduct & Conflict Resolution for a Judicial Hearing. Additionally, the inter/national organization shall be made aware of the violation via email.

12. The first day all chapters may begin the New Member Education process for new/associate members:
    a. **Spring: Sunday, Feb 18th, 2024**
13. All new members who cease participating in a chapter's new member education program must take part in an exit interview. Chapters must submit a Change in Membership Status Form via CampusGroups within one week of the new member dropping.
    a. Form: **https://cglink.me/2d1/s82338**
14. All new/associate members must be RITUALLY initiated as full members of the organization by
    a. **Spring: Sunday, April 14th, 2024**
15. FSL reserves the right to interview any new/associate, active, co-op, etc. member associated with your organization to discuss the New Member Education Calendar or events.

**This list is not all-inclusive.** Chapters should familiarize themselves with the RIT Student Rights and Responsibilities (specifically the section on hazing), New York State Law, and their own inter/national policies related to new/associate member education.

## New Member Reporting

All chapters must submit a list of names to whom they plan to extend bids (https://cglink.me/2d1/s32506) and all individuals who have accepted a bid must complete the following documents:

1. New Member Bid Acceptance Form/RIT Policy on Hazing
    1. CPC/IFC – Feb 12th – Feb 16th
    2. MGC – Feb 12th- Feb 23rd

All new members will complete their new member forms via CampusGroups. The required forms will be sent to each new member after bid lists are approved by FSL.

Failure to submit either or all of these documents and continuation of the new member process for all new members will result in the chapter's status being frozen, your advisor and inter/national headquarters being notified, and the chapter shall be turned over to the Center for Student Conduct & Conflict Resolution for a Judicial Hearing.

## New Member Education Program Calendar Requirements

New member education program calendars for the spring 2024 semester need to be submitted to FSL by **January 26th, 2024**. The calendar must include all of the following:

1. New/associate member educator's name phone number, and email address.
2. Chapter president's name, phone number, and email address.
3. ALL new/associate member event dates including meetings, study hours, activities, etc.
4. Detailed description of events including those who will be attending (i.e. – just new/associate members, new/associate members and active members, entire chapter, etc.), objectives for event, beginning and ending time and location for the event. (calendar must identify in-person/virtual events)
5. Officer and/or member responsible for the management of the event.

Calendars should be reviewed with your RIT Faculty/Staff & chapter advisors prior to submission. You can submit all of these materials on the NME Program Calendar form (https://cglink.me/2d1/s61611).FSL will review your calendar and inform you prior to the start of the new/associate member education period if any events need to be modified or explained in more detail. Failure to submit a New Member Program Calendar will result in the organization's status being frozen until FSL receives it.

# Acceptable Membership Intake/New Member Process Activities

The list of activities below have been review and identified as acceptable or unacceptable membership intake practices:

1. **Probate Shows: ACCEPTABLE**
   a. According to the inter/national guidelines and the following conditions: Only if there is no physical, mental and/or verbal abuse and with proper and timely notification to FSL.
   b. Guidelines must be submitted to FSL before any Probate Show will be recognized.
2. **Walking in Unison: UNACCEPTABLE**
   a. Potential new members may not walk together in unison, unless included as part of a show (probate or step).
      i. Note: Walking in unison is defined as walking together in/on the same stride. Not to be confused with marching. (See definition of marching.) Walking in unison, as an accidental occurrence is acceptable; however chapters shall refrain from mandating potential new members to walk in unison.
3. **Uniforms: ACCEPTABLE**
   a. Under the following conditions: As mandated by the inter/national organization and only if professional. Uniforms cannot interfere with academics or the student's ability to function within that University.
   b. Guidelines must be submitted to FSL before uniforms will be approved.
4. **Power hierarchies: UNACCEPTABLE**
   a. Hierarchies of any types create barriers between initiated and new members, which cause significant issues and raises the possibility of hazing within the organization.
5. **Physical Activity: UNACCEPTABLE**
   a. Because of the potential to use exercise as a punitive mechanism and because of concerns about a variety of physical limitations of new members, intake/NME programs should not include a physical element.
      i. Note: physical activity includes but is not limited to exercise, work outs, running, etc.
6. **Marching: UNACCEPTABLE**
   a. Unless included as part of a show (probate or step). Marching is defined as but is not limited to potential new members linked arm in arm, stepping or stomping loudly in unison, dipping and/or chanting/singing.
   b. Guidelines must be submitted to FSL before any Probate Show will be recognized.
7. **Walking in Line: UNACCEPTABLE**
   a. Walking in line is defined as potential new members walking in front of each other in a line. This also includes cutting corners and any other structured form of walking in formation.
8. **Mandating Social Probation: UNACCEPTABLE.**
   a. Social Probation is defined as but is not limited to (1) not being able to socialize and or speak with friends, family, professors, employers, etc.; (2) not being able to attend social events such as parties, programs, etc.
9. **Greetings: UNACCEPTABLE**
   a. Unless included in a show (probate or step). Greetings are defined as formalized ways in which a potential new member is required to address a current member of the organization in which skits, songs, prose, etc. are incorporated to imply and/or define the amount of respect, admiration and/or appreciation of the current member the potential new member has.
   b. Guidelines must be submitted to FSL before any Probate Show will be recognized.
10. **Viewings: UNACCEPTABLE.**
    a. However, meetings with two or more organizations at which potential new members are present are acceptable with proper registration and notification to FSL. Viewings are defined as allowing members of other chapters or organizations to see, look, or view potential new members.
11. **Cross pledging: UNACCEPTABLE**.
    a. Cross pledging is defined as allowing members from another organization (fraternity and/or sorority) to view, question, pledge, come into physical contact, etc. with potential new members from your organization.
12. **Sleep Deprivation: UNACCEPTABLE**
    a. No activity should go past midnight nor begin prior to 8am.
13. **Verbal, mental or physical threat: UNACCEPTABLE.**
    a. This is against RIT Code of Conduct and New York State Law
14. **Physical contact or violence: UNACCEPTABLE.**
    a. This is against RIT Student's Rights & Responsibilities and New York State Law

15. **Dietary restrictions and/or forced consumption: UNACCEPTABLE.**
    a. Requiring a potential new member to limit their eating habits and/or forced consumption of any substances (including but not limited to water, food, alcohol, condiments, etc.).

** This is not an exhausted list. Please review the policy on hazing for more information.

## New Member Presentation/Probate Show Governing Policy

It is understood that new member presentations/probate shows (or coming out shows) are an integral part of the multicultural fraternity and sorority experience. RIT recognizes that the participation in this tradition can have significant impact on the creation of community and sense of pride within the organizations who traditionally participate. Despite the generally positive nature of this practice, some issues related to hazing have been associated with these shows and their rehearsal processes. In an effort to provide guidance that will enable the successful and positive continuation of the tradition of probate shows, FSL has established the following guidelines to ensure the success of planning a probate show at RIT:

1. All probate shows must be registered with RIT Events (reserve.rit.edu).
2. All organizations hosting probate shows must submit written approval from a national or regional representative allowing the activity to take place.
3. For non-city-wide chapters, probate shows must take place on the RIT campus and must be submitted through the RIT Events (reserve.rit.edu) system. City-wide chapters may host shows at other campuses in accordance with their policies, but are required to notify all participating campus' Fraternity and Sorority Life offices about the details of the event.
4. Presentations may begin no later than 9:00 p.m. and last no longer than 2 hours.
5. For shows held after 7:00 pm or that expect an attendance of over 100 guests, the hosting organization is responsible for the hiring of a Public Safety Officer.
6. A staff member of FSL, the Governing Council Advisor, and/or Campus/Faculty Advisor MUST be in attendance at all new member presentations/probates. It is the responsibility of the presenting organization to coordinate with FSL to schedule a staff member to be present. Please note that significant notice may be needed in order to coordinate staff presence. Requests less than two weeks before the event will not be honored.
7. No alcoholic beverages or drugs are permitted at the event.
8. Participation in the show must be truly optional for neophytes/new members. Any pressure or coercion to participate in the show will not be permitted.
9. No hazing, as defined by the group's inter/national organization, the Institute and the State of New York, may occur prior to, during, or after the show.
10. Rehearsals for the show must be held at reasonable hours and be positive in nature. Forced calisthenics and physical demands outside of what is considered reasonable for practicing of the dance/step is not permitted.
11. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of the performance, but may not be used as a weapon to harm another individual.
12. Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
    a. Groups or individuals who cause a disruption will be asked to leave the performance and may face judicial or conduct charges.
13. All shows must respect new members, members, alumni, other organizations, and the University.
14. Under no circumstances will degrading or negative sentiment towards another chapter or another chapter's members be permitted. This type of behavior includes mocking signature steps or calls in order to cause laughter or poke fun. Under no circumstances will profanity, racism, sexual innuendos, obscene gestures or hate towards another culture, gender, or identity be permitted.

# Hazing Policies

**RIT Hazing Policy**

*RIT Student Conduct Process; IV. RIT Code of Conduct; 14. Hazing/Failure to Report Hazing*

14. Hazing/Failure to Report Hazing. Behavior, regardless of intent, which endangers the emotional, or physical health and safety of a Student for the purpose of membership, affiliation with, or maintaining membership in, a group or Student Organization.  Hazing includes any level of participation, such as being in the presence, having awareness of hazing, or failing to report hazing.  Examples of hazing include, but are not limited to, beating or branding, sleep deprivation or causing excessive fatigue, threats of harm, forcing or coercing consumption of food, water, alcohol or other drugs, or other substances, verbal abuse, embarrassing, humiliating, or degrading acts, or activities that induce, cause or require the Student to perform a duty or task which is not consistent with fraternal law, ritual or policy or involves a violation of local, state or federal laws, or the RIT Code of Conduct.

**NY State Hazing Law**

§ 120.16 Hazing in the first degree.

A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Hazing in the first degree is a class A misdemeanor.

§ 120.17 Hazing in the second degree.

A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

Hazing in the second degree is a violation.

# Fraternity & Sorority Life Expansion Process

## Overview:

The purpose of this process is to determine that the requesting group actually gives promise of becoming successfully established and of contributing in worthwhile ways to the life of the Rochester Institute of Technology (RIT) fraternity and sorority community.

In order to ensure a fair and equitable process, any organizations wishing to join the RIT Multicultural Greek Council (MGC) or the RIT Interfraternity Council (IFC) must adhere to the process outlined below. For information related to College Panhellenic Council (CPC) Extension, please see the NPC Manual of Information. This process will be overseen by the Fraternity & Sorority Expansion Committee (FEC). The FEC requires representation from FSL, governing councils, and professional staff from the student affairs department. The FEC may have additional members depending on the expansion request.

The Center for Campus Life and Fraternity & Sorority Life staff will allow one expansion per council per academic year. Expansions will be scheduled up to five years in advance at the discretion of the Fraternity & Sorority Expansion Committee (FEC). Organizations wishing to expand must fill out and submit the Expansion form on the FSL CampusGroups page.

## ** Applications for FSL Expansion are currently closed**

## Expansion Preference:

RIT prefers the following expansion procedures (in preference order):

1. *Student Interest Group Colonization:* A group of enrolled students at RIT may choose to form an interest group that is affiliated with a national or international organization.
2. *Open Invitation to Colonize:* In the event the governing council wishes to seek expansion opportunities, a formal invitation shall be sent to the appropriate trade organizations requesting interested groups submit the application for expansion.
   i. The Office of Fraternity & Sorority Life shall contact organizations affiliated with that particular trade organization.
3. *National or International Fraternity or Sorority Colonization:* If a national or international fraternity or sorority wishes to expand to RIT, they may indicate interest by submitting the application for expansion.

**\*\*All forms listed above, regardless of potential council affiliation, require a minimum of 10 RIT students (full-time or co-op, active undergraduate members) to be considered for expansion\*\***

## Policy on Local Organizations:

The University **will not** recognize any organization not affiliated with a national or international fraternity or sorority. Exceptions to this policy are not made. RIT defines an inter/national fraternity or sorority with the following criteria:

1. Have at least 5 chapters with at least 10 members per chapter in two states,
2. Have a national governing body composed of alumni members who are elected/appointed/hired as officers to supervise the affairs of the organization, and
3. Host a national convention on an annual/biannual basis to conduct fraternity/sorority business
4. If the application process proceeds to a selection RIT will show preference to organizations affiliated with one of the following trade associations:
   a. North-American Interfraternity Conference (NIC)
   b. The National Pan-Hellenic Council (NPHC)
   c. The National Association of Latino Fraternal Organizations (NALFO)

       d. The National Asian Pacific Islander American Panhellenic Association (NAPA)

       e. The National Multicultural Greek Council (NMGC)


**Expansion Process:**

1. <u>Interest Groups</u>
   a. Interest groups, a group of students wishing to start a new fraternity/sorority at RIT, must contact Center for Campus Life - Fraternity and Sorority Life
      i. Students should conduct no outreach to headquarters before consulting with FSL.
      ii. If RIT Events (reserve.rit.edu) do so, the Inter/National headquarters (IHQ) staff must contact FSL promptly, before communicating anything other than receipt of the message to the interest group, or risk being denied an expansion slot by the FEC.
   b. FSL will cover the process with the leadership of the interest group, and begin identifying potential organizations to affiliate with based on the group's values and desired goals (if none has already been identified by the interest group).
   c. The interest group will complete the RIT Expansion Application with the information of the proposed group.
      i. FSL will review application for RIT community fit, historical context, and current national standing before progressing in the expansion process.
   d. FSL will contact selected IHQs of interest directly and discuss potential for expansions and the congruence of the values of the interest group and the organization
   e. A meeting of the FEC will be scheduled for the interest group and representative from the IHQ to present.

2. <u>Headquarters</u>
   a. The IHQ must complete the RIT Expansion Application prior to the submission deadline.
      i. IHQs should conduct an exploratory visit prior to submitting an application.
   b. After the submission deadline for each semester, the FEC will evaluate submissions and grant approval for presentations from groups who have expressed interest.
   c. If the organization is approved for expansion, the FSL will coordinate a schedule for when the expansion can begin
      i. In the event that multiple groups have presented, an order of expansion will be created by the FEC and provided to all groups who presented.
         1. Groups can either accept or deny the proposed timeframe they are to expand at RIT.
         2. If a group denies their proposed timeframe, they must re-apply at a later date and go through process from the beginning.

After an organization is scheduled for expansion, they will be required to plan out a timeline of the expansion effort in coordination with a member of FSL staff. The following expectations are generally held, but may be negotiable if not compliant with the IHQs general expansion philosophy/operations (applicable to both Interest Groups and IHQs):

- Preliminary visits will be limited to one visit in the final 5 weeks of the semester prior to expansion
- Probationary recognition will be granted to all groups selected to expand for a period of time outlined in the approval letter.
- Expansion efforts may not begin prior to the close of the recruitment period outlined by the respective governing council.
  - The purpose for this is both to avoid creating unhealthy competition between the new colony and the existing IFC/CPC/MGC chapters, as well as to ensure that normal recruitment efforts of the existing organizations are not affected by the expansion effort.

## Colonization

1. Colonies approved by FEC shall then be required to abide by all RIT Students Rights & Responsibilities, Fraternity & Sorority Life policies, and Center for Campus Life policies.
2. Upon approval of the FEC, the colony will become associate members of their respective governing council.
3. Colonies will be required to follow all governing council policies during their colonization period including but not limited to meeting attendance, program attendance, payment of dues, etc.
4. Failure to abide by any policies of RIT, the Office of Fraternity & Sorority Life, Center for Campus Life, and their respective governing council will be reported to the national or international headquarters, reviewed with Conflict Resolution & Student Conduct, and review by council judicial process.
5. Colonies are required to have regular communication with Fraternity & Sorority Life. The colony president must meet with a representative of the Office of Fraternity & Sorority Life at least once a month during the colonization process (exception being summer months).

## Chartering

1. National or international organizations are required to inform Fraternity & Sorority Life in writing once the colony has been approved to charter.
2. The national or international organization shall work in conjunction with Fraternity & Sorority Life and the colony to coordinate the installation ceremony.
3. The Office of Fraternity & Sorority Life will notify the respective governing council upon a colony being approved for chartering.
4. The respective governing council shall follow their policies in regards to the transition from colony to chartered organization.

## Unauthorized Expansion/Intake/New Member Activity

RIT defines this as, but not limited to, campus crashing, ghost lines, recruiting or soliciting membership, pledging, educating and/or initiating RIT students without organization recognition by RIT, or non-RIT students initiating the expansion process, etc.

First offense violations of this policy will prompt the following action to be enacted against the fraternity/sorority:

1. Inability to seek recognition of fraternity or sorority as a recognized student organization at RIT until, at least, two calendar years after there is clear and definite evidence that no RIT student has been initiated into the fraternity/sorority.
2. Inability to host or coordinate any events at RIT that, are affiliated in any way, to the fraternity/sorority.
3. Inability to participate as a co-sponsor of any student event hosted at RIT.

Without formal recognition at RIT via the FEC, the fraternity or sorority is not given permission to list RIT as a chapter/auxiliary on any materials, including, but not limited to, websites, chapter rosters, etc.

## Voluntary Closure

A voluntary closure is when a chapter closes due to decreasing membership, graduation of all membership, or closes by no fault of the group, or any of its membership. A fraternity or sorority which was previously recognized at RIT and voluntarily closed shall return to full recognition by following the RIT Recognition Procedures with the following addendum:

1. All outstanding debts to RIT and the Governing Council must be settled prior to approval of colony status.
2. The fraternity or sorority must have been in good standing with the institute and Governing Council upon voluntary closure.

In the event of closure, the aforementioned expansion policy will be utilized to recolonize the chapter (if applicable).

# Auxiliary Groups & Sweethearts

## Auxiliary Groups

RIT does not recognize nor condone the creation and sustaining of fraternal auxiliary organizations (commonly referred to as "Little Brothers" or "Little Sisters"). These organizations have been prohibited by all inter/national organizations for the following reasons:
1. Title IX exemption for fraternities and sororities
2. Legal issues associated with insurance coverage

Social fraternities and sororities are exempt from Title IX which allows them to exist as single sex organizations. Little Brother/Little Sister groups have blurred those lines and caused national organizations to ban them outright. All NPC organizations adhere to the Unanimous Agreements that prohibit their chapters from partaking this practice. NIC organizations, as well as, Phi Delta Theta and Tau Kappa Epsilon also prohibit their chapters from having these type of organizations. Below are the associated links for each group:

1. NPC - https://www.npcwomen.org/resources/pdf/Unanimous%20Agreements.pdf
   a. Section X (page 37 of Unanimous Agreements)

2. NIC - http://www.nicstandards.com/fraternity-members/why-standards/

3. Phi Delta Theta and Tau Kappa Epsilon – Phi Delta Theta and Tau Kappa Epsilon endorse the Fraternity Executives Association Resolution regarding "Little Sister" group.

While NPHC, NALFO, or NAPA organizations may condone the creation and sustaining of these groups, RIT does not and members of these councils/governing bodies must adhere to the universal RIT policy.

Groups found to be operating an auxiliary group ("Little Brothers" or "Little Sisters") will subject to the following repercussions
- **1st Offense** - A meeting with the Assistant Director of Fraternity & Sorority Life to review the policy associated with these organizations.
- **2nd Offense** –Inter/national organization will be notified as well as activities be regulated.
  o The organization could be referred to the Center for Student Conduct & Conflict Resolution for a Judicial Hearing

## Sweethearts

RIT recognizes the significance and important role a chapter sweetheart plays in our organizations and encourages all organizations that are permitted by their inter/national headquarters to have them. While RIT does support chapter's having sweethearts, their inclusion in new member recruitment is strictly prohibited. Recruitment is intended to be a single-sex process and potentially can interfere with a fraternity or sorority's Title IX exemption. Chapters found in violation of this provision will be subject to the following repercussions:

- **1st Offense** - A meeting with the Assistant Director of Fraternity & Sorority Life to review the policy associated with these organizations.
- **2nd Offense** –Inter/national organization will be notified as well as activities be regulated.
  o The organization could be referred to the Center for Student Conduct & Conflict Resolution for a Judicial Hearing

# FSL Resources

## Overview

All RIT-recognized governing councils, honorary organizations, and areas related to fraternity & sorority life are required to conduct all their financial transactions in accordance with RIT, CCL, and FSL procedures. Organizations are also responsible for adhering to their own internal financial policies as outlined in their respective constitution and/or bylaws.

Individual chapters are not eligible to have either on-campus accounts nor utilize any RIT, CCL, and FSL financial procedures unless utilizing funds from the Greek Student Life Fund (see Greek Student Life Fund Section).

The following privileges are granted to RIT-recognized governing councils, honorary organization, and areas related to fraternity & sorority life:

- Oversight of account by CCL Financial Staff
- Monthly Statements
- Use of the following payment options:
  - Credit Cards
  - Check
  - Purchase Orders – required for any purchase over $1500.00
  - Fund Transfers (Internal Only)
- Use of RIT's Tax Exempt Status

All financial transactions must be approved by the Assistant Director of Fraternity & Sorority Life as well as the organization's treasurer in order to be processed.

Any violation of these procedures could result in the organization losing financial privileges for a period of time determined by the Assistant Director in consultation with the CCL Financial Staff.

## Shipping Address

All items purchased are to be shipped to the following address:

RIT Campus Life
Attention – *OFFICER NAME, ORGANIZATION*
127 Lomb Memorial Drive
Campus Center – Building 3; Room 1610
Rochester, NY 14623

## Tax Exempt Status

Governing councils, honorary organizations, and areas related to Fraternity & Sorority Life are covered by the Institute's status as a Tax Exempt entity. All purchases made under these designations must be free from tax. Individual chapters are not eligible to use the Institute's Tax Exempt status when making purchases.

If a purchase has tax included, the person who makes the purchase must have the tax removed by either going to the business where it was purchased or by speaking with customer service for on-line purchases.

Updated copies of the Institute's Tax Exempt Forms are available to be printed on the Finance & Administration's webpages: http://www.rit.edu/fa/controller/travel/taxexempt.html

**<u>Deposits</u>**

All organization funds must be deposited into their organization's on-campus account no later than 24 hours after they have been received. This includes dues, fines, or other fees associated with the organization. All deposited funds must be accompanied by a signed Deposit Form available in the Tiger Suite.

Deposits may be submitted in person at the Tiger Suite (Campus Center 1st level) or dropped off using the drop box outside of the Center for Campus Life office on the Campus Center 1st level. Organizations must clearly list their name on the deposit slip so that the proper account is credited with the funds.

**<u>Greek Student Life Fund</u>**

Each RIT recognized chapter will be given a monthly update of their funds available in the Greek Student Life Fund (GLSF). These updates will be sent to the chapter presidents each month of the academic year (August - May). To utilize the funds, organizations must submit the **Greek Student Life Fund Chapter Request Form**. The funds can be utilized in the following ways:

1. **Leadership Training** – convention, regional and local conferences
2. **Scholarships** – will be restricted to wherever the donor requested but the amount donated will be available for students to apply for as long as there is money in the fund
3. **Book Fund** - a way to promote scholarship by providing financial assistance for purchasing text books
4. **Programming** – to offset promotion, supplies, etc. of community service, philanthropic endeavors, educational programs, etc.
5. **Capital Fund** - supports a purchase to upgrade and repair of our Greek student housing that is not covered by RIT

Chapters can obtain access to their funds one of four ways (all required a completed EAF):

1. **Invoice** - Provide an invoice that FSL can pay directly to the vendor
2. **Credit Card** - Purchase items using FSL credit card
3. **Journal Entry** - FSL can do a journal entry for on-campus vendors (i.e. FMS, Brick City, Tech Crew)
4. **Reimbursement** - Provide <u>original</u> receipts for purchases and be reimbursed

Once a GSLF request has been made, the **Assistant Director** will review and approve or deny the request. Turnaround time is dependent upon what is being requested, but FSL will do it's best to turn around any request in less than **7 to 10 business days**, but cannot guarantee all will fall within this timeframe.

**<u>Greek Finance Committee</u>**

The purpose of the Greek Finance Committee (GFC) is to provide a fair and simple means for members of the Fraternity and Sorority Life community at RIT to requests funds for chapter use in leadership development, philanthropic and community service events, conferences, and events that will better the RIT community.

If the committee decides to grant funds requested, all funds will be processed in the form of ***<u>reimbursement.</u>*** Meaning no money will be paid up front.

For questions about GFC, please contact the Greek Senator, TBD.

## Checking Out Items from FSL

The FSL has three cash boxes and two folding tables for chapters, councils, or honorary organizations to borrow for a limited period of time. Cash boxes in the Tiger Suite are only for clubs and will not be lent to fraternities and sororities. In order to reserve one, please contact a member of the FSL staff.

## Vans/Drivers Certification Policy

If chapters wish to use vans from Parking & Transportation Services or SG and need an account number to do so; the following process must be followed:

1. Greek chapter enters event in EMS and requests services from PATS for usage of PATS/SG vans. Driver certification may also be required, and can be confirmed by PATS.
2. Estimate for van usage and driver certification is posted in EMS by PATS, and relayed to fraternity/sorority chapter via email confirmation from EMS.
3. If fraternity/sorority chapter is responsible for paying above costs directly from their external off-campus bank account, they will be responsible for paying the full estimated cost to Campus Life.
    a. This must be done BEFORE Campus Life will provide an account number for PATS in EMS. No exceptions.
    b. Chapters must pay via a Nelnet link set up by CCL that accepts credit card payment. A new link will be set up individually for each chapter and for each instance vans and/or certification payments must be paid.
    c. The estimated cost of the van usage and any driver certification costs must be paid, PLUS a $50 deposit for gas to ensure the vans are brought back with full tanks.
        i. Should the vans not be returned with full tanks, then the $50 will be forfeited and used to fill the vans. No partial refunds will be given.
        ii. Should the vans be returned with full tanks, then the $50 will be refunded to the same credit card used to make payment.
            1. CCL will request credit be processed by SFS.
4. Once payment is made, CCL will post account number in EMS.

## Flags in the SAU

Chapters may request to add or change their flag in the SAU by emailing FSL at fsl@rit.edu. Due to the cost of equipment, flags will only be hung when there are multiple requests. Chapters must provide their own flag.

Approved – 7/28/2014
Revised – 1/16/2024 – KE/DG

# RIT Center for Campus Life
## Posting Procedures for Advertisement and Announcements

Please refer to the Center for Campus Life (CCL) Posting Procedures for Advertisement and Announcements 2023-2024 for any questions or concerns regarding posting procedures.

## RIT Center for Campus Life Student Organization Policies and Procedures

Please refer to the CCL Student Organization Manual for additional RIT policies and procedures as they relate to student organizations recognized under the Center for Campus Life.