



GREEK LIFE MANUAL

SOUTHERN CONNECTICUT STATE UNIVERSITY

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I. Purpose

This manual is designed for Southern Connecticut State University (SCSU) students, staff and faculty members, as well as any outside parties interested in information, guidelines and policies that govern Greek Life at SCSU.

II. Why Go Greek?

Southern Connecticut State University offers a diverse and vibrant Greek community that helps its members foster lifelong friendship through bonds of brotherhood and sisterhood. Members of our Greek organizations are leaders within the student population and often serve as role models or mentors to others. The fraternities and sororities of SCSU pride themselves on academic achievement, personal development, leadership and community service.

If you are considering going Greek it is important to research the different Greek organizations on campus. Joining a fraternity or sorority is a worthwhile, lifelong commitment because the connection to your organization goes beyond the campus walls. For many, there is a local and national support network as well. On campus, Greek students are not only supported by their chapter or colony but also by the Greek community as a whole through membership in the Greek Life Council.

At SCSU, Greek students host a breadth of education/social programs and are highly committed to community service and philanthropy efforts. In addition to being members of fraternities and sororities, many of our students are involved in other student organizations and hold various leadership positions throughout campus. Our Greek students take academics seriously and are engaged inside and outside of the classroom. Greek life at SCSU is also fun! Many of our Greek-affiliated students enjoy the social connections and interactive programs held throughout the semester. Although each organization has a unique mission, they all are connected through four pillars: **Brotherhood/Sisterhood, Scholarship, Leadership, and Service.**

III. Chapters/Colonies Recognized at Southern Connecticut State University

Below are chapters/colonies recognized at Southern Connecticut State University. If you wish to contact an organization, please refer to their page on OwlConnect, located at: owlconnect.southernct.edu

Fraternities

Alpha Phi Delta Fraternity

Beta Mu Sigma Fraternity

Latino America Unida, Lambda Alpha Upsilon Fraternity

Phi Beta Sigma Fraternity, Inc.

Tau Kappa Epsilon Fraternity

Sororities

Alpha Sigma Alpha Sorority

Delta Phi Epsilon Sorority

Omega Zeta Pi Sorority

Sigma Gamma Rho Sorority, Inc.

Hermanadad de Sigma Iota Alpha Incorporada

Zeta Phi Beta Sorority, Inc.

IV. Greek Life Values

As a Fraternity and Sorority Community we:

1. develop and maintain a scholastic program for our members that will enhance and encourage their academic success;
2. recognize the importance of serving our community;
3. foster brotherhood and sisterhood between all Fraternity/Sorority organizations;
4. educate and promote healthy lifestyles;
5. respect the dignity of people while embracing the free exchange of ideas and beliefs;
6. are responsible for our actions and recognize their implications in the Fraternity/Sorority and campus community;
7. encourage leadership development and promote leadership opportunities for our members.

V. Responsibilities Within Greek Life

The following policy has been created to assist organizations in the areas of Greek policy awareness, event management, responsible member behavior and decision-making, reducing legal liability, and providing a healthy and safe environment for members and guests.

Chapter officers are responsible for the education of individual members, including new members and alumni/ae about these policies.

The chapter President and Risk Management/Social Chair are responsible for educating all Active, New/Associate, and Alumni/ae members about responsible event management and these policies. Ignorance is not tolerated, and chapters may be held responsible for the actions of members and guests. It is recommended that these policies be reviewed regularly at chapter and new member meetings, and prior to coordinating any event.

Shared Responsibility: Any students, who knowingly act together to violate University regulations, may be held jointly responsible for such violations. Students are responsible for the conduct of their guests on University property and at functions sponsored by the University or any student organization.

Organization's Shared Responsibility: Any student organization will be held responsible for the behavior of its members, whether they are current students, alumni/ae or guests, when their actions evolve from or are in any way related to their association with or activities of the organization. Student organizations which condone or encourage behavior which violates University or state regulations may be held jointly responsible for such violations.

VI. Membership Eligibility

1. Students wishing to become a member of a Greek organization must be a full-time, matriculated student at Southern Connecticut State University.
2. Currently, first semester freshmen are eligible for recruitment. Beginning in Fall 2019, a student must complete a minimum of 12 credits as a full-time student in a post-secondary institution after high school graduation to be eligible for membership. This does not include AP, dual enrollment or early college credits. Transfer students who have earned less than 12 credits at Southern Connecticut State University need to provide a transcript as verification of GPA eligibility.
3. Any student seeking membership in a Greek organization must have a minimum grade point average (GPA) of at least 2.5 (some Greek organization's GPA requirements may be higher).

4. All students seeking membership in a Greek organization are required to fill out a Greek Life Records Release Form (see appendix). This allows for the Office of Student Involvement and Leadership Development to review academic, financial, and disciplinary records for the purposes of determining if individuals are able to participate in recruitment/intake.

VII. General Requirements of Fraternities and Sororities

Greek organizations must meet the following requirements in order to remain fully recognized and in good standing with Southern Connecticut State University:

1. Organizations must have a minimum of five (5) active members.
2. Organizations must maintain a minimum of a 2.5 cumulative GPA.
3. Organizations are responsible for complying with all federal, state and local laws, Southern Connecticut State University's Code of Conduct and Student Handbook, Southern Connecticut State University's Greek Life Policies and Procedures, and the Greek Life Council (GLC) constitution and bylaws.
4. Organizations are responsible for complying with individual organizations' national policies, including but not limited to, hazing and risk management.
5. Each organization must be represented at mandatory workshops, trainings and Greek Life Council meetings. This includes, but is not limited to the anti-hazing workshop, bystander intervention training and President's workshops.
6. Each organization must hold a minimum of three (3) programs on campus per semester: one (1) Academic, one (1) Social, and one (1) Community Service.
7. Each organization is required to pay GLC dues each semester in the amount of \$5.00 per student and \$50.00 per organization. Dues totals will be emailed to organization presidents and transferred to the Greek Life Council account.
8. All organizations must complete an Annual Chapter Evaluation (ACE Report) during the Spring semester. The ACE Report is an annual report which includes information from the following topics:
 - Chapter Roster

- Accomplishments/Challenges/Goals
 - Organization Management
 - Academics
 - Summary of Events Held
 - Intake/Recruitment
 - Philanthropy/Community Service
 - Fundraising
 - Advisor Involvement
 - Member Acknowledgement
9. In addition to required Greek Life documents, all organizations must submit all required paperwork for clubs and organizations, which consist of the following:
- Club Registration on OwlConnect (Submitted every semester)
 - Advisor Agreement Form (Submitted each Fall semester)
 - Beneficiary Form (Submitted each Spring semester)
 - Club minutes must be uploaded onto OwlConnect (Submitted after every meeting)

VIII. Rosters

Organization rosters (see appendix) are submitted at three (3) different points of each semester.

1. The opening roster is typically due at the end of the first week of the semester.
2. The second roster is due after bids have been given. This roster should include both active and potential new members.
3. The closing roster is due upon the end of the new member education period, once all organizations have completed initiation.

Rosters must include the following information:

1. First and Last Name
2. Student ID #
3. E-Mail Address
4. Cell Phone Number
5. Position/Office Held

Failure to submit these rosters by the required dates set by the Greek Life Council and the Office of Student Involvement and Leadership Development will result in a freeze on all organization activity.

IX. Academic Standards

One of the foundational pillars of Greek membership at Southern Connecticut State University is an emphasis on scholarship. Academic success must always be students' top priority. To ensure academics remain at the forefront of our fraternity and sorority community, the Office of Student Involvement and Leadership Development, in collaboration with the Academic Success Center, has established the Greek Life Academic Success Plan for fraternity and sorority members.

In order to be considered in good standing with the Office of Student Involvement and Leadership Development, all members of Greek Life must maintain a 2.5 cumulative GPA. If a student's cumulative GPA falls below a 2.5, the following actions will be taken:

Students 2.0 - 2.49 - If a student's cumulative GPA falls into this range, the following action must be taken:

1. Sign off on a Success Plan Contract. This contract will serve as an agreement between the student and the Office of Student Involvement and Leadership Development that all requirements will be met in a timely fashion.
2. Schedule and attend two (2) Peer Coaching meetings in the Academic Success Center during that semester. These meetings will take place in the beginning and middle of the semester.

Students below 2.0 - If a student's cumulative GPA falls into this range, the following action must be taken:

1. Sign off on a Success Plan Contract. This contract will serve as an agreement between the student and the Office of Student Involvement and Leadership Development that all requirements will be met in a timely fashion.
2. Schedule and attend six (6) Professional Coaching meetings in the Academic Success Center during that semester. These meetings will take place every two/three weeks throughout the semester.

*If a student is currently under a SAP (Satisfactory Academic Progress) contract, the Office of Student Involvement and Leadership Development and the Academic

Success Center will work to ensure that both the SAP requirements and Greek Life Academic Success Plan requirements are met by that student.

Failure to Show Improvement/Complete Requirements - In addition to the steps above, failure to show improvement in overall GPA in the following semester will result in the following actions:

1. Required meetings with tutors in the Academic Success Center
2. Attendance at Supplemental Instruction and Peer Academic Leader meetings (when applicable)

Additionally, failure to show improvement in the following semester or failure to complete required meetings will result in the following action:

3. The revoking of the following social privileges for that individual within an organization:
 1. Participation in Greek Week (Spring)
 2. Participation in Homecoming Parade (Fall)
 3. Attendance at semi-formal/formal

X. Recruitment/Intake/New Member Education

1. In order to hold recruitment/intake events or a new member process, an organization must be in good standing with the University, the Office of Student Involvement and Leadership Development and the Greek Life Council.
2. The following information must be submitted no less than two (2) weeks prior to the start of any new member education/intake process:
 - *Intent to Conduct Recruitment* form (See Appendix Attachment 4)
 - A list of potential new members
 - A finalized calendar of events for New Member Education (All dates, locations, and times must be finalized at this point. If there are any changes or delays from nationals, chapters must notify the Greek Life Advisor).
3. All recruitment events must be approved on OwlConnect prior to being advertised.

4. All organizations must wait until the approved date set each semester by the Greek Life Advisor to advertise any recruitment dates/event information.
5. All recruitment activities associated with any chapter will be dry (no alcoholic beverages).
6. The New Member Educator must be a full-time student at Southern Connecticut State University with a GPA of 2.7 or better.
7. Any organization looking to conduct a joint intake with other universities and colleges must receive approval from both institutions.
8. All membership intake/new member intake processes are not to exceed eight (8) weeks.
9. All membership intake/new member education must start and finish within the timeline set each semester by the Greek Life Council and the Office of Student Involvement and Leadership Development.
10. Any activity associated with new member education may not start before 9:00am and may not go past 11:00pm and should last no longer than four (4) hours total per day. If activities are split, the total duration of those activities cannot exceed four (4) hours. This includes practice for shows/new member presentations. Additionally, a maximum of three (3) new member education activities can be held each week.
11. New member education activities should not interfere with any new member's class or work schedules.
12. Initiation ceremonies must be completed no later than 11:59pm the day of initiation.
13. All new members must be provided with a finalized calendar of events prior to the start of their process.
14. No new member education/intake can start before the candidates for membership attend a new member education/hazing workshop.

15. Any student who chooses to no longer pursue an organization during the new member process must meet with the Greek Life Advisor within one week of their discontinuation of the process.

XI. New Member Presentations/Probates

1. All new member presentation/probate requests should be submitted on OwlConnect no later than 15 days prior to the event.
2. All new member presentation/probates must take place on the SCSU campus and must conclude by 11:00pm.

XII. Hazing

Southern Connecticut State University makes every effort to create an environment that is fair, humane and respectful for all students, faculty and staff. The University is unconditionally opposed to any activities sponsored by any organization, student athletic team or group of students that involves hazing of any member of the Southern Connecticut State University community. All fraternities and sororities, and their members, must abide by the SCSU Hazing Policy, the FIPG Policy on Hazing, and Connecticut State Hazing Law.

A. University Hazing Policy Statement

The University's Hazing Policy Statement shall apply to all organizations, groups, and individuals.

As a condition of recognition by the University, all organizations including fraternity and sororities, must agree that they and their members will not engage in any action or situation that produces mental or physical discomfort or endangers the safety of an individual for the purpose of initiation or admission into or affiliation with their organizations. In addition, they must agree that they and their members will not engage in any action or situation that causes an individual to suffer indignity, embarrassment, humiliation or ridicule at the hands of others.

Organizations that are accused of violating the Hazing Policy Statement may be suspended while allegations are investigated. Organizations found responsible for hazing will be sanctioned. Individuals who are found responsible for hazing will be

charged with violating University policy and will be referred to the University disciplinary process.

All organizations, groups, clubs, sports teams, fraternities and sororities must understand that hazing in any form is prohibited. Organizations or individual members of organizations violating this policy will be referred to the Office of Student Conduct and Civic Responsibility for disciplinary action. If found responsible, they shall be subject to suspension or expulsion from the University.

B. FIPG (Fraternal Information and Programming Group) Policy on Hazing

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

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

C. Connecticut Hazing Law

Sec. 53-23a. Hazing

a. For purposes of this section:

1. "Hazing" means any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. The term shall include, but not be limited to:

- A. Requiring indecent exposure of the body;
 - B. Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
 - C. Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
 - D. Any assault upon the person; or
 - E. Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning, or competition or curricular activity.
2. "Student organization" means a fraternity, sorority or any other organization organized or operating at an institution of higher education.
- b. No student organization or member of a student organization shall engage in hazing any member or person pledged to be a member of the organization. The implied or express consent of the victim shall not be a defense in any action brought under this section.
 - c. A student organization which violates subsection (b) of this section (1) shall be subject to a fine of not more than one thousand five hundred dollars and (2) shall forfeit for a period of not less than one year all of the rights and privileges of being an organization organized or operating at an institution of higher education.
 - d. A member of a student organization who violates subsection (b) of this section shall be subject to a fine of not more than one thousand dollars.
 - e. This section shall not in any manner limit or exclude prosecution or punishment for any crime or any civil remedy. (P.A. 88-328, S. 1-5.)

D. Examples of Hazing

The following are examples but not an inclusive list of hazing practices:

Requesting and/or requiring any member, regardless of status within the organization, to (or attempt to):

- perform calisthenics (i.e., pushups, sit-ups) and/or physical exercise
- wear conspicuous apparel
- engage in public stunts or jokes
- participate in degrading or humiliating games and/or activities
- wear or carry specific items (i.e., rocks, paddles, crates, bags, lunch boxes)

- throw things (i.e., water, paint, food) at any members
- paddling in any form
- forced consumption of food or liquids including alcoholic beverages or use of illegal substances
- request or compel attendance at unannounced events and outings
- order personal errands run by members
- participate in pranks or other actions intended to harass any organization member, another organization or any member of the Southern Connecticut State University community
- call any members degrading names that may cause embarrassment or ridicule
- restrict or disrupt the sleep of any member at any time
- prevent adequate time for studies during recruitment and initiation for new members
- conduct lengthy work sessions
- expect members to complete any directives from a member
- demean any member
- participate in or organize scavenger and treasure hunts
- cause physical or psychological harm to any members
- participate in any type of social probation including limiting contact with any individual, restricting travel or requiring a hiatus from social media.
- commit any violation of the Student Code of Conduct, federal, state or local law as they pertain to hazing.

Hazing also includes any activities not consistent with student organization procedures, fraternity/sorority rituals or policies, student athletic policies and/or Southern Connecticut State University policies.

The executive officers of organizations and new member educator are all responsible for educating the organization and new members about these policies on hazing.

XIII. Collection of Dues

As stated in the Student Organization Manual, "All activities involving the collection of money by clubs and organizations are defined as fundraising activities. These activities include, but are not limited to: bake sales, **collection of dues**, merchandise sales, concession stands, clothing, promotional items, or monies collected to offset the cost of travel."

For the full policy, please see the Student Organization Manual. All organizations that collect dues are expected to follow the fundraising policy and, in addition, are expected to follow the policies and procedures listed below:

1. Student organizations must submit a Money Collection Form through OwlConnect at the beginning of each semester.
2. Student organizations must submit their organization's dues policy/by-laws via email to the Greek Life Advisor by the end of the first week of each semester. Included in this email should be the following:
 - a. Declare the dues per member. Include any and all differences in membership fees (new member fees, reduced fees, etc.).
 - b. Declare the anticipated per member cost paid to the national office. (If applicable).
 - c. Declare all policies regarding the collection of dues, including, but not limited to:
 - when dues are collected, including due dates
 - penalties for late payments
3. Dues rosters must be submitted. They are typically included with the opening and secondary rosters due each semester.

All money collected through the dues collection process must be deposited in the organization's fundraising account (815), unless the organization has an approved independent account. Dues are only to be accepted by the following methods:

1. Through the Hoot Loot system. Students can deposit monies onto their Hoot Loot card and make payment in the Office of Student Involvement and Leadership Development.
2. Through Marketplace. If a Greek organization would like to set up a store to collect dues, contact the Greek Life Advisor in the Office of Student Involvement and Leadership Development.

XIV. Financial Accounts Independent of Southern Connecticut State University

Clubs, organizations, fraternities and/or sororities that are affiliated with a national organization are eligible to establish financial accounts independent of Southern

Connecticut State University (bank accounts, on-line accounts, etc.) with the following provisions:

1. In order to be eligible to establish a financial account independent of SCSU, an official document of the national organization, such as a national constitution or chartering agreement must specifically require the chapter to have an independent account that the national organization accepts responsibility for.
2. Southern Connecticut State University is not responsible for any purchases, contracts, verbal agreements or financial arrangements made through any financial account independent of Southern Connecticut State University.
3. Any club, organization, fraternity or sorority that utilizes financial accounts independent of Southern Connecticut State University will be required to follow the policies (with the exception of applicable financial policies) regarding on and off-campus events including, but not limited to, reserving on-campus space, which may include reservation costs, staffing costs, providing insurance and liability statements and additional expectations. In addition:
 - The Office of Student Involvement and Leadership Development reserves the right to charge an organization as an outside agency when there is financial gain to the organization and a cost to the University.
 - Off-Campus events must be registered with the Office of Student Involvement and Leadership Development through OwlConnect no later than thirty (30) days prior to the event.
4. Any club, organization, fraternity or sorority that utilizes financial accounts independent of Southern Connecticut State University will be required to adhere to Southern Connecticut State University, Student Government Association and Office of Student Involvement and Leadership Development policies.

XV. Statement on Unrecognized Organizations

Any fraternity or sorority, regardless of national affiliation, that is not a recognized organization at Southern Connecticut State University is considered "unrecognized." Unrecognized fraternities and sororities are not affiliated with Southern Connecticut State University, and do not enjoy the rights and privileges of recognized organizations. They do not receive support, advisement, or management from

Southern Connecticut State University. Recognized organizations are prohibited from co-hosting or co-sponsoring events either on or off campus with unrecognized fraternities and sororities.

XVI. Greek Awards and Honor's Societies

Order of Omega is a National Greek Life academic and leadership honor society. The purpose is to recognize excellence in academics and leadership of Greek members at SCSU. Applications for membership are reserved for Junior and Senior Greek Life members who have a cumulative GPA of 3.0 or higher. Invitations for membership will be extended to no more than 3% of the Greek community or 15 students; whichever is larger. Applications are typically made available in February and induction takes place in March.

Gamma Sigma Alpha is a National Academic Greek Life Honor Society committed to the academic success of Greek members. Membership is reserved for students who hold a 3.5 cumulative grade point average (GPA) or better at the start of their junior year, or a grade point average of 3.5 or better in any semester of their junior and senior year. Applications are typically made available in February and induction takes place in March.

XVII. Formals

When planning a formal, the following processes must be followed:

1. The event must be submitted into OwlConnect a minimum of sixty (60) days prior to the event.
2. A meeting between the event coordinator, the chapter president, the chapter advisor and the Greek Life Advisor must take place to discuss the event a minimum of sixty (60) days prior to the event.
3. All completed University travel paperwork must be submitted to the Office of Student Involvement and Leadership Development no later than thirty (30) days prior to the date of the event. This includes the following:
 - Travel Authorization
 - Alcohol Addendum

- Risk Management Statement (see appendix)
 - Financial Paperwork (payment request forms, honoraria requests, purchase orders, etc.)
 - Assumption of Risk Forms
4. No paperwork will be accepted until all necessary funds for the event are available in the organization's account.
 5. All paperwork must be submitted at once. The Office of Student Involvement and Leadership Development will not accept various event forms at different times.
 6. No exceptions will be made regarding the time frame for planning a formal.

General Expectations and Information for Formals

1. Executive board members will role model mature behavior and hold members accountable for inappropriate actions and decisions.
2. Alumni are permitted to attend, but must be listed on the guest list.
3. Members are responsible for their dates/guests.
4. No underage drinking will take place and the student organization will take all necessary measures to guarantee and ensure that underage drinking does not occur.
5. The location for events must be closed to the public. Only Southern Connecticut State University students and approved guests are permitted.
6. Participants violating University policies, state or federal laws will be subject to University conduct sanctioning and chapter sanctioning if applicable.
7. All National Headquarters' risk management procedures and University policies will be respected and adhered to.

Transportation for Formals

All participants in the formal must utilize the designated form of transportation to and from the event venue. An organization can choose to utilize one of two following transportation methods to get to and from a formal:

School Bus/Charter Bus

1. Transportation is provided for attendees to and from the event. In most cases, this would be a school or charter bus. Buses will pick students up and drop students off at designated event location.
2. The individual planning the event must arrive 15 minutes before the assigned meeting time and oversee the bus loading process.
3. Consumption of alcohol on the bus is strictly prohibited. Members who have been consuming alcohol prior to the event will not be allowed to attend the event.
4. Organizations are responsible for the cost of the bus.

Personal Transportation

Organizations who choose to utilize personal transportation (Safe Drivers) to and from the formal must complete the following:

1. Safe Drivers must be chosen at least 14 days before the event. These students will sign off on a Safe Driver Form (see appendix) to declare they will not be consuming any alcohol on the night of the event. There must be one (1) Safe Driver for every four (4) students attending the formal.
2. All completed Safe Driver forms must be turned in to the Office of Student Involvement and Leadership Development no later than 7 days before the event.

Alcohol

1. Those 21 and over who choose to consume alcohol during the event must present ID to the venue staff and be issued a wrist-band by the advisor and/or venue staff that is worn for the duration of the event.

2. Shots and open bar are strictly prohibited.
3. Individuals may only purchase one drink at a time.
4. The bar must close one hour prior to the event ending.
5. Executive board members, event advisors, as well as facility personnel, will monitor event.
6. Non-alcoholic beverages and food must be provided.
7. Members and guests who are determined to be a disturbance will be sent home via taxi/Uber/Lyft, and will be responsible for refunding the organization for any travel costs incurred, when applicable.

In Case of Emergency

1. If it is deemed that a student needs to be transported to the hospital, the student will be responsible for the cost of the ambulance and his or her own transportation back to campus. Emergency contacts will be contacted. Individual health and safety are of utmost importance in these situations.
2. Emergency contact information must be completed for all individuals attending the event.

XVIII. Advisors

Advisors are an extremely important asset to a chapter's success. Advisors provide guidance and support to the chapter and chapter officers in several areas of operation. It is important that advisors foster the development of the chapter as a whole as well as individual officers and members. The advisor provides continuity to the organization as the membership and officers change. An advisor should be familiar with the policies and regulations of the chapter, inter/national organization, SCSU, and relevant state and federal laws.

Types of Advisors

Faculty Advisor: The faculty advisor serves as the liaison between the University and organization. This person does not have to be a member of a Greek organization to serve in this role.

Chapter/Alumni/Graduate Advisor: This advisor is usually selected by the chapter or inter/national organization, and is typically affiliated with the Greek organization.

Responsibilities of a Faculty/Staff Advisor

1. Provide guidance and advice to the chapter
2. Meet with the chapter president at least once a month to discuss important chapter information
3. Be knowledgeable about University policies and procedures such as the Student Organization Manual, the SCSU Student Code of Conduct and Student Handbook
4. Sign all documents that require an advisor signature for the institution
5. Serve as an on-campus connector to relevant resources and services
6. Serve as the on-site advisor to organization events when necessary

Responsibilities of a Chapter/Alumni/Graduate Advisor

1. Provide guidance and advice to the chapter
2. Attend chapter/executive meetings when needed or as expected
3. Advise chapter officers
4. Meet regularly with the chapter president and other officers to discuss important chapter issues

XIX. Expansion

Southern Connecticut State University is committed to developing its existing Greek organizations. However, in certain instances and at the request of SCSU students, it may be advisable to expand, recognize, and welcome new chapters to our campus community.

Greek Expansion Committee (GEC)

The Greek Expansion Committee's purpose is to consider campus readiness for Greek community growth and make recommendations to the Greek Life Council as to which organizations will most benefit the Greek community and provide reasons why based on various factors.

Membership:

Greek Life Advisor, President and Vice President of the Greek Life Council, the Graduate Intern for Greek Life, the Director of Student Involvement and Leadership Development, a representative from the Student Government Association and a professional staff member from the Division of Student Affairs.

Duties:

The Committee meets to discuss and make recommendations regarding whether the University and Greek community can support expansion efforts. The Committee utilizes multiple factors in making this determination. The recommendation is given to the Associate Vice President of Student Affairs, who will make the final decision about whether expansion will occur. In the event that expansion will be pursued, the Committee will follow the procedure below to determine the specific organization(s) invited to campus.

Process:

A 2/3 vote of the committee members present will be required to make a decision. Voting may only occur when there is quorum, which is established as 50% plus one of the committee membership.

Meetings:

The Greek Expansion Committee meets 3 times throughout the academic year.

- Prior to or at the beginning of each academic year
- Fall Semester: After November 1st
- Spring Semester: After April 1st

Requests for Expansion

Requests for fraternity and sorority expansion for inter/national fraternities or sororities can occur in one of two ways:

1. Through the fraternity and sorority community, where it is decided that expansion is desired.

2. A group of Southern Connecticut State University students request to establish a chapter (new or previously recognized).

Recognition Process

Fraternalities and sororities may not operate on the SCSU campus without receiving formal recognition from the Office of Student Involvement & Leadership Development. Recognition is the formal process by which SCSU agrees that a fraternity or sorority may function on the campus as a recognized student organization by enrolling members and by identifying its chapter with the University. The University seeks to recognize and support those fraternities and sororities whose purpose and practices are consistent with those of the University. Through this support, the University acknowledges the value of fraternity and sorority life and the benefits of participation in a Greek organization. In instances where a chapter or its members operate in a manner found to be contrary to the mission of the University and its students, the University reserves the right to revoke or suspend recognition of the chapter or to expel the chapter from the University.

If a chapter requests University recognition upon completing a disciplinary suspension term, the chapter must develop a Chapter Improvement Plan (CIP) which outlines all corrective actions that the chapter has taken since the group was suspended. Additional requirements may apply depending on the terms of the suspension at the discretion of the Office of Student Involvement & Leadership Development and/or the Office of Student Conduct and Civic Responsibility.

Phases of Recognition

Phase I: Criteria

The following criteria will be used by SCSU and the Greek Expansion Committee (GEC) to determine the viability of a new organization.

- Number of students participating in recruitment in relation to the number who receive bids
- Number of chapters and colonies on campus
- Number of active and new members
- Average size of chapter memberships, as well as the median number of members in all chapters
- Chapters and colonies currently experiencing membership problems and an assessment of projected measures to assist them

- University's projection of enrollment trends
- The Office of Student Involvement and Leadership Development's ability to support additional organizations

If an interested group of SCSU students wishes to pursue a new Greek organization, the following criteria must be met prior to application for recognition to the Office of Student Involvement and Leadership Development and the Greek Expansion Committee (GEC).

1. A minimum of five (5) prospective eligible members is required to apply for recognition of a new chapter. Eligible member is defined as the following:
 - Full-time matriculated SCSU student who has completed a minimum of 12 college credits (Transfer students with at least 12 credits and a cumulative 2.5 GPA from another accredited institution will be considered eligible)
 - Minimum cumulative G.P.A. of 2.5
 - No current judicial record
 - Submission of Greek Life Records Release Form to verify student enrollment status, academic eligibility, and judicial standing for sorority or fraternity affiliation

*In the event that at the end of the intake process there are fewer than five (5) members, the organization may not be granted full recognition status.

2. A list of the prospective members must be submitted to the Greek Life Advisor, including the following information:
 - Name
 - Student ID
 - SCSU Email Address
 - Cell Phone Number
 - Academic Transcript (Unofficial is accepted)
3. Interest group must provide written evidence of national organizational support.
4. Interest group must provide written evidence of local/alumni support.

NOTE: Organizations interested in expanding to SCSU will be given permission to hold interest meetings by the Greek Life Advisor prior to submitting an official application. No more than two interest meetings will be granted per organization per semester.

Phase II: Request for Recognition

Upon identifying an organization that meets the previously stated criteria, interested students must meet with the Greek Life Advisor. After meeting with the students, the Greek Life Advisor will then contact the national headquarters of said organization and invite them to apply for recognition. In the event that the organization is willing to expand to SCSU, all of the required paperwork must be forwarded to the national headquarters for the organization with the assistance of/in conjunction with the Greek Life Advisor.

All organizations must agree to comply with all local, state, and federal laws as well as all University policies including, but not limited to, hazing, alcohol, drugs, discrimination, and harassment. The organization must also be willing to meet all expectations for Greek organizations as set forth by Southern Connecticut State University.

Phase III: Temporary Recognition

Requests for Temporary Recognition must be submitted to the Greek Expansion Committee after initial review and approval from the Greek Life Advisor. The committee will be chaired by the Greek Life Advisor and will be convened once each semester to review applications for new chapters/colonies. Organizations wishing to receive recognition, after the application is completed, may be invited to make a presentation to the committee. If the recommendation by the committee is to support formal recognition, the organization will then be invited to go before the Greek Life Council to request formal recognition by the Greek community.

Deadlines for Completed Applications

Incomplete and/or late applications will not be accepted or reviewed.

- Fall semester – November 1
- Spring semester – April 1

Required Information

The following is an outline of information that must be submitted and/or included in a presentation to the GEC after initial review and approval by the Greek Life Advisor.

- Organization Overview: To be completed in conjunction with the national organization.
 - Information about the organization including, but not limited to:
 - National history and organizational development
 - Goals and purpose

- Standards, constitution, and bylaws
 - National and local criteria for membership/recruitment/intake/education
 - National and local financial responsibilities
 - Current list of national/regional/local officers (as applicable) containing full name, address, phone number, email address and title within organization
 - National programs and philanthropic activities/community service and the expectation by national headquarters of each chapter and/or individual member
 - Membership/intake guidelines/education program and philosophy of process
 - Copy of current liability insurance
 - Policy/statement on hazing
 - Policy/statement of discrimination/sexual harassment/academic expectations, etc.
 - Any additional pertinent information that will aid the GEC when making their decision on recognition
- Letter of support from local alumni advisor with contact information for that person (full name, address, phone number, email)
 - Statement explaining how the organization will contribute to the University's mission as well as plans and goals for the following areas:
 - Growth as an organization
 - Scholarship
 - Leadership
 - Community Service
 - Brotherhood/Sisterhood
 - Updated list of interest group members (with student ID number, local and permanent address, phone number and email address) who meet the criteria established for a new chapter or colony as previously stated. Each candidate must sign the Greek Life Records Release Form so that the Office of Student Involvement & Leadership Development can verify student status, academic eligibility, and judicial standing for fraternity/sorority affiliation. If a student does not agree to sign the document, they may not be considered for prospective new membership.

- A completed Advisor Agreement Form from a faculty or professional staff member at SCSU who has agreed to serve as the organizations on-campus advisor.
- Other materials determined as necessary by the Greek Life Advisor after recommending possible advancement to a Provisional Charter.

NOTE: Organizations that fail to meet their goals or that receive a poor evaluation may have their temporary recognition revoked.

Completed proposals will be accepted by the Greek Life Advisor and forwarded to the GEC, which will make a recommendation to the Greek Life Council. If approved by the GEC, the Greek Life Council will be notified in writing and certain non-sensitive information may be forwarded upon request for peer review. The Greek Life Council will then make decisions on all approved applications and vote to grant or deny the application for temporary recognition. The period for temporary recognition may not exceed one academic year.

NOTE: If denied by the Greek Life Council, a group may re-apply for recognition the following semester by submitting an updated application.

Privileges of Temporary Recognition

If granted Temporary Recognition by the Greek Life Council and the Greek Life Advisor, this recognition entitles the organization to the following rights & privileges:

- Assistance from the Greek Life Advisor on all organizational matters
- Ability to wear letters – if allowed by the respective national organization
- Ability to attend Greek Life Council meetings and attend GLC sponsored events
- Ability to reserve University facilities on campus
- Ability to post approved advertisements and notices on designated posting areas
- Ability to sponsor and co-sponsor events with other groups and participate in campus-sponsored activities as an organization.

Responsibilities of Temporary Recognition

During the Temporary Recognition period, member(s) are expected to take the time to familiarize themselves with all the University rules and guidelines governing student groups and organizations. Organizations/members are expected to be familiar with them and to abide by them. During this period, it is also expected that the organization will do the following:

- Hold a minimum of three (3) programs on campus per semester: one (1) Academic, one (1) Social, and one (1) Community Service.
- Abide by Greek Life Council regulations and meet their requirements for good standing
- Maintain constant communication with the Greek Life Advisor and on-campus advisor
- Complete a self-evaluation of progress each semester of the temporary recognition, which is to be submitted to the Greek Life Advisor the week before finals.

At the end of one semester of Temporary Recognition, the organization will undergo an evaluation by the Greek Life Advisor for the purpose of evaluating the organization's progress and recommending possible advancement to a Provisional Charter. Organizations that fail to meet their goals or receive a poor evaluation may have their Temporary Recognition revoked.

Phase IV: Provisional Recognition

The following steps are required to apply for Provisional Recognition:

- Semester evaluation completed by the organization, a campus or faculty advisor, and the Greek Life Advisor. This evaluation should include a description of the activities of the group, its academic leadership and service record, as well as a summary of the strengths and weaknesses of the organization.
- A letter of support from the President of the Greek Life Council.
- Updates of any documents/information that were submitted for Temporary Recognition.
- Goals for the upcoming semester.

Privileges of Provisional Recognition

- All of the rights of Temporary Recognition.

- Eligibility to receive any awards and honors presented to student organizations and their members.
- Listing in all University literature (where applicable) concerning Greek organizations.
- Ability to conduct membership/new member intake after a successful year of Temporary Recognition and with approval from the Greek Life Advisor only upon completion of the following to the Office of Student Involvement & Leadership Development:
 - Letter from the organization stating their intent to conduct intake.
 - Letter from the national organization, which authorizes the chapter (or members) to conduct its new member education process.
 - Outline of the organization's New Member Education Process - consistent with all applicable rules and regulations of Connecticut State law and Southern Connecticut State University, and which details the dates and activities for the process, and the list of any and all persons with contact information to be involved with the process.
 - Completion of the Hazing Workshop.
 - Current constitution and bylaws of the local chapter.
 - A listing of candidates being pursued by the organization with the Greek Life Records Release Form signed by each candidate authorizing the Office of Student Involvement & Leadership Development to verify student enrollment status, academic eligibility, and judicial standing for sorority or fraternity affiliation.

Responsibilities of Provisional Recognition

- Same as Temporary Recognition.

Phase V: Full Recognition

After the completion of a two-year provisional charter period, a group may apply to the Greek Life Council for a full-recognition charter as a University fraternity or sorority. Materials to be submitted include those required for provisional status, as well as two annual reports and an evaluation by the Greek Life Advisor. These materials will be forwarded to the Greek Life Council. It should be noted that lack of compliance with the University rules and regulations may result in the rescission of temporary, provisional or full recognition status.

Privileges of Full Recognition

- All the rights of Provisional Recognition.
- Full participation in all activities associated with Greek life and privileges afforded to all other Greek organizations.
- Voting privileges in the Greek Life Council.
- Participation in new member recruitment and new member education as articulated and monitored by the University.

Responsibilities of Full Recognition

See "General Requirements of Fraternities and Sororities" on page 5.

XX. Maintenance/Change of Recognition Status

Procedures for Maintenance of Recognition

To maintain recognition, each chapter must meet all criteria listed in "General Requirements of Fraternities and Sororities" on page 5 of this manual. In addition, the Greek Life Advisor will conduct an annual review during the summer of each year to include compliance with University goals and standards, issues of collective responsibility, successful completion of required programming and adherence to all University regulations and expectations. A fraternity or sorority is assumed to be in good standing as long as the organization meets the expectations articulated in this manual.

Sanctions

Failure to meet the criteria for recognition may result in the imposition of any of the following sanctions:

- **Full Recognition with Administrative Warning**

The warning will indicate required corrective action and/or educational sanctions and a schedule for completion. If the required action is not taken, or if the schedule is not followed, the Greek Life Advisor will invoke Probationary Recognition or modify and extend the Administrative Warning.

- **Probationary Recognition**

Chapter probation is for a determined period of time and may or may not involve suspension of specific privileges and the imposition of a schedule of corrective action and/or educational sanctions. In the event that further infractions occur or if the

schedule of required action is not met, the Greek Life Advisor may invoke Suspension or Withdrawal of Recognition.

- **Suspension of Recognition**

Suspension is for a set period of time during which all chapter activities are suspended and chapter privileges are revoked.

- **Withdrawal of Recognition**

- Upon withdrawal of recognition, all chapter operations must cease immediately. All campus privileges and University permission for the chapter to function are revoked. Upon withdrawal of recognition, the chapter shall be ineligible to re-apply for recognition for five years unless the Greek Life Advisor waives and/or amends this term.
- Current individual members registered at the University could face campus disciplinary action for failure to comply in accordance with any suspension or withdrawal of recognition.
- Should recognition be restored after Suspension or Withdrawal of Recognition, the chapter will initially be granted Probationary Recognition for one year.

Appeals

Greek Organizations may appeal the decision rendered by the Greek Life Advisor to the Director of Student Involvement & Leadership Development or his/her designee. An appeal must be typed and submitted within ten (10) business days from the date the sanction was received and may be based on lack of correlation between the action and the facts of the matter, failure of the University to observe the *Procedures for Changes in Recognition Status* or new evidence.

XXI. Inactivity Statement

An inactive chapter is defined as any fraternity or sorority that has previously met recognition requirements set forth by the University and the Greek Life Council and has since experienced a period of inactivity due to low or no undergraduate membership. The guidelines for the continuation of an inactive chapter shall be dictated by the duration of the inactivity.

1. *No More Than Four (4) Consecutive Semesters of Inactivity*

Any chapter that has been inactive for a period of no more than four (4) consecutive semesters shall be eligible to maintain a presence on campus and must notify the

Greek Life Advisor of its intent to return to campus no later than the start of the third week of the fifth consecutive semester of inactivity. The chapter's alumni and/or inter/national headquarters representatives will be required to first work closely with the Greek Life Advisor to develop a strategic plan for membership growth and sustainability for the chapter. Plan requirements will be determined on an individual basis in order to best address the chapter's specific past challenges that led to the decline in membership, as well as meet additional chapter needs. Additionally, the Greek Life Advisor reserves the right to determine how the alumni and/or headquarters representatives interact with students.

Once a chapter has developed a strategic plan for membership growth and sustainability and the plan has been reviewed and approved by the Greek Life Advisor, the alumni and/or headquarters representatives may operate in a limited capacity on campus in order to execute the strategic plan. The group will be eligible to organize or sponsor events not social in nature and programming efforts should focus on informational sessions, interest meetings, community service and philanthropic projects, and scholarship events. Additionally, the group is encouraged to participate in programs and activities sponsored by the Greek Life Council where the GLC deems appropriate. This could include, but is not limited, to GLC general body meetings, council-wide informational sessions, and yard shows.

At a minimum, it would be expected that the group meet all standards and policies set forth by Southern Connecticut State University, the Office of Student Involvement and Leadership Development, and the GLC, as well as attract a sizeable number of student interests and conduct membership intake within one year. Additionally, an inactive chapter may petition the Office of Student Involvement and Leadership Development to conduct summer intake, and while consideration may be given, approval is not guaranteed. The option of summer intake is reserved only to those chapters who have exhausted all other opportunities and is considered a final means to regrow the undergraduate presence of the chapter on campus. Summer intake must be approved by the Office of Student Involvement and Leadership Development, the national organization and the graduate advisor(s). Should there be a significant lack of progress and should no membership intake/orientation occur within one year, the Office of Student Involvement and Leadership Development reserves the right to halt the group's efforts and revisit the opportunity at a later date.

2. *More Than Four (4) Consecutive Semesters of Inactivity*

Any chapter that petitions to return to campus after the start of the third week of the fifth consecutive semester of inactivity shall be eligible to do so when the Greek Expansion Committee determines expansion of the Greek Life community is appropriate. The organization's return to campus will be treated as a re-chartering or expansion project and the organization must meet all requirements set forth by the Greek Life Expansion Policy in order to regain recognition.

XXII. Appendix

Attachment 1: Greek Life Records Release Form

Attachment 2: Chapter Roster Form

Attachment 3: Intent to Conduct Recruitment Form

Attachment 4: Safe Driver Form

Adapted from:
University of New Haven
Rutgers University
C.W Post Campus, Long Island University
Lehigh University
10/9/2018

Greek Life Records Release Form
Office of Student Involvement and Leadership Development

As a member of a Greek Life Organization, I understand that in order to be in good standing with Greek Life at Southern Connecticut State University I must maintain a 2.5 Grade Point Average and have no current judicial records or financial holds.

By signing this release, I agree to allow the Office of Student Involvement and Leadership Development to view my academic and judicial records, as well as any holds on my student account.

This information can/will be shared with the organization advisor and the organization President when determining if a member is eligible for recruitment or if they are eligible to remain in good standing with the organization.

Organization

Print Name

Sign Name

Date

Intent to Conduct Recruitment

Office of Student Involvement and Leadership Development

This form must be completed and submitted a minimum of fourteen (14) days prior to the start of the recruitment/intake process.

Name of Organization: _____

Semester: _____

Recruitment/Intake Start Date: _____

Recruitment/Intake End Date: _____

Chapter President: _____

Recruitment/Intake Coordinator(s): _____

New Member Educator(s): _____

By signing this document, I agree to comply by the recruitment/intake policies and procedures set forth in the Greek Life Manual.

Chapter President Signature: _____

Greek Life Advisor Signature: _____

Safe Driver Form

Office of Student Involvement and Leadership Development

This form must be completed and submitted a minimum of 7 days prior to the event.

Event Information

Sponsoring Organization: _____

Event Date: _____

Event Location: _____

Safe Driver Information

Safe Driver Name: _____

Safe Driver Student ID Number: _____

Safe Driver Phone Number: _____

Vehicle Passenger List

Passenger 1: _____

Passenger 2: _____

Passenger 3: _____

Passenger 4: _____

By signing this document, I agree to be a Safe Driver for the above listed event. I will not consume alcohol nor use illegal substances on the day of the event or during the event.

Safe Driver Signature: _____

Date: _____

Organization Advisor Signature: _____

Date: _____