



UNC GREENSBORO

Division of Student Affairs
Fraternity & Sorority Life

UNCG

Fraternity & Sorority Life Handbook

Updated Winter 2019

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FSL Mission Statement

The Fraternity and Sorority Life community has established and developed a set of fundamental ideals within each of our members. We encourage success by holding ourselves and our peers accountable to embodying our five pillars of *scholarship, leadership, unity, service, and legacy*.

The Five Pillars of Excellence

Scholarship

Our community values success in the classroom because we are committed to life-long learning and increasing the value of higher education. As we keep our sights set on the goals of our organizational and institutional founders, we honor scholastic achievement first and foremost.

Leadership

Through focusing on leadership development we better the UNCG and greater Greensboro communities. We commit ourselves to providing the resources necessary for members to enhance skills and abilities that will aid us in our future endeavors.

Unity

Respect for individuality and diversity serves as our foundation for creating a large, unified Fraternity and Sorority Life CommUNITY.

Service

We acknowledge the importance of giving back to our community; therefore, we strive to strengthen the quality of life for those in need through our constant focus on philanthropy and civic engagement.

Service is the UNCG motto. Our Fraternity and Sorority Life community performed over 10,000 hours of community service and raised \$50,000 in philanthropic efforts during the 2017-2018 Academic Year.

Legacy

The rituals and traditions that we share with our brothers and sisters all over the world helps us better understand the importance of leaving a positive impression on our organization and our university. We are committed to maintaining the relationships created here as we move on to become engaged, successful alumni.

Advisor Information

Purpose

The University of North Carolina at Greensboro (hereinafter "University") recognizes and supports the experiences and research showing student participation in registered student groups contributes in significant ways to semester and year-to-year retention, long-term postsecondary education persistence, and satisfaction with the collegiate experience. Registered student organizations are most successful when advised professionally by involved faculty and staff employees who can support students, assist in the resolution of challenges, and celebrate the successes of the group and the individual students.

This policy formalizes the support from the University for all employed faculty and staff who act as advisors for registered student groups, including the coverage of advising responsibilities as part of the employee's regular work for the University.

Registered student groups are organizations which have applied for university recognition through Campus Activities and Programs, have met all requirements and conditions, and have completed all mandatory training events or activities.

Scope

This policy applies to all faculty and staff employed at the University who are asked to advise a registered student group, including EHRA, SHRA, SHRA Exempt, and EHRA Faculty. Any person not employed in a full-time status by the University (including graduate assistants, teaching assistants, undergraduate students, or volunteers) is not covered by this policy. Additionally, on-campus advisors must be employed as a full-time employee of the University.

Policy

Support for Advising of Registered Student Groups

The University supports participation of students in registered student groups as a means to enhance the learning experience, develop skills and abilities, and enhance retention and persistence of students. It is in the best interest of the University to have professional advising for registered student organizations, conducted by full-time employees who have the appropriate training and support from the University.

Advisor Requirements

For an employee to be covered by this policy as an advisor for a recognized student group, each advisor must meet all annual requirements established by the Vice Chancellor for Student Affairs (or designee) for approval and training.

Approval: Each covered employee must obtain written support from their supervisor, department head, or immediate manager each academic year. Covered employees should retain documentation, in the form of a letter or e-mail, indicating support from the supervisor.

Training: Training will typically include online and in-person activities each year. Training will focus on the legal, ethical, and developmental expectations and requirements for advising a registered student group.

Compensation

Employees are not eligible for additional compensation or benefits for acting as an advisor for a recognized student group. Employees may discuss and negotiate individual accommodations with their supervisor. The supervisor has final determination for all accommodations. Employees not fully exempt under FLSA regulations must arrange with their supervisor, in advance, approved work schedule and schedule adjustments based on advising of recognized student group. Supervisors have final determination in all hours worked. Campus Activities and Programs, the Office of the Vice Chancellor for Student Affairs, and similar offices will not be involved.

Liability Coverage

All employees who are asked to be an advisor must obtain written support from their supervisor/department head and complete required training. The employee will be considered as having advising of the recognized student groups included as part of their employment at the University. This inclusion will support employees acting professionally in the scope of their job duties.

- a. Including advising as part of employment will enable the employee to be covered by the North Carolina State Tort Claims Act and Defense of State Employees Act. Both Acts may provide coverage for employees who are acting within the scope of their job responsibilities.
- b. Insurance Coverage: Similar to the preceding point, employees who have individual personal liability (umbrella coverage), professional liability (generally through associations or professional organizations), or malpractice insurance (which can, in some cases, cover all parts of employment) may have coverage, enhanced coverage, or full coverage from those insurances if advising becomes part of the employee's

employment at UNCG. Individual employees should consult the appropriate vendor or agent for the respective insurance or policies.

The inclusion of advising in the job duties is not a contract or guarantee of coverage. Employees who are intentionally or grossly negligent, act criminally or fraudulently, or fail to meet the requirements of the Defense of State Employees Act may not be covered against personal liability by the University or the State of North Carolina.

Enforcement

This policy is specific to registered student groups. It does not apply to employees who advised un-registered groups.

Any violation of this policy by a University employee may be considered "misconduct" under EHRA policies (faculty and EHRA non-faculty) or "unacceptable personal conduct" under SHRA policies as applicable to the employee, including any appeal rights stated therein. Violations of law may also be referred for criminal or civil prosecution.

Concerns about individual situations, registered student groups, or similar concerns should be directed to the Office of the Vice Chancellor for Student Affairs, 140 Mossman Administration Building, 336.334.5099

Review

This policy shall be reviewed by the Office of the Vice Chancellor for Student Affairs every five years, or more frequently as changes in advising practices, legal coverage, or related issues occur.

Contact

This University policy is administered by the Office of the Vice Chancellor for Student Affairs, with support from The Office of General Counsel.

Students & Administrators Equality Act

The Students & Administrators Equality (SAE) Act is intended to ensure that students enrolled in an institution of higher education have specific rights protected in the event they are accused of a violation of the student code of conduct. To review the full policy, please see below:

FINAL RATIFIED VERSION
General Assembly Of North Carolina Session 2013

EQUAL TREATMENT FOR FRATERNITIES AND SORORITIES BY LOCAL GOVERNMENT

SECTION 6.(a) G.S. 153A-340 is amended by adding a new subsection to read:

"(k) A zoning or unified development ordinance may not differentiate in terms of the regulations applicable to fraternities or sororities between those fraternities or sororities that are approved or recognized by a college or university and those that are not."

SECTION 6.(b) G.S. 160A-381 is amended by adding a new subsection to read:

"(g) A zoning or unified development ordinance may not differentiate in terms of the regulations applicable to fraternities or sororities between those fraternities or sororities that are approved or recognized by a college or university and those that are not."

SECTION 6.(c) Part 3 of Article 1 of Chapter 116 of the General Statutes is amended by adding a new section to read:

"§ 116-40.11. Disciplinary proceedings; right to counsel for students and organizations.

- (a) Any student enrolled at a constituent institution who is accused of a violation of the disciplinary or conduct rules of the constituent institution shall have the right to be represented, at the student's expense, by a licensed attorney or non attorney advocate who may fully participate during any disciplinary procedure or other procedure adopted and used by the constituent institution regarding the alleged violation. However, a student shall not have the right to be represented by a licensed attorney or non attorney advocate in either of the following circumstances:
 - (1) If the constituent institution has implemented a "Student Honor Court" which is fully staffed by students to address such violations.
 - (2) For any allegation of "academic dishonesty" as defined by the constituent institution.
- (b) Any student organization officially recognized by a constituent institution that is accused of a violation of the disciplinary or conduct rules of the constituent institution shall have the right to be represented, at the organization's expense, by a licensed attorney or non attorney advocate who may fully participate during any disciplinary procedure or other procedure adopted and used by the constituent institution regarding the alleged violation. However, a student organization shall not have the right to be represented by a licensed attorney or non attorney advocate if the

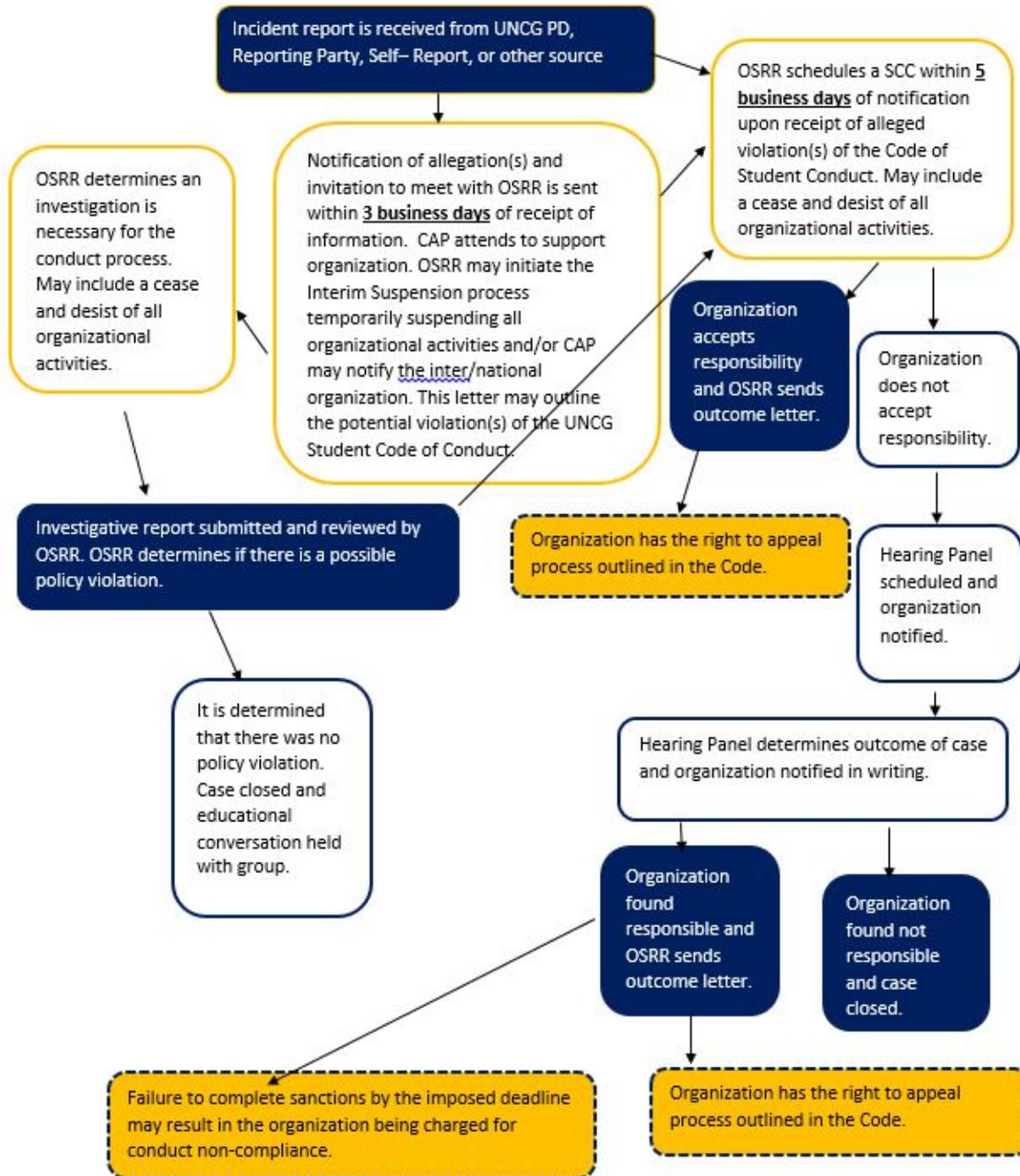
constituent institution has implemented a "Student Honor Court" which is fully staffed by students to address such violations.

- (c) Nothing in this section shall be construed to create a right to be represented at a disciplinary proceeding at public expense."

SECTION 6.(d) Each constituent institution shall track the number and type of disciplinary proceedings impacted by this section, as well as the number of cases in which a student or student organization is represented by an attorney or non attorney advocate. The constituent institutions shall report their findings to the Board of Governors of The University of North Carolina, and the Board of Governors shall submit a combined report to the Joint Legislative Education Oversight Committee and the House and Senate Education Appropriations Subcommittees by May 1, 2014.

SECTION 6.(e) Subsection (c) of this section is effective when it becomes law and applies to all allegations of violations beginning on or after that date.

Student Organization Conduct Process



Risk Management

As fraternity and sorority members, you are expected by your chapter, advisory team, and national office to act responsibly and conscientiously. The best way to deal with risk within a group is to be active and informed about the group's activities. Take the responsibility to ask questions and discuss the decisions of the group, as well as expressing disagreement with the group when you see an issue. Your national office will have risk management guidelines and require that each chapter provides a \$1,000,000 liability insurance policy. This insurance policy however does not cover all risk to the organization and may have specific language in it that will not provide coverage in the event of a risk event occurring.

How to Reduce Risk

- Stay vigilant and aware of the group's actions, even if you're not attending meetings or events.
- Stay aware of university policies and attend related trainings and workshops offered to student groups.
- Speak up if your group or another group is doing something or planning to do something you deem inappropriate, wrong, or illegal.
- Suggest less risky alternative activities.
- Provide proper instruction, preparation and training, in accordance with safety regulations for all activities.
- Act only within your assigned role (don't sign contracts, approve activities or speak on behalf of the university).
- Request clarification and assistance from CAP staff when you have questions or concerns. Communication from advisors with CAP staff is always welcome and consultations are encouraged by appointment.

Events with Alcohol

Some national organizations are permitted to host events with alcohol. However, these events should be strictly monitored and policies have been created by those national organizations to ensure that risk has been minimized. The Fraternal Information and Programming Group (FIPG) is a division of the Fraternal Executives Association (FEA) that creates best practice information for host-liability. The following information provided can help organizations that are hosting an event with alcohol but it will not limit all risk from the event.

The Risk Management Guidelines of FIPG include the following provisions and recommendations. These are intended to apply to all levels of membership in an organization. These are recommendations only as FIPG does not exist as a stand-alone association with membership and a board of directors.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with a fraternity, should be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and should comply with either the BYOB or Third Party Vendor Guidelines. BYOB is defined as one (1) six-pack of 12-ounce beers or one (1) four pack of wine coolers brought by a member or guest who is legally able to consume alcohol.
2. No alcoholic beverages should be purchased through or with chapter funds nor should the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or cases, is discouraged.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are not recommended. Any event with alcohol present that can or will be associated with an entity of a fraternity should require a guest list prepared 24 (twenty-four) hours in advance of the event. It is recommended that a list of those who attend be maintained for several years.
4. No members, collectively or individually, should purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. It is recommended that the possession, sale or use of any ILLEGAL DRUGS OR CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity be prohibited.
6. No chapter should co-sponsor an event with a alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present could be conducted or co-sponsored with a charitable organization if the event is held within the provisions of the organization and college or university policy.
7. No chapters hold co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter should be non-alcoholic. No recruitment or rush activities associated with any chapter should be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No organization or member or pledge, associate/new member or novice should permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age,

“beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

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

[Click this link and you can access the UNCG Student Alcohol Policies and Procedures](#)

UNCG Statement on Hazing

(Available online at <http://deanofstudents.uncg.edu/policy/>)

This policy was accurate as of the date printed. For the most current revisions to this policy refer to the Web site referenced above.

Hazing is defined as:

Any action taken or situation created, intentionally or unintentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule is considered hazing, regardless of the willingness of the participant. 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, road trips or any other such activities conducted on or off campus; 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, the five University values (honesty, trust, fairness, respect, and responsibility), or the regulations and policies of the University or applicable state law.

Definition adopted from the FIPG Risk Management Manual (2003).

Prohibited actions, situations, and activities include, but are not limited to the following:

1. Any brutality of a physical nature, such a paddling, beating, branding, or calisthenics;
2. Excessive exposure to the elements;
3. Consumption of any food, alcohol, drug, or other substance that puts health at risk;
4. Theft of any property;
5. Any activity or situation which would subject an individual to extreme mental or physical stress, such as permitting less than six (6) hours of continuous, uninterrupted sleep per night, or forced or required extended exclusion from social contact;
6. Conduct which could result in extreme embarrassment, such as nudity at any time;
7. Running personal errands for others, such as driving them to class, cleaning their individual rooms, washing their cars, etc.;
8. "Road trips" (dropping someone off to find his or her own way back), scavenger hunts for items not related to the purpose or mission of the organization, or kidnaps;
9. "Line-ups," including but not limited to any activity where individuals are forced to answer questions or to endure any personal indignity;
10. Forcing, requiring, or encouraging the violation of any University policy, or Federal, State, or local law.

FSL Calendar 2018-19

All information subject to change

College Panhellenic Council

Interfraternity Council

Multicultural Greek council

National Pan-Hellenic Council

Fraternity & Sorority Association

All Councils

General Information

JANUARY 2019

Monday, January 14: First Day of Classes

Tuesday, January 15: Presidents Council from 5:00-7:00 pm in EUC Azalea

Wednesday, January 16: Coffee with CAP

Sunday, January 20: Chapter Rosters Due on Spartan Connect

Sunday, January 20: Academic Recovery Plans Due for Members Below Minimum GPA

Monday, January 21: MLK Day

Wednesday, January 23: Panhellenic Formal Recruitment

Thursday, January 24: Panhellenic Formal Recruitment

Friday, January 25: Panhellenic Formal Recruitment

Saturday, January 26: Panhellenic Formal Recruitment

Sunday, January 27: Panhellenic Bid Day

Monday, January 28: IFC Formal Recruitment

Tuesday, January 29: IFC Formal Recruitment

Wednesday, January 30: IFC Formal Recruitment

Wednesday, January 30: Total Reset Deadline

Thursday, January 31: IFC Formal Recruitment

FEBRUARY 2019

Friday, February 1: IFC Formal Recruitment

Saturday, February 2: IFC Bid Day

Wednesday, February 6: FSL Leadership Series Workshop

Thursday, February 7: Chapter Risk Management Training (Rescheduled from Fall)

Saturday February 16: New Member Academy

Tuesday, February 19: Presidents Council from 5:00-7:00 pm in EUC Conference Room B

Wednesday, February 20: Anti-Hazing Presentation from Parents United to Stop Hazing (PUSH)

Thursday, February 21 - Sunday, February 24: Councils out at conferences

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MARCH 2019

Monday, March 4 – Friday, March 8: Spring Break

Friday, March 8: Chapter Rosters Due on Spartan Connect

Wednesday, March 13: FSL Leadership Series Workshop

Tuesday, March 19: Presidents Council from 5:00-7:00 pm in EUC Azalea

Wednesday, March 20: Coffee with CAP

Wednesday, March 27: FSL Leadership Series Workshop

Sunday March 31: NPHC Week

APRIL 2019

Monday, April 1: NPHC Week

Tuesday, April 2: NPHC Week

Wednesday, April 3: NPHC Week

Thursday, April 4: NPHC Week

Friday, April 5: NPHC Week

Saturday, April 6: NPHC Week

Wednesday, April 10: FSL Leadership Series Workshop

Tuesday, April 16: Presidents Council from 5:00-7:00 pm, location TBD

Monday, April 22: Chapter Semester Data Due

Wednesday, April 24: FSL Leadership Series Workshop

Friday, April 26: Chapter Rosters Due on Spartan Connect

MAY 2019

Wednesday, May 1: Last Day for Programming

Friday, May 10: Spring Commencement

Dates are subject to change. This calendar is not intended to be considered the comprehensive list of all community-wide, council, and chapter obligations.

Spartan Connect Best Practices

How to Create Events Requests in Spartan Connect

1. Visit <http://spartanconnect.uncg.edu>
2. Log in with your iSpartan username and password
3. Find your organization by searching or clicking on the “Organization” tab on the top of the page.
4. Click on your organization’s name and then click on “Manage Organization”.
5. On the top left side of the screen, you will see three small vertical lines. Click on those then the “Events” tab on the left.
6. Click on “Create Event” on the top right.
7. Fill in all required information and include as many details as possible about the event you are creating.
8. Continue through the form until you have the option to submit the request.
9. Event requests must be submitted 30 days prior to the start of your event. The last day for student group events is the last day of classes for the semester.
10. Once the request is submitted, it will be reviewed by the office in which the reservation was made, the CAP event consultant, the UNCG Police Department, and any other entities involved in the event. While the 30 day deadline is a minimum requirement, it is strongly encouraged that you submit events as soon as you have a date and space confirmed.

Expansion Procedure

At UNC Greensboro, Fraternity & Sorority Life operates as registered student organizations, sponsored by Campus Activities and Programs. UNC Greensboro is responsible for the fraternity and sorority life system, including the use of a managed growth philosophy. Campus Activities and Programs considers the following strategic points as a guide to expansion:

- The fraternal experience must be one which benefits individual students, organizations and groups, and the University community.
- Expansion of the fraternal community should benefit the student population and increase overall numbers of students who benefit from a fraternal experience.
- The University should look to support current organizations and their members before bringing on additional organizations

College Panhellenic Council: The National Panhellenic Conference has a set of “Unanimous Agreements” used to invite a new sorority, known as extension. Upon considering extension, the College Panhellenic Council convenes a committee that examines the community, utilizing data from chapters and recent recruitments, to ultimately determine, by chapter vote, if it is appropriate for the community to open for extension. If the decision is made to extend, UNCG will invite the 22 Panhellenic sororities not presently on campus via the National Panhellenic Conference bulletin. Sororities may apply, and the committee will determine which organizations to invite to campus to make a presentation for selection to join the campus community. Decisions regarding the registration and recognition of student organizations remain with the University; the prospective organizations must be approved by Campus Activities and Programs.

InterFraternity Council: The Office of Campus Activities & Programs, in conjunction with the IFC Executive Board, determines if conditions are ideal for expanding the IFC fraternity community. Upon deciding such, UNCG will invite North American Interfraternity Council fraternities to apply, and after reviewing applications, a committee will determine which organizations to invite to campus to make a presentation for ultimate selection to join our campus community. Decisions regarding the registration and recognition of student organizations remain with the University; the prospective organizations must be approved by Campus Activities and Programs.

Multicultural Greek Council: Because of the culturally-based nature of these groups, the catalyst for examining expansion must come from the student body. Interest may be expressed by a group of students with interest either in a specific fraternity or sorority or a fraternal organization related to their culture. Campus Activities & Programs, in conjunction with MGC’s member organizations, will determine if conditions are ideal for expanding the council. If accepted, a fraternity or sorority may seek recognition as an interest group. Decisions regarding the registration and recognition of student organizations remain with the University; the prospective organizations must be approved by Campus Activities and Programs.

National Pan-Hellenic Council: Currently, Iota Phi Theta Fraternity, Inc. is the only one of nine NPHC organizations that does not currently have a relationship with UNCG. Adding them to campus would need to be the result of a student-driven desire for their presence. Decisions regarding the registration and recognition of student organizations remain with the University; the prospective organizations must be approved by Campus Activities and Programs.

The requirements remain for all councils that member organizations be national organizations affiliated with a national governing council. For CPC, IFC, and NPHC, the pool of potential targets for expansion is coterminous with their respective national councils. Potential MGC candidates are likely to come from the National Association of Latino Fraternal Organizations, National American Greek Council, National APIA Panhellenic Association, National Multicultural Greek Council, and the United Council of Christian Fraternities and Sororities.

I. Establishment Phase

A. Requests Generated by Students

Students that are seeking to form their own fraternity or sorority chapter are encouraged to contact the national office for which they prefer. Students are required to contact either the Associate Director or Assistant Director for Fraternity and Sorority Life during this process. Our staff will support students throughout this process. The initial phase of making contact does not require a specific number of students involved in the process but once the interested group of students begins to petition as a recognized student association, there is a requirement of five enrolled students. The pace of the expansion process is driven by the number of interested students, so it is essential to have as many as possible.

Extension of a National Panhellenic Conference chapter is a different process. This process is initiated by the College Panhellenic Council utilizing a National Panhellenic Conference assessment researching the viability of a new chapter. With guidance from campus professionals, students (not advisors or national organizations) discuss, debate, and ultimately vote.

B. Requests Generated by Alumni

Alumni of either UNCG or another university should reach out to their inter/national office regarding the foundation of a chapter at UNCG. It is essential to have alumni involved with the process of founding and supporting fraternity and sorority chapters so it is encouraged to contact the Office of Campus Activities and Programs. The Office of Campus Activities and Programs will consult with the inter/national office to determine whether it is an optimal time for the national organization to found a new chapter at UNCG.

C. Requests Made by Inter/national Offices

Inter/national organizations seeking expansion at UNCG are encouraged to contact the Associate Director for Fraternity and Sorority Life. This communication can be in the form of a phone call, email, or letter. Once this communication occurs, the Associate Director or their designee will apprise

the organization of the status of expansion at that time, and if appropriate, begin the process of making contact with campus stakeholders regarding the interest. The formal request to expand will be conducted with an expansion petition and packet that will be submitted to the Office of Campus Activities and Programs for review. An informal and exploratory campus visit should occur prior to this submission where the organization's staff can gain a better perspective of the fraternity and sorority life community. The inter/national office should contact the Associate Director for Fraternity and Sorority Life to schedule and coordinate the visit.

II. University Expansion Committee

A. Composition of Committee

The UNCG Fraternity and Sorority Life Expansion Committee will be comprised of the Director of Campus Activities and Programs, Associate Director for CAP/Fraternity and Sorority Life, and the Assistant Director for Fraternity and Sorority Life. Recommended actions may include but are not limited to inviting other campus stakeholders including:

1. Council presidents
2. Chapter presidents
3. Other UNCG staff members
4. Alumni
5. Advisors

The committee will review all materials provided and also attend a presentation made by the interested inter/national organization. This committee will then make final recommendations to determine if a new chapter at UNCG would benefit the community. The final decision rests with Campus Activities and Programs, at the delegation of the Vice Chancellor for Student Affairs.

III. Campus Visit

A. Expectations

The inter/national expansion team will come to campus for a one (1) day visit to meet campus stakeholders, to provide more information regarding the intent to expand to UNCG, and to address the viability of the organization at UNCG. The expansion team will meet with the council with which they affiliate. There will also be an on-campus presentation to chapter presidents, council officers, advisors, and community members. The presentation will be 60 minutes in length, with an additional 30 minutes for questions. The applicant group will make the presentation, and will involve the expansion team, volunteers, and members of the interested group (if available). The presentation should focus on the following areas:

1. Community service/philanthropy
2. Accountability of members
3. New member and membership education
4. National reporting requirements
5. Risk management policies

6. Expectations of colony/associate chapter and then fully recognized chapter
7. National educational/leadership programming
8. National requirements for chartering/colonization
9. Financial support from headquarters
10. National standards of conduct
11. A demonstrated commitment to working with UNCG Division of Student Affairs in the commitment of creating an impactful co-curricular experience.
12. Overall general support from the inter/national organization
13. Overall general support from the local, regional, and national alumni(ae) volunteers.
14. Organizational “brand”, values, vision, mission.
15. Detailed information on current chapter configuration inter/nationally, and specifically in the mid-Atlantic and Southern areas, including:
 - A. Details of all chapters currently expanding, colonizing, or re-colonizing for the past five years: location, size, status, support
 - B. Details of all chapters which have closed in the past five years, including location and detailed reasons for closure.
 - C. Any current legal suits brought against the national organization within the last three (3) years.

The Office of Campus Activities and Programs will provide the following information in advance of the expansion teams visit to campus:

1. University enrollment statistics
2. Fraternity and Sorority life community membership statistics
3. Chapter and council academic rankings
4. Community-wide report card
5. Fraternity and Sorority Life Task Force Recommendations and Progress report
6. Student Code of Conduct
7. Division of Student Affairs Strategic Plan (if available)
8. Governing council constitution/bylaws

IV. Decision Process and Timeline

Within seven (7) business days of the final expansion team presentation, the Expansion Committee will meet and determine whether the organization is permitted to establish a colony/ associate chapter at UNCG. This information will be communicated in the form of a letter which will be sent to the Executive Director of the inter/national organization.

If the organization is not selected, a follow-up conference call can be scheduled with the Associate Director of CAP/Fraternity and Sorority Life to provide rationale for the decision. The possibility of returning in the future will also be discussed.

If the organization is selected, a meeting must be scheduled with the expansion team, volunteers/alumni (if available), and members of the interest group (if available) to

discuss the timeline for becoming a recognized fraternity or sorority at UNCG. At this time, the expansion agreement must be signed by the members of the inter/national organization.

V. Recognition Timeline

The newly recognized colony/associate chapter will have no more than two (2) years to establish themselves as a fully recognized chapter of the inter/national organization. If the group is unable to reach the requirements set forth by the inter/national organization within that time, the colony/associate chapter will lose its recognition as a registered student organization. An exemption to this process can occur only on a case-by-case basis where the inter/national organization and volunteers submit a formal letter requesting an extension and ways the group will reach its stated goal.

NOTE: Social-Greek Letter Organizations or those who serve as fraternal organizations are not permitted to exist at UNCG unless they are a registered student organization and within a governing council.

Fraternity And Sorority Required Documentation

All groups seeking recognition as a social fraternity or sorority at UNCG are required to provide the following materials:

1. Documentation of a 501(c)(7) tax status by the internal revenue service. This is commonly known as your “tax exempt form”. The letter providing your national organization with exempt status is sufficient.
2. Contact information for any alumni residing in the immediate area. This should include: full name, email address, year and school of graduation, and telephone number.
3. At least one (1) alumni/volunteer advisor must reside or work within 35 miles of campus. The local advisor must serve as a primary contact and have all contact information provided by the chapter to the University.
4. Letter of commitment from a person or group of individuals willing to serve as chapter advisor (s). One letter from a full time faculty or staff member at UNCG and one letter from an off campus individual who will serve as your chapter advisor.
5. Documentation of support from (inter) national office for the person(s) serving as chapter advisor(s).
6. List of undergraduate collegiate chapters nationwide including total membership size for each chapter. This can be printed from your (inter) national web site, or part of promotional materials from the headquarters.
7. National risk management policies related to alcohol, drugs, and hazing, and a signed statement from officers and advisors regarding local commitment to meet all national policy requirements for alcohol, drugs, and hazing.

8. Copy of the new member education/intake curriculum including the length of time the new member education/intake program spans before initiation. This must be a full syllabus of curriculum, goals, activities, duration, and details. A one-page outline will not suffice.
9. Information about leadership development programs provided at the local, state, regional, and/or national level(s), including the commitment of which events the local group will attend.
10. List of other institutions where the organization expanded within the past 3 years and permission to contact those campus to inquire about the experience. Office of Fraternity and Sorority Life will contact advisors and campus staff at the institutions.
11. Plan of action and timeline for the expansion. Include: support for the organization by the headquarters and alumni; identification of length of time headquarters staff and alumni will be present; functions to be performed by national, regional, and/or state staff in support of the process; and the level of support and planned for ongoing consultation and supervision for the colony/chapter. This plan of action should include a detailed five year plan that includes chartering and the timeline for continued support with recruitment and retention.
12. Financial support available to the chapter from the headquarters and alumni, to include a statement concerning how the headquarters will address any outstanding liabilities or any other responsibilities incurred by the organization in the event that the expansion is not successful
13. A copy of the (inter) national constitution and by-laws containing language that demonstrates compliance with the University and US Department of Education's definition of and criteria for a social fraternity or sorority.
14. Rules, regulations, policies, and related information pertaining to the colony/chapter and its operations. This must include officer job descriptions, advisor job descriptions, constitution and bylaws information, operating procedures and policies, and any other materials guiding the operation of the organization, excluding ritual initiation.
15. Explanation of how the organization fulfills the needs of the university community and will be able to differentiate itself from other chapters that are currently registered.
16. UNCG requires all social fraternities and sororities to have membership in one of the four governing councils (CPC, IFC, MGC, NPHC). Identify the governing council to which you wish to belong, and describe the reasons why the organization will be a good fit in the selected governing council.

Information Regarding Interest Groups

If an interest group currently exists at the time of the request submitted, additional information should be provided about the group:

1. Membership roster
2. FSL New Member Academic Waivers completed and meeting the UNCG requirements for the membership.
3. Alumni Involvement
4. Projected financial responsibility

5. Letter of intent outlining the aims/goals of the interested group
 - a. This letter must also provide information regarding the desire to start a new fraternity or sorority rather than joining a current chapter
- Campus involvement of the members within other student organizations

SGA Allocation Process

This section references the SGA Allocation Guidelines as cited in the SGA Bylaws
Article VII. Finance and Allocation Guidelines

Section 1. Definitions

- A. For the purposes of this section, the following words and phrases are defined:
- i. Appropriations Period – Shall run concurrently with the SGA fiscal year.
 - ii. Allocation Period - The allocations process shall consist of 2 separate funding periods: Fall Regular and Spring Regular. Regular allocations shall be the primary method of funding student events and supplies.
 - iii. Electioneering - Any campaign activity (such as the holding of a rally, printing of a poster, flyer, brochure or other advertising, or sponsorship of as fundraiser), designed to further or hinder the candidacy of an individual or individuals for any elected office.
 - iv. Fiscal Year – The SGA fiscal year shall mirror UNCG’s fiscal year (July 1 – June 30).
 - v. Generated Funds - All outside income generated by a student or student group. This excludes any funds allocated to a student group by the SGA.
 - vi. General Reserve - SGA Funds that are available to be distributed to eligible students and student groups.
 - vii. Lobbying - Any effort to persuade any government official (including those officials within national, state, or local administrations) to take a certain position on any issue through direct communication with that entity or official.
 - viii. Regular Request - a request from an eligible student or group for SGA funding for the following semester.
 - ix. Special Request - a request from an eligible student or group for SGA funding for the current semester.
 - x. Student Government Association Funds - Funds allocated to the SGA by the University from student activity fees.
 - xi. Student Group - A group of students officially recognized as a registered student group through the Office of Campus Activities and Programs.

Section 2. Basic Provisions and General Philosophy

- A. The allocation budget shall be divided as follows: 50% Fall Regular and 50% Spring Regular.
- B. SGA Funds should be used for the funding of programs, services, and events of benefit to the entire student body.

- C. The financial guidelines shall regulate the use of funds allocated by the SGA to every student and group that receive SGA funds. Exemptions from these regulations must first be approved by the Finance Committee, and then affirmed by the Senate.
- D. Any student group that requests SGA funds for an item or event shall have the opportunity to indicate in advance whether or not they will accept partial funding. Acceptance of any SGA funds for an event shall be considered a commitment on the part of the requesting party to host the event or purchase the item.
- E. In the event there are unspent SGA funds at the end of an academic year, the Executive Council shall use the funds to purchase supplies for the SGA for the following session.
- F. All materials, supplies, equipment, or otherwise non-negotiable goods acquired with SGA funds shall be considered the exclusive property of the SGA.
- G. Receipt of SGA funds does not limit a group's use of generated funds.

Section 3. Provisions for Funding

- A. All parties requesting funding from the General Reserve must adhere to the following requirements. Failure to meet the following requirements will result in automatic ineligibility for funding.
 - i. Only UNCG student groups and students may request SGA funds.
 - ii. All parties must attend any required orientation meetings prior to requesting funding, provided that notice of said orientation meeting was distributed at least two weeks in advance.
 - iii. All parties must follow the Finance Committee procedures and instruction and provide all appropriate documentation to substantiate their claims.
 - iv. All parties must submit a completed Allocation Request packet by the due date set by the Finance Committee.
 - v. Within one week of an event funded by the SGA, the sponsoring group must turn in a written or electronic program evaluation to the finance committee chair, in accordance with the statutes.
 - vi. All parties receiving allocation funding must clearly state "Sponsored by SGA" with our logo on all promotional materials, tickets, uniforms, etc., in accordance with the Standard Operating Procedures.
- B. Priority for Funding. The following guidelines shall be used to determine the appropriation of funds from the general reserve. The guidelines are listed in descending priority.
 - i. The Finance Committee and Senate must consider the cost of the event compared to the number of students affected and the number of students involved in a project. Senate should try to anticipate this representation by looking at past involvement, enthusiasm for the program, and the amount of involvement anticipated by the group.
 - ii. The Finance Committee and Senate must consider how vital a request is to the group. Things to be considered should be the priority of the request in relation

- to other requests sponsored by the group, whether or not it is in part a fundraising program, and how it would affect the morale of the group.
- iii. Finance Committee and Senate must consider how unique a request is to the Student Body. It should consider the cultural/educational value of the program, the amount of recognition it brings to the University, and the identification it has with the group.
 - iv. The Finance Committee and Senate must consider the amount of money the group will be spending on the item or event compared to the amount of money requested.
- C. Equipment and supplies essential to programs, services or events may be funded. Miscellaneous categories essential to the continuation of the group shall be considered for funding on the basis of how the group's programs as a whole will benefit the student body. Funding for a group as a whole shall not be considered as one category; each program, service, or event shall be considered as a separate category as listed in the budget request form.

Section 4. Prohibited and Restricted Types of Expenditures

- A. Prohibited Expenditures: No requests for any of the following activities shall be fulfilled with funds from the general reserve.
 - i. Expenditures that result in a monetary gain for any student or member of the group. Monetary gain shall be defined as scholarships, gift certificates, salaries, stipend, etc.
 - ii. Reimbursement of expenses from previous semester(s).
 - iii. Reimbursement of any lost or stolen monies, checks, purchase orders, etc.
 - iv. Any persuasive religious exercise that cannot legally be funded with student fees, as determined by the University General Counsel.
 - v. Requests for expenditures outside the current allocation period
 - vi. Efforts on behalf of the SGA to persuade officials within the University of North Carolina System's administration will not be considered to be lobbying as long as it is expressing the interest of the Student Body at large.
 - vii. Nothing in this section shall be construed to prohibit lobbying or other general expressions of endorsement of support for such candidates or issues described above by a group receiving monies from the general reserve, or by a member of such a group, as long as the expenses of such efforts are funded by personal or group's generated funds and not monies from the general reserve.
- B. Restricted Expenditures: Funding from the Allocation Budget for any of the following types of requests shall be restricted as described.
 - i. Student groups shall not be allocated funds for more than two of the following types of events per semester: parties, banquets, picnics, social events, or entertainment.

- a. For the purpose of this section, "social event" shall be defined as any event that does not further the education or growth of the group as a whole.
 - b. Groups that have become newly affiliated in the past two allocation periods are exempt from this restriction.
- C. Travel and Lodging
- i. No meals shall be funded while traveling, except where such meals are part of a conference registration.
 - ii. If a registration fee includes the cost of lodging, the fee shall be itemized as accurately as possible so that fees and lodging can be considered separately.
 - iii. The maximum allocation for lodging per night per room shall be in accordance with the most up to date travel policy. Only one room for every four persons traveling will be eligible for funding.
 - iv. Members of groups who wish to travel by air must submit at least three (3) quotes for airfare to the Finance Committee at least four (4) weeks before the beginning of the conference/event, or on the same day that allocation request forms are due, whichever occurs earliest. Criteria for approval shall be the necessity, cost, and distance involved. Groups should seek out the least expensive times and tickets of flights, and be prepared to pay for their own travel if their airfare request is not approved.
 - v. All travel costs for private vehicles shall be handled on a reimbursement basis. To be reimbursed for travel expenses, an individual or group must submit both receipts for actual fuel purchases and beginning and ending odometer readings for each vehicle to the Treasurer within thirty (30) days of return. Reimbursement shall be made per mile or for actual expenditures, whichever is less. The maximum allowance for travel in a private vehicle will be consistent with the state government mileage reimbursement rate.
 - vi. The maximum travel allowance will be in accordance with the rates set by UNCG Business Affairs.
- D. Any expenditure made for a single speaker's speaking fee/honorarium (including any travel and lodging expenses incurred by the speaker and paid by the group) greater than \$2000 shall require approval of 2/3 of the Senate.
- E. Funds may be appropriated for programs originating outside the University at local, state, and national levels that directly affect students at The University of North Carolina at Greensboro. Such appropriations may be made only with the approval of 2/3 of the Senate.

Section 5. Additional Restrictions On Funds

- A. No recognized student group that receives funds via SGA allocation for an event may charge admission to UNCG students for that event. Any attempt to do so shall cause the offending affiliated organization to lose funding eligibility from SGA for one allocation period.

- B. Recognized student groups that spend less than 50% of allocated funds from the previous semester will be ineligible for funding for one allocation period, regardless of when the recognized student group submits an allocation packet.
- C. Recognized student groups that fail to turn in the post-event forms will be ineligible for SGA funding for one allocation period. The recognized student group has until the packet submission deadline of the following allocation period to turn in the Post-Event form.
- D. Any recognized student group failing to turn in both a hard and soft copy of the allocation packet by the allotted deadline set forth by the Finance Committee Chair will be ineligible for funding for that allocation period. Monies for charter buses shall be limited to \$2,000. Airfare transportation shall be limited to the contiguous United States.
- E. Affiliated organizations that fail to attend an allocation meeting for a given allocation period will not be eligible for funding in that allocation period.

Section 6. Allocation Process

- A. The Senate shall maintain the process by which the Allocation Budget is allocated through the following procedures and the enactment.
- B. Division of SGA Funds
 - i. Before the fees are divided among the allocation periods, an amount equal to twenty-two (22%) percent of the yearly SGA Budget shall be retained for the Operational budget. This budget will be authored by the President. This budget must be approved by majority vote of the Senate prior to its implementation.
 - ii. Before the fees are divided among the allocation periods, an amount equal to six (6%) percent of the yearly SGA Budget shall be retained for the Judicial budget. This budget will be authored by the Student Attorney General. This budget must be approved by majority vote of the Senate prior to its implementation.
- C. The Allocation Budget shall be evenly distributed between all allocation periods.
- D. The Senate shall not consider any allocation legislation or operational budget that contains a deficit (total expenditures exceed total available funds).

Section 7. Hearings Process

- A. Following the submission of the allocation requests, but before the Finance Committee begins deliberations, each requesting student or organization must attend a hearing with the committee. Hearings consist of a question and answer period, and the hearing schedule shall be determined in advance by the committee.
- B. The hearing shall provide the requesting party an opportunity to explain the allocation request.

Section 8. Individual Students

- A. Individual students as previously defined by the SGA Standard Operating Procedures shall be considered for SGA funding upon the receipt of an SGA allocation application.
- B. A packet by an individual student shall only be considered complete after the student has met with the SGA Advisor and Finance Committee Chair to discuss the nature of the packet.
 - i. An individual student must contact the SGA Advisor as least two weeks prior to the application deadline to set up an appointment.
- C. The signature of the SGA Advisor shall be considered in place of the signature of a faculty advisor.

Section 9. Enforcement of Financial Bylaws and Standard Operating Procedures

- A. The Treasurer shall have the authority to suspend the allocated funds of any student or student group that fails to comply with these standard operating procedures or any other current financial expectations. Written notice of the suspension must be sent to the affected party, the Business Manager, and the Finance Committee.
- B. Once notified of a suspension of funds, the Finance Committee shall convene as soon as reasonably possible to discuss the situation, hear from the affected party, and set a termination date of the suspension. The affected party may appeal the decision of the Finance Committee to the Senate by submitting a written appeal to the Vice President within 72 hours of the notification of the decision.

Student Group Travel Policy

Students who travel as a member of a recognized student group through the Office of Campus Activities and Programs must complete the Release Agreement for Voluntary University Travel along with the Student Group Travel Agreement. Each traveling student must complete these forms prior to traveling if the trip fits any of the following criteria.

- Any portion of the trip is being funded by student activity fees.
- It is an overnight trip.
- Students will be traveling outside of Greensboro for any portion of the trip.

The process for student group travel is as follows:

1. Discuss travel plans and confirm with group and group advisor.
2. Arrange appropriate funding for the trip including but not limited to applying for SGA funding.
3. Six (6) weeks prior to travel: Read travel policy, complete student group travel agreement, complete Release Agreement for Voluntary Travel and top part of TRV form, including appropriate signatures. Turn signed forms into CAP office.
4. Four (4) weeks prior to travel: Make arrangements for travel with CAP business manager, including conference registration, plane, car, hotel.
5. Upon return from travel: Return TRV form, signed, along with original receipts and proof of attendance in to CAP office.

Upon completion of all necessary forms for each student traveling, please submit them to the Office of Campus Activities and Programs located in 221 Elliott University Center. Please note that failure to complete these forms may result in cancellation of student travel forms. Contact CAP staff with any questions regarding student travel policies and procedures.

Fraternity and Sorority Life Academic Success Requirements

(Revised: Spring 2018; effective Fall 2018)

In accordance with the primary pillar of Scholarship and the academic expectations of the university and the fraternity/sorority community, this plan outlines standards for organizations and individual members within Fraternity & Sorority Life at UNC Greensboro.

Individual Membership Requirement

Individual members of the Fraternity and Sorority Life (FSL) community will be required to maintain at least a 2.500 minimum grade point average for both cumulative and semester grades. Any member who falling below 2.500 must have an individualized scholarship plan filed with Campus Activities and Programs. The plan should be developed by the chapter officers responsible for scholarship for each individual FSL chapter, in consultation with the individual member. A second consecutive semester below the 2.500 standard is grounds for dismissal from the fraternity/sorority community.

New Member Requirement

To be eligible to participate in recruitment activities, prospective new members must have at least one full semester of collegiate work (twelve or more hours of enrolled and completed courses) from a regionally accredited institution of higher education. Prior to bids or invitations being extended, every potential new member must have their academic record reviewed by the Office of Campus Activities and Programs to ensure they are eligible for recruitment. Grades will be shared with Presidents and Recruitment Directors. Alternately, organizations may require potential new members to submit an official transcript.

In addition to the overall chapter academic standing, special attention will be given to new member grade point averages each semester. The goal for new members is twofold: First, recruitment efforts should focus on bringing in quality new members whose scholarship profiles will help improve the academic success of the chapter; secondly, the process of new member education and participation in the new member process should not have a detrimental effect on a new member's grade point average. To the degree either of these goals are not met, an organization can be placed on Academic Warning with the specific directive of creating an Academic Improvement Plan for new members. This plan may include restrictions on recruitment or revision to the new member education process if deemed necessary.

Chapter / Organizational Requirement

All fraternities and sororities will be required to maintain a minimum collective grade point average for semester and cumulative chapter grades which will increase from the baseline 2.500 by 0.05 each fall and spring semester to achieve a 2.700 by Fall, 2020.

Fall, 2018: 2.500

Spring, 2019: 2.550

Fall, 2019: 2.600

Spring, 2020: 2.650

Fall, 2020: 2.700

If an organization fails to meet the minimum semester and cumulative grade point average, the group will be placed on Academic Warning for the next semester. During this semester, the organization must meet with the Associate Director for Fraternity & Sorority Life no later than three weeks after the first day of classes to create an Academic Improvement Plan that details their internal efforts to improve their organizational grade point average. As chapters craft their Academic Improvement plans, they are encouraged to use, as a template, the SAS Success Plan for Financial Aid, which can be found here: [Satisfactory Academic Progress Success Plan](#)

This model can serve both as a blueprint for chapters and a resource as scholarship chairs work with individual chapter members.

If the organization achieves the minimum grade point average at the completion of their Academic Warning semester, they will maintain full recognition and be encouraged to continue their Academic Improvement Plan to ensure their continued success.

If the organization fails to achieve the minimum grade point average at the completion of their Academic Warning semester, they will be moved to an Academic Probation status. An organization placed on Academic Warning status three times in six or fewer semesters will likewise be placed on Academic Probation. During this Academic Probation semester, the organization will need to meet with the Associate Director for Programs to discuss and make changes to their Academic Improvement Plan. In addition, the organization will be limited in their programming in order to focus on scholarship. The following types of programs will be allowed at the discretion of the Associate Director, in cooperation with the inter/national organization: Sisterhood/brotherhood activities, academic improvement programs, hands-on community service efforts, and tabling to raise money for philanthropic causes. A group on Academic Probation may not participate in Greek Week, step shows/stroll offs, intra-/inter-murals, athletic competitions, social programs, formal recruitment, Homecoming, or other community-wide activities. The organization will not be in “good standing” with the University, and individual members will be ineligible to represent the University, FSL system, or chapter in governance, leadership, or committee opportunities.

At the completion of their Academic Probation status, if an organization achieves the minimum grade point average, they will have their programming privileges restored, but will remain on Academic Warning for the following semester. If an organization fails to achieve the minimum grade point average at the completion of their Academic Probation semester, the University reserves the right to remove campus recognition in partnership with the inter/national organization.

UNCG FRATERNITY AND SORORITY LIFE HANDBOOK (2018-19)

Chapter Performance	Result	Plan
Chapter GPA at or above required minimum (2.700 starting Fall, 2020)	Chapter in good academic standing	Continue to perform academically; seek to exceed all undergraduate and peer group averages
Chapter GPA falls below required minimum (2.700 starting Fall, 2020 for one semester	Academic Warning	Organization meets with Associate Director for Programs; creates an Academic Improvement Plan that details their internal efforts to improve organization GPA
Chapter GPA falls below required minimum (2.700 starting Fall, 2020 for a second consecutive semester/third semester within six or fewer	Academic Probation	Organization meets with Associate Director for Programs to revise Academic Improvement Plan. May not participate in Greek Week, team athletic competitions, Homecoming, Step shows/stroll offs, formal recruitment, or other community-wide activities.
Chapter GPA falls below required minimum (2.700 starting Fall, 2020 following Academic Probation	Chapter removal from campus	Terms will be set by University in conjunction with inter/national headquarters as to when chapter may apply for re-recognition. The University will generally prohibit re-recognition for a minimum of three years.

UNCG Catering Information

Please check location availability as soon as you determine your event date. Location reservations should be made prior to contacting Catering Services.

Please plan and confirm food and beverage arrangements at least two weeks prior to the desired event date. Any event booked within 3 business days of the event may be subject to an additional \$50.00 fee. All cancellations must be made 3 business days prior to the event date. If it is necessary to cancel, 50% of the latest guaranteed contract will become the responsibility of the guest.

After finalizing the details of the event, the contact person for those departments will receive an event confirmation sheet. Please review, sign, and return the confirmation sheet to the Catering Department at least one week prior to the event date. For events over 100, the confirmations should be returned at least two weeks prior to the event date. Advance notice is crucial to the success of the event so even if a date is tentative, please notify Chartwells immediately of the possibility.

Guarantees

To ensure precise production, a final guarantee for the number of guests to be served is required 3 business days prior to the event date. Your guaranteed number of guests represents the minimum billing. Should the number of guests in attendance exceed the number guaranteed, it will reflect in the final bill.

Linen Options

Tablecloths will be provided for all food and beverage tables set up by the Catering Department. Linens and skirts for any other tables are available for an additional charge and requests must be made in advance. The charges are as follows:

85" Square Tablecloth \$6.99/each
120" Round Tablecloths \$10.99/each
Linen Napkins \$ 0.89/each

Service Options

Compostable Serviceware is included at no extra charge for all catered events not requiring china service

Receptions and breaks requiring china will be an additional \$1.25 per person.

For all served meals/Formal Buffets, please add the \$2.50 per person china charge, and use the following formula to calculate the additional cost of the function:

Labor is charged at \$14.95 per hour, per server (2 hour minimum). Bartending services are charged at \$20.00 per hour, per bartender (2 hour minimum). Exhibition Chefs are charged at \$20.00 per hour, per chef (2 hour minimum).

Delivery Fees

There are no delivery fees for services within Elliott University Center. Deliveries outside the Elliott University Center will be subject to a service fee of 10% of the final bill - not to exceed \$100 - for the drop off or setup and clean up of events. Events taking place off site will be subject to an additional \$25 fee to cover travel expenses.

***It is the guest's responsibility to ensure facilities and rooms are unlocked for set-up, delivery, and/or clean-up services. Should a room be unavailable when catering services arrives, a return trip will result in an additional \$25.00 charge on your bill. Please make sure that your event is scheduled with the appropriate reservations office and the appropriate equipment is reserved.

Alcohol Beverage Set-ups

Request for permission to serve any alcoholic beverages must be approved through the Chancellor's Office, as well as any other appropriate office related to the location of the event. The sponsors of the event must furnish alcoholic beverages, and are responsible for following all State and Federal regulations. The Catering Department CANNOT be responsible for the alcoholic beverages after the function. It is the responsibility of the representative to remove all alcoholic beverages at the conclusion of the event. A full bar set-up is \$3.75 per person. All necessary bar items, except alcohol, are provided with this charge, including beverages and mixers. Beer and wine set-ups will be \$2.00 per person. These prices are for quality plastic cups. We will be glad to provide your bar set-up with glassware for an additional \$0.50 per person. All bar set-ups include ice and cocktail napkins. Bartender fees are \$20.00 per hour (2 hour minimum).

Billing Procedure

All Payments SHOULD be received 3 business days prior to the event
All Customers/University Departments are required to submit a signed contract 3 days prior to the event. In Addition to the signed contract, All University Departments are also required to submit a BANFIN-69 form with a departmental account number(s) and signature(s) to Catering Services. If a department is using a P-Card to pay for services no BANFIN-69 is needed. If the customer fails to return a signed confirmation sheet Catering will set event as ordered and the customer is responsible for original charges. Each event contact will be invoiced and will have 5 days to review and contact Catering Services with any discrepancies. If there is no contact within the allotted time frame, a complete record of the event will be sent directly to accounts payable for payment collection. If your event will be paid through personal or private funds, please be prepared to pay the balance 3 days prior to the event

date. Checks can be made payable to University Catering Services. Master Card, Visa, and American Express are also accepted.

Roster Policy

Fraternity and Sorority chapters should maintain an accurate and current copy of their chapter roster at all times. Having this roster ensures the chapter knows which members are members of the organization. Chapters will be responsible for submitting a new chapter roster to the Office of Campus Activities and Programs three (3) times per semester. These scheduled submissions are to ensure the University is aware of new members, removed members, and any officer changes.

Submission Timeline:

Chapter will submit new rosters to the Office of Campus Activities and Programs:

- End of Week 1 of classes (Sunday).
- End of Week 8 of classes (Sunday).
- End of Week 15 of classes (Sunday).
- **At any point there is a member added, member removed, or a officer change a new, additional roster must be submitted within 72 hours of the change.**

Where to Submit:

Submissions can be made through the [Fraternity and Sorority Life Spartan Connect page](#).

SUBMISSIONS THROUGH EMAIL OR A PHYSICAL DOCUMENT WILL NOT BE ACCEPTED.

Failure to Submit:

If a chapter chooses not to submit rosters or updates as required, the chapter head officer will receive one warning and a 24-hour extension. Failure to submit information before the extension is over, or multiple requests for extension, will result in immediate suspension of the organization for failure to meet organizational recognition requirements, and referral to the Office of Student Rights and Responsibilities. Reservations, events, and recognition with the University will be cancelled.

Roster Template:

The chapter roster will be completed in full using a roster template that provides the Office of Campus Activities and Programs with information needed to ensure:

1. Timely communication
2. Addition/removal of member information from listservs, office sponsored materials, and information for academic reports.

The roster template can be found either through the Fraternity and Sorority Life Spartan Connect page, UNCG Fraternity and Sorority Life Resource Page or [through this link](#).

Inactive Status

All inactive members are to be provided on the roster. Individuals who have been removed from the chapter roster are those where their member has been terminated or they are no longer enrolled at UNCG. Members who have gone 'Inactive' or 'Alumni' are to be counted.

Fraternity and Sorority Life Chapter Scorecard Policy

I. Purpose

The purpose of the fraternity and sorority life scorecard is to provide immediate insight into the operations and overall health of all recognized and active social fraternal organizations supported by The Office of Campus Activities and Programs. The information provided in the scorecard is data collected by our office with additional information provided by chapters.

II. Data Collection

Data is collected through a form is emailed to all chapter presidents. This form asks chapter presidents to provide the following information:

- a. *Name(s) and contact information of off-campus chapter advisor(s)*
 - i. In order to best serve our fraternity and sorority population, we must ensure that chapter advisors are provided with continuous contact with our office and the latest news and training possible. Our office currently does not have information on hand. Collecting this each semester will also notify our office of any changes in the chapters advising structure.
- b. *Total Membership for the Semester*
 - i. Knowing how many members are in the chapter will ensure that our information is accurate. This information will allow our office to accurately calculate the number of community service hours per members and philanthropic dollars raised per member.
- c. *Number of New Members Joining During the Semester*
 - i. Understanding how many new members chose to join the chapter can show trend information about recruitment strength or if recruitment is an area of concern for the chapter.
- d. *Retention of Members*
 - i. Tracking retention numbers will help chapters and our office see in real time the overall health of the organization. Coupled with the Fraternity and Sorority Life Retention Tracker, our office will be able to address these areas quicker than in the past.
- e. *Community Service Hours*
 - i. The current model of collecting information does not collect information during the semester. Requesting this information now limits the possibility of this information being lost during an officer transition or poor tracking and logging of this information.
- f. *Philanthropic Dollars Raised*
 - i. Similar to community service hours being tracked, knowing how many philanthropic dollars were raised during the semester will help our office and division support organization through advocacy.

III. Scorecard Information

The information that will be shared on the scorecard will reflect the information that is submitted by chapter officers to The Office of Campus Activities and Programs. With specific coding with organization rosters, new data can be pulled from grade reports to provide more context.

- a. *Academic Success*
 - i. The information provided by chapters through rosters will allow our office to see specifically new members within the organization and those are who are fully initiated members. This information can then be separated, showing which organization has performed the best in the area of academic success.
- b. *Service and Philanthropy*
 - i. Although service and philanthropy are believed to be virtues of fraternity and sorority life, some organizations are now living that virtue. Providing service and philanthropy data in reference with other organization is a powerful tool when this information is shared with chapter members, headquarters staff, advisors, parents, and potential new members.
- c. *Conduct Concerns*
 - i. The sharing of conduct-related information about fraternity and sorority chapters will ensure key stakeholders that chapters have held accountable for their actions. The total number of incidents in a particular category will be identified in parenthesis. NOTE: Specific information regarding individual students will not be shared.

IV. Sharing of Information

The scorecard should be shared will all possible stakeholder at the institution and community. The Office of Campus Activities and Programs should work closely with the Office of Students Rights and Responsibilities, The Dean of Students Office, Greensboro Police Department, and UNCG Police to ensure accurate tracking of conduct related incidents.

Additional information that will be shared is as follows:

- a. All men's average for the semester.
- b. All women's average for the semester
- c. All undergraduate average for the semester

In order to maintain FERPA compliance. Any chapter that is below two members or new member group under two members, their academic information will not be shared.

New Member Academic Waiver

(This form should be used through SPARTAN CONNECT, a submission of a physical document will not be accepted)

New Member Grade Release

Full Name:

Email:

Campus Address:

Mobile Phone:

UNCG Student ID Number:

Year in School: FY S J Sr. Grad

Please Check One:

I give permission to University of North Carolina at Greensboro to send a letter to my parents/guardians informing them I have joined a fraternity/sorority.

Address:

Email:

I do not give permission to University of North Carolina at Greensboro permission to send a letter to my parents/guardians informing them I have joined a fraternity/sorority.

My parents/guardian(s) primary language is:

I, (stated name) have been informed of both the University's and my (Inter)National Organization's policies against hazing. I understand that these practices are not only harmful, but illegal in the state of North Carolina. I will not allow myself to be hazed nor will I tolerate the hazing or harassment of any fellow members. If my individual efforts to eliminate hazing are not successful, I will notify the proper authorities of the hazing activities that I am aware of.

From the University of North Carolina at Greensboro Student Code of Conduct on Hazing:

Hazing is defined as:

Any action taken or situation created, intentionally or unintentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule is considered hazing, regardless of the willingness of the participant. 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, road trips or any other such activities conducted on or off campus; 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, the five University values (honesty, trust, fairness, respect, and responsibility), or the regulations and policies of the University or applicable state law.

Definition adopted from the FIPG Risk Management Manual (2003).

Prohibited actions, situations, and activities include, but are not limited to the following:

1. Any brutality of a physical nature, such as paddling, beating, branding, or calisthenics;
2. Excessive exposure to the elements;
3. Consumption of any food, alcohol, drug, or other substance that puts health at risk;
4. Theft of any property;
5. Any activity or situation which would subject an individual to extreme mental or physical stress, such as permitting less than six (6) hours of continuous, uninterrupted sleep per night, or forced or required extended exclusion from social contact;
6. Conduct which could result in extreme embarrassment, such as nudity at any time;
7. Running personal errands for others, such as driving them to class, cleaning their individual rooms, washing their cars, etc.;
8. "Road trips" (dropping someone off to find his or her own way back), scavenger hunts for items not related to the purpose or mission of the organization, or kidnaps;
9. "Line-ups," including but not limited to any activity where individuals are forced to answer questions or to endure any personal indignity;
10. Forcing, requiring, or encouraging the violation of any University policy, or Federal, State, or local law.

I attended the following events to learn more about Greek Life:

- It's All Greek to Me Event
- SOAR
- Meet and Greek/Fraternity & Sorority Informational
- IFC Pre-Recruitment Event
- CPC Pre-Recruitment Event
- MGC Informational Night
- NPHC Meet the Greeks
- Chapter Recruitment/Rush Event

<p><input type="checkbox"/> Community Service Event or Philanthropy Sponsored by a chapter</p> <p><input type="checkbox"/> I met with a council officer to learn more about opportunities to join a fraternity/sorority.</p> <p><input type="checkbox"/> I met with a faculty or staff member at UNCG.</p>
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I hereby authorize University of North Carolina at Greensboro's Campus Activities and Programs permission to use my likeness in a photograph in any and all of its publications. I understand and agree that any photograph using my likeness will become property of UNCG. I acknowledge that since my participation with UNCG Fraternity and Sorority Life is voluntary, I will receive no financial compensation. I authorize UNCG to edit, alter, copy, exhibit, public and distribute photos with me in them for the purposes of publicizing fraternity and sorority life programs or for any other related, lawful purpose. In addition, I waive the right to inspect or approve any finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive my right to royalties or other compensation arising or related to the use of photographs in which I appear.

New Member E-Signature:

I hereby authorize UNCG to disclose the following information contained in my educational records to the Office of Campus Activities and Programs and to my chapter or Greek affiliate organizations: credits accrued, semester GPA, and overall GPA. I also authorize the release of academic grade information for the purpose of scholarship awards, recognition, educational needs, midterm deficiencies, and class attendance. This authorization shall remain effective so long as I am enrolled at UNCG unless rescinded by me in writing.

New Member Signature:

Date:

Hazing.uncg.edu

What is hazing?

Definitions:

From stophazing.org:

Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person's willingness to participate.

From UNCG Student Code of Conduct:

Hazing is defined as:

Any action taken or situation created, intentionally or unintentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule is considered hazing, regardless of the willingness of the participant. 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, road trips or any other such activities conducted on or off campus; 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, the five University values (honesty, trust, fairness, respect, and responsibility), or the regulations and policies of the University or applicable state law.

Definition adopted from the FIPG Risk Management Manual (2003)

From North Carolina State Law:

[T]o subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.

["We Don't Haze" – a video from the Clery Center](#)

[Report Hazing](#)

[Reporting Concerning Behavior](#)

Membership Termination Forms and Resources

In the event that a member has ended their membership or they have been removed from the organization there are several steps that must occur for this to be processed both within your organization and with the University. Please consult with your national fraternity or sorority staff members for more information specific to your organization.

Internal Operations:

- Collection of any materials that are property of the chapter or the national fraternity/sorority. These items may include:
 - Pins
 - Books
 - Regalia
 - Any items that were purchased with chapter funds
- Removal of the individual from all created documents, rosters, text groups, and listservs.
- Submission of documentation to either the regional or national office that will process the paperwork for membership termination.

External Operations:

- Informing the Office of Campus Activities and Programs of the termination of the individual's membership.
 - A new roster must be submitted within 72 hours of the change.
 - The Office of Campus Activities and Programs will update the chapter's roster on Spartan Connect.
 - The individual will be removed from Starfish (Early Alert) System.
 - The individual will not be included in the chapter's semesterly grade report or the Fraternity and Sorority Life Scorecard.

Chapter and Council Listing

COUNCIL	TITLE	CHAPTER NAME	FOUNDING
CPC	Alpha Chi Omega	Zeta Xi	3/20/1982
CPC	Alpha Delta Pi	Zeta Psi	3/28/1981
CPC	Chi Omega	Zeta Kappa	1/10/1981
CPC	Sigma Sigma Sigma	Epsilon Nu	2/10/1989
IFC	Kappa Delta Rho	Sigma Beta	10/23/1992
IFC	Lambda Chi Alpha	Phi-Theta Zeta	3/26/1983
IFC	Pi Kappa Alpha	Lambda Rho	4/4/2009
IFC	Pi Kappa Phi	Epsilon Iota	1/16/1981
IFC	Sigma Phi Epsilon	NC-Omicron	3/20/1982
IFC	Theta Delta Chi	Mu Triton Charge	3/27/1999
MGC	Alpha Pi Omega	Honey Process	
MGC	Chi Upsilon Sigma	Beta Beta	10/2008
MGC	Lambda Theta Alpha	Zeta Omega	4/2018
MGC	Lambda Theta Phi	UNCG Colony	11/1/2015
MGC	Psi Sigma Phi	Prodigal Pi	11/30/2010
MGC	Sigma Sigma Rho	UNCG Colony	4/16/2016
MGC	Theta Nu Xi	Gamma	4/21/1999
NPHC	Alpha Kappa Alpha	Nu Rho	1/17/1981
NPHC	Alpha Phi Alpha	Pi Zeta	10/7/1984
NPHC	Kappa Alpha Psi	Mu Iota	10/4/1985
NPHC	Omega Psi Phi	Alpha Delta Zeta	7/22/1994
NPHC	Phi Beta Sigma	Rho Beta	2/12/1988
NPHC	Sigma Gamma Rho	Omicron Eta	11/15/1997
NPHC	Zeta Phi Beta	Omega Nu	3/15/1989

Student Group Policies

[Student Group Event Request Process](#)

[Drug Policy and Operational Procedures](#)

[Family Educational Right and Privacy Act \(FERPA\)](#)

[UNCG Merchandising Policy](#)

[Posting Announcements](#)

[Student Alcohol Policy](#)

[Student Organization Event Safety Policy](#)

[Student Group Recognition Policy](#)

[Student Group Handbook](#)

[Student Code of Conduct](#)

[Guide to Promotions \(includes chalking\)](#)

[Event Catering Guidelines](#)

[Reservations Policy](#)

[Travel Policy](#)

Office and Department Contact Information

Division of Student Affairs

Office of Accessibility Resources & Services

Suite 215, EUC
Greensboro, NC 27402-6170
Voice: 336.334.5440
Fax: 336.334.4412
Email: oars@uncg.edu

Campus Activities & Programs

Suite 221, EUC
Voice: 336.334.5800
Fax: 336.334.3008
Email: capso@uncg.edu

Career Services Center

Voice: 336-334-5454
Fax: 336-334-5185
Email: career_services@uncg.edu

Student Health Services

Anna M. Gove Student Health Center
107 Gray Drive
Greensboro, Nc 27412
Voice: 336.334.5340
Fax: 336.334.5343

Dean Of Students

210 Elliott University Center, Po Box 26170
Voice: 336.334.5514
Fax: 336.334.5190
Email: deanofstudents@uncg.edu

Department Of Recreation & Wellness

212 Kaplan Center
Voice: 336.334.5924
Fax: 336.334.4017
Email: recwell@uncg.edu

Enrollment Management

Undergraduate Admissions

Armfield-preyer Admissions & Visitor Center
1400 Spring Garden Street, Greensboro, Nc
Voice: 336.334.5243
Fax: 336.334.4180
Email: admissions@uncg.edu

Financial Aid Office

The University Of North Carolina At Greensboro
1202 Spring Garden St. ~ 159 Mossman Building
Voice: 336.334.5702
Fax: 336.334.3010
Email: finaid@uncg.edu

New Student Transitions & First Year Experience

201 Forney Student Success Commons
Voice: 336.334.5231

University Registrar's Office

180 Mossman Building (Spring Garden & Stirling)
Telephone: 336-334-5946
Fax: 336-334-3649
E-mail: registrar@uncg.edu

Student Success Center

Forney Student Success Commons, Rooms 114 And 214
Telephone: 336.334.3878
Fax: 336.334.5341
Email: tasp@uncg.edu

The Students First Office

101 Forney Student Success Commons
Telephone: 336.334.5730
Fax: 336.334.3538
Email: students@uncg.edu

Elliott University Center

Elliott University Center

Voice: 336.334.5510

Fax: 336.334.3008

The University Of North Carolina At

Greensboro Alumni Association

Alumni House, 404 College Avenue, Greensboro,

Telephone: 336.334.5696 / 1.877.Uncg.123

Email: alumni@uncg.edu

The Office Of Housing And Residence Life

Ragsdale/Mendenhall Residence Hall

Office Hours: M-f, 8-5 P.M.

Voice: 336.334.5636

Fax: 336.334.5680

Email: hrl@uncg.edu

UNCG Police Department

1200 W. Gate City Blvd.

Emergency: 336.334.4444

Non-emergency: 336.334.5963

Fax: 336.334.5755

Email: police@uncg.edu

The Office Of Intercultural Engagement

EUC Suite 062

Voice: 336.334.5090

Fax: 336.256.2453

Leadership And Civic Engagement

Suite 217, Elliott University Center

Voice: 336.256.0538

Fax: 336.334.3823

Email: lead@uncg.edu

Military-affiliated Services

150 Spring Garden Apartments

Office Hours: M-F 10-5

Phone: 336-334-5632

Website: [Http://Veterans.Uncg.Edu](http://Veterans.Uncg.Edu)

[Map To The Veterans Resource Center](#)

Student Health Services

Anna M. Gove Student Health Center

Voice: 336.334.5340

Fax: 336.334.5343

**Office Of Students Rights And
Responsibilities**

236b Elliott University Center

Telephone: 336.334.5000

Phone: 336-334-4640

Email: osrr@uncg.edu