



# Fraternity and Sorority Affairs

2017-2018

**General  
Chapter  
Expectations**



## Upholding International Headquarters' and University Policies

Fraternities and sororities have held a significant position within the University of Memphis campus for decades. Owing to a foundation based on social and moral character, good citizenship and a commitment to true fraternal culture, fraternities and sororities often constitute a valuable component of the undergraduate experience and complement the curricular and co-curricular aims of the University. Fraternities and Sororities recognized by the University of Memphis are expected to maintain this history of positive contribution by conducting themselves in accordance with the shared values and expectations of their affiliate international/national organizations and the University.

## Event Planning

### Tiger Zone Event Registration Form

The first step of planning your event is by filling out the Event Registration Form on Tiger Zone. This can be done by logging onto Tiger Zone using your UID and Password. From there you will click on your organization and then on the right side of your organization click "Manage Organization." Once you are to the Manage Organization Page open the menu on the left hand side by clicking the three horizontal lines on the top of the page, a side bar will appear, Click "Events." This will take you to a "Manage Events" page. Once on the Manage Events page you will be able to see all events that you have registered and create new events. To create a new event click the blue "+ Create Event" box on the right hand side of the page. Follow the prompts throughout the Event Registration page. Your event will not be registered until you push the "Submit" Button on the last page. Failure to click this button will result in your event not being registered.

Note: Failure to complete the event registration form prior to your event happening will result in cancelation of your event.



## University Center Event Scheduling

Internal Scheduling: The University of Memphis is happy to offer a centralized Scheduling Office to both external and internal users. The Scheduling Office is the primary point of contact for all departments, groups, and individuals, who are interested in scheduling the use of facilities and space at the University of Memphis. By centralizing the scheduling process, we are able to provide internal and external groups efficient and effective service for scheduling activities and events.

Departments and Registered Student Organizations: Academic and administrative departments, and registered student organizations may reserve on-campus facilities via Virtual EMS, [vems.memphis.edu](http://vems.memphis.edu). Log in with your University ID via the link on this page. Training materials can be found on the left of this page under the "VEMS Training" link. Faculty/Staff may request facilities one year (365 days) in advance. RSOs may request facilities six (6) months in advance. Please note that University policy related to the scheduling of RSO events stipulates that student activity requests are submitted a minimum of one week prior to the beginning of the meeting or event.

### Event Security

- For any on-campus event sponsored by a Registered Student Organization, that is expecting more than 300 participants a security or police presence must be maintained.
- Please note, University officials are permitted to enter any Registered Student Organization Event, on campus or off campus, without prior notice or RSO Consent.



## Membership Selection Processes

### Interfraternity Council Recruitment Guidelines

#### Responsibility

- Chapter presidents and recruitment chairpersons are responsible for communicating all Interfraternity Council recruitment regulations, policies, and rules to all active, new member, inactive, and alumni chapter members participating in any recruitment activity.
- Fraternities are responsible for the actions and behaviors of all individuals participating in any recruitment activity on behalf of the chapter. This includes, but is not limited to, active members, new members, early bid new members who have accepted their bids, inactive members, alumni, and guests at the house or any function sponsored or held on behalf of the chapter.

#### Guidelines

- No bids may be extended until July 10, 2017.
- All chapters must follow their Inter/National Headquarters' recruitment, new member education, and initiation guidelines and timelines.
- To participate in recruitment, recruits must be enrolled as a full-time student during the Fall and Spring semesters at the University of Memphis (12 hours).
- Entering freshmen must have at least a 2.50 high school GPA; current/transfer students must have at least a 2.50 collegiate GPA.
- Alcohol is prohibited at all recruitment events and activities. Recruitment events are considered any event with prospective new members present.
- All recruitment events must be registered using the online Event Registration Form within Tiger Zone. Any event scheduled outside of Shelby County must be registered 14 business days in advance.
- All recruitment events must end by 12:00 A.M. (midnight).
- All chapter properties must be maintained before, during, and after all recruitment events.
- Women are prohibited from participating in all recruitment events.



- Recruitment events are subject to the same approval process through Fraternity/Sorority Affairs as all other registered events.
- In order to receive a bid, a recruit must have completed an electronic Grade Release Form to have his grades sent to the chapter of interest's president and recruitment officers. Chapters should not be extending bids until they have received the recruit's grades from Fraternity/Sorority Affairs via email to ensure that the student meets the University's and/or the organization's Inter/National Headquarters' academic minimum standards (whichever is higher).
- Once a bid is accepted, the now 'new member' may participate with the fraternity in recruitment. He is now responsible for abiding by the IFC Recruitment Guidelines.
- Any student who participates in recruitment, accepts a bid, and withdraws from the process is not eligible to receive/accept another bid during the same semester or upcoming semester (in the case of summer bidding). A bid may only be accepted at the beginning of the following semester.
- New Members are prohibited from wearing organizational paraphernalia at activities and events where members are required to be disassociated. (i.e. Frosh Camp, New Student Orientation)
- All new members are required to attend the New Member Symposium hosted September 17, 2017.

\*Please refer to full IFC Bylaws for more information.



## National Pan-Hellenic Council

### Membership Intake Guidelines

#### Eligibility

- NPHC/Culturally-based groups in good standing on campus and with their national headquarters are eligible to conduct intake.
- Any UofM undergraduate student in good academic standing with the University and academically eligible per the group's academic requirements is eligible for intake.

#### Membership Intake

- All intake activities must comply with the UofM's Code of Student Rights and Responsibilities and Tennessee State Law.
- The chapter president, intake coordinator, graduate/chapter advisor must schedule a meeting with a member of the Fraternity and Sorority Affairs staff to obtain approval for membership intake five business day prior to the beginning of any membership intake activities.
- All intake activities, including initiation and new member presentations/coming out shows must be completed by the last day of classes during the semester that membership intake has taken place.
- In the event that the intake process is terminated or an aspirant is released from the process, Fraternity and Sorority Affairs must receive notice within 48 hours.

#### Required Forms

- Chapters must submit the Notice of Intake in addition to a schedule of intake activities including interest meeting(s), initiation, and any new member presentations/coming out shows to the Fraternity and Sorority Affairs staff five business days prior to the beginning of any membership intake activities. (This information will be kept confidential.)



- Prior to the beginning of any membership intake activities, Fraternity and Sorority Affairs must receive written approval from a state/regional/national officer of the organization confirming the chapter's approval to conduct membership intake.
- Prior to extending invitations for membership, the chapter must submit a list of potential members to Fraternity and Sorority Affairs to ensure that these students have attended NPHC's Intake Seminar and meet the organization's minimum academic requirements for membership.
- Chapters must sign and submit the Anti-Hazing Compliance Form five business days prior to the beginning of any membership intake activities.
- All students participating in the membership intake process must read and sign the FSA Statement of Understanding once they have received an invitation for membership.

#### New Member Presentation

- Upon receiving approval for membership intake, chapters must begin working with Conference & Event Services to secure a date and location for their new member presentation/come out show.
- Chapters must verify with Fraternity and Sorority Affairs at least one month in advance of the show to ensure proper event management procedures are addressed.
- Members participating in the new member presentation show must be fully initiated members.
- Physical abuse of any kind is prohibited during the new member presentation/come out show. This includes, but is not limited to the following: slapping, kicking, spitting, punching, pushing, poking, canning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm another individual.) Additionally, vulgarity and profanity (including music used during the show) will not be tolerated.

\*Please refer to full National Pan-Hellenic Council Member Intake Packet and Guidelines for more information.



## Panhellenic Council

### Panhellenic Council Recruitment Expectations

- The dates for Formal Recruitment Period will be presented by the first regular Panhellenic mass meeting in March of that year. Recruitment activities will include Potential New Member Orientations, Open House Round, Philanthropy Round, Sisterhood Round, Preference Round, and conclude with Bid Day. These dates will be established by the Assistant Director for Student Engagement in consultation with Panhellenic Council officers.
- All National Panhellenic Conference Unanimous Agreements will be upheld.
- There will be a published list of Recruitment Standing Rules and Recruitment Schedule formulated by the Recruitment Rules Committee, consisting of two representatives from each Panhellenic chapter, and binding on alumnae as well as members and new members.
- All members (including alumnae and new members) are responsible for knowing and observing recruitment rules. It is the chapter's responsibility to educate their members regarding Standing Formal Recruitment Rules and all Judicial Procedures of the Panhellenic Constitution.
- Per NPC guidelines, chapter total will be reviewed at the completion of formal recruitment and again at the beginning of each Spring term.
- The use of alcoholic beverages is prohibited in membership, recruitment, and Bid Day activities.
- The participation of men in membership selection and Bid Day activities is prohibited.
- COB/CR will be permitted during the Fall semester beginning post the opening of bids on Bid Day until the last day of fall classes. Those chapters not having reached chapter total and/or quota may participate in continuous open bidding. COB/CR may also occur in the Spring semester beginning with the first day of class and ending with the last day of class.

\*Please refer to full Panhellenic Bylaws for more information.





## Risk Management

### Alcohol and Drugs

- The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, 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 an alcoholic beverage.
- No alcoholic beverages should be purchased through or with chapter funds nor should the purchase of the same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
- Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited. 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.
- No members, collectively or individually, should purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is prohibited.
- No chapter should co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross

sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as



defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list.

- No chapter should 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.
- All recruitment and membership intake activities associated with any chapter should be non-alcoholic. No recruitment or membership intake activities associated with any chapter should be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
- No organization, member, or associate/new member 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.
- No alcohol should be present at any associate member/new member program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother - little brother" events or activities, / "big sister - little sister" events or activities, "family" events or activities and initiation.



## Hazing

Hazing. As defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. Hazing also includes the following: any action taken or situation created for the purpose of initiation into, admission into, affiliation with (or continued membership in), any group or organization which is intended to produce physical discomfort, injury, mental discomfort, embarrassment, or ridicule. Such actions or situations include but are not limited to the following: use of alcohol, paddling in any form, branding, creation of excessive physical and/ or emotional fatigue; wearing of apparel which is conspicuous or not in good taste; engaging in public stunts; participation in degrading or humiliating games and activities. All acts (active and passive) of hazing as well as allowing oneself to be hazed are prohibited.

## Sexual Abuse and Harassment

Sexual Misconduct: Sexual misconduct is defined as dating violence, domestic violence, stalking and sexual assault. It may also include actions which would typically include sexual harassment. It is a form of sexual discrimination prohibited by Title IX of the Educational Amendments of 1972, of the Higher Education Act. Any allegation of sexual misconduct as defined herein will be investigated and adjudicated according to the procedures outlined in this document in Section V.(I) of Disciplinary Procedures. Prohibited behavior under this policy includes but is not limited to:

- (I) Sexual Assault. Any non-consensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser's, the accused's, or any other person's intimate parts, or the intentional touching of the clothing covering the



immediate area of the accuser's, the accused's, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

Consent: Consent is defined as an informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally/ physically incapacitated, either through the effect of drugs/ alcohol or for any other reason; or is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

### **Fire, Health and Safety**

- (1) All chapter houses should meet all local fire and health codes and standards.
- (2) All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
- (3) All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
- (4) The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house should be prohibited.
- (5) Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.



## **Risk Management Education**

Each chapter should annually instruct its students and alumni/alumnae in its risk management policies and practices. All undergraduates and key volunteers receive on an annual basis a copy of the organization risk management policy and that a copy of the policy be posted on the organization website.

## **Community Academic Policy**

The guidelines below pertain to all fraternity/sorority chapters governed by the Interfraternity (IFC), National Pan-Hellenic (NPHC), and Panhellenic (PAN) Councils at the University of Memphis.

With regard to potential new members/aspirants, each organization has an internal academic standard related to invitation to membership and maintenance of membership. While Fraternity/Sorority Affairs does not have a set grade requirement for prospective members, we expect chapters to uphold their national organization's minimum standards.

Each chapter will be required to submit a chapter academic plan by the second Friday of each semester. Each chapter is expected to maintain a minimum chapter cumulative term GPA of 2.50 each semester. If a chapter fails to achieve a cumulative 2.50 semester GPA, the following steps will be taken to improve the chapter's GPA:

- A. If a chapter earns between a 2.49 and 2.25 semester GPA, they will be placed on Academic Probation, and the following steps will be taken:
  1. The chapter will be required to set up an Academic Planning Meeting with Fraternity/Sorority Affairs to outline a plan to improve the overall chapter GPA. This plan should be in the form of a typed contract, signed by the Chapter President, the person serving as the responsible member over the implementation of the plan (i.e. Scholarship Chair, Vice President, etc.), and the Chapter Advisor. The plan/contract will be kept on file in the Fraternity/Sorority Affairs Office. This meeting must occur within the first



two weeks of the academic semester. This Academic Plan must include the following:

- The submission of monthly academic progress reports to Fraternity/Sorority Affairs
- The submission of a calendar of all events to take place during the semester of Academic Probation
- The building of a relationship with Educational Support Programs (ESP), which mandates that some or all chapter members study at one of the ESP offices.

\*Any chapter failing to fulfill any of the above requires of Academic Probation within six weeks of an academic semester, will be automatically placed on Academic Suspension (C. 1-2)

- B. If a chapter earns between a 2.25 and 2.0 in one semester, or if a chapter earns between a 2.49 and 2.25 for two or more consecutive semesters, they will be placed on Academic Restriction, and the following steps will be taken:
1. The same expectations set forth during the Academic Probation (A. 1-2).
  2. The chapter will be placed on Social Probation for the entire semester (the second consecutive semester with a cumulative chapter GPA between a 2.5 and a 2.25). While on Social Probation, a chapter is not permitted to have any social activities such as parties, formals, and intramurals. Chapters are permitted to conduct business meetings, educational programs, community service projects, and philanthropy events.
- C. If a chapter earns below a 2.0 in one semester, or if a chapter earns below a 2.25 for two or more consecutive semesters, it will be placed on Academic Suspension and the following steps will be taken:
1. All requirements of a chapter on Academic Restriction (B. 1-2).



During the semester of Academic Suspension, the chapter will have to coordinate any activities with Fraternity/Sorority Affairs and Student Leadership and Involvement.

### Roster Policy

Fraternity/Sorority Affairs (FSA) supports the growth and success of all Interfraternity, National Pan-Hellenic, and Panhellenic Councils at University of Memphis. Adequate chapter membership and leadership are essential to the growth and success of the University of Memphis fraternity/sorority community. Accurate chapter rosters are essential to the proper functioning of fraternity/sorority chapters. This policy outlines the expectations of FSA as they relate to issues of chapter rosters.

#### A. Chapter Roster Submissions

Chapter rosters to be used for the purposes of recruitment numbers, grade reports, and any other University reporting. Rosters will be submitted according to these guidelines:

- All chapter rosters are to be electronically submitted to the Fraternity/Sorority Advisor by the first Friday at 5:00 p.m. of each semester. All rosters must be submitted using the official Roster Template which is located on the Fraternity/Sorority Affairs website. ([www.memphis.edu/fsa](http://www.memphis.edu/fsa))
- Chapters failing to submit rosters by the designated deadline are subject to automatic "Interim Suspension" until the rosters are electronically submitted.
- All roster submissions must have at least one chapter advisor copied on the email submission.

#### B. Updating Chapter Rosters

- Chapters can add or remove members from their rosters until the day designated by the University as the last day to withdraw from an academic class with a "W" with no refund. (This date will be publicized at the beginning of the semester by the Fraternity/Sorority Affairs Advisors). Members taken off of the roster on or



before this date, will not be included in the chapter GPA, but will be listed on the roster as a past member. They will not be recognized as either active or inactive members of the chapter, but past members.

- New members can be added to the roster at any time throughout the semester.
- Only members on the roster are permitted to represent the chapter in University, chapter, or any other events/functions on the University of Memphis campus such as: intramural teams, chapter events, step shows, yard shows, etc.
- Chapters can mark members who withdraw from the chapter after the deadline set above, however, those members will be marked as “inactive” on the roster, and the chapter member’s GPA will be included in the chapter’s overall GPA.
- All rosters updates must be submitted using the Roster Template.

#### C. Roster Limitations

- All fraternity/sorority chapters must maintain membership of at least ten (10) members.
- Chapters falling below 10 members, at any time during any semester, will automatically be placed on “Membership Probation”.
- Chapters on “Membership Probation” must set up a meeting within the first 4 weeks of the semester with Fraternity/Sorority Affairs to outline plans to initiate new members within the next two semesters. This meeting should include the undergraduate chapter advisor, and conclude with a written plan/contract signed by the chapter president and advisor.
- If the chapter is still below 10 members when reregistering through the University, the organization will be on Provisional Status as a Registered Student Organization (RSO) for the upcoming academic year. After one academic year on Provisional Status, the chapter will either need to have increased to 10 members, or will need to apply for a one-semester extension to their Provisional Status with the Student Leadership & Involvement. Provisional Status extensions will only be given for one semester.





- Chapters who fall below the ten member requirement at any point within two consecutive semesters and do not initiate new members within the following three consecutive semesters are subject to be placed on “Suspension” for four (4) academic semesters.
- All chapters not fulfilling any requirements outlined in this policy are subject to be categorized as “not in good standing” with Fraternity/Sorority Affairs.

### Off-Campus Chapter Housing

#### Maintenance and Appearance

- Yards must be cut and edged, shrubs trimmed and trash picked up so that the chapter house looks neat all of the time.
- Dumpsters or other trash receptacles must be hidden from view or properly screened from the street or streets except when put out for collection. Trash must be discarded properly and never in sight from the street.
- No discarded beverage cans or bottles may be visible from the street.
- No consumption of alcoholic beverages in public view except in unmarked cups or containers and the person must be of legal age.
- Repairs to the house must be performed in a reasonable time.
- Exterior windows must be of traditional residential window material. No windows may be covered with boards or cardboard.
- Houses must be painted as needed.
- Any Greek letters or insignia must be neat and well maintained.
- Interior furniture, such as couches and sofas, must never be placed on the porch or in the front yard.
- Only exterior furniture may be used outdoors. No folding chairs except for special events.
- No people may be on the roof or overhangs except for maintenance or in preparation for special events.



- Chapter houses must be maintained in accordance with applicable state, county and city codes and laws, and the rules set for by the University of Memphis and the Interfraternity Council.

### Chapter Checklist

In order to remain in good standing at the University of Memphis, each fraternity/sorority chapter must complete the following:

Task	Deadline	Who	Where
Student Leadership & Involvement RSO Registration	By the first day of classes each Fall semester	President	Tiger Zone
Complete chapter roster	2 <sup>nd</sup> Friday of each semester	President	F/S Forms Page
Advisory Board Contact updates	2 <sup>nd</sup> Friday of each semester	President	F/S Forms Page
Completed FSA Statement of Understanding Form	Fall - September 15 Spring - February 15	President/New Member Educator	F/S Forms Page
New member update for chapter roster	Fall - November 10 Spring - April 10	President/New Member Educator	F/S Forms Page
Officer Contact updates	1 week following election of new officers	President	F/S Forms Page



By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures for social fraternities and sororities as outlined in this document. Those policies and procedures include:

- Upholding International Headquarters' and University Policies
- Event Planning
- Membership Selection Processes
- Risk Management
- Community Academic Policy
- Roster Policy
- Off-Campus Chapter Housing
- Chapter Checklist & Timeline

\_\_\_\_\_  
Chapter President Printed Name

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Chapter President Signature

\_\_\_\_\_  
Date