



UNIVERSITY OF ILLINOIS SPRINGFIELD

POLICIES AND PROCEDURES MANUAL

GREEK AFFAIRS OFFICE



REVISED FALL 2020

Notice

This policies and procedures manual is not a contract. Students are required to abide by the current version of the manual, which is always available by request.

The *Office of Greek Affairs Policies and Procedures Manual* is designed as an informational and regulatory document and does not constitute or reflect a contract. The information contained herein supersedes all previously published *Policies and Procedures Manuals* and is subject to change at the discretion of the University. University policies, practices, guidelines, and procedures, which may be updated and approved subsequent to the publication of this document, will in some instances take precedence over the contents of this handbook. To ensure that you have the most current information, you may contact the Office of Greek Affairs.

A Commitment to Civility

The University of Illinois Springfield is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity.

Expectations for Fraternity and Sorority Membership

Students at the University of Illinois Springfield are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

Fraternity and sorority members are expected to:

- Acknowledge that the primary purpose for being at the University of Illinois is to
- pursue a higher education and to maintain high academic standards.
- Know and understand the ideals and values of the chapter and incorporate them into daily life.
- Continuously support a positive new member education program that is alcohol free.
- Not support or participate in any form of hazing as described in the anti-hazing policy, the Student Code of Conduct, and the laws of Pennsylvania.
- Adhere to the Student Code of Conduct.
- Practice bystander intervention where at risk behavior is displayed.
- Foster an inclusive and accepting community for both members and non- members.

Expectations for Chapter Advisors

Each fraternity and sorority must have a chapter advisor, who is to be selected by the chapter. The chapter advisor serves as a liaison to the University and international or national headquarters.

The Office of Greek Affairs expects chapter advisors to meet or have a phone meeting with their chapters at least once a semester, receive their chapter's minutes, be aware of chapter functions, and be knowledgeable of Greek Affairs Policies and Procedures.

Chapters are required to submit any contact information changes for the chapter advisor and written notification if the chapter advisor changes to the Greek Affairs Board immediately.

Expectations for National/International Headquarters

The University of Illinois Springfield values partnership with international/national headquarter personnel in order to fully support our undergraduate chapters. The international/national headquarters, graduate chapters and a staff member from the Office Greek Affairs should connect at least once an academic year in person or via phone.

The local chapters will provide updated contact information of their international/national organization representative with the Office of Greek Affairs each year. In the event a chapter has been alleged to have violated Student Code of Conduct and/or the Policies and Procedures of the Office of Greek Affairs and the chapter is facing a student conduct hearing, it is the responsibility of the local chapter to notify the national/international headquarter representative.

Academic Performance Standards

It is imperative that fraternities and sororities remember that education is the primary purpose of attending the University of Illinois Springfield. Fraternities and sororities who sustain this commitment do so through exemplifying high levels of collective academic attainment and dedication to helping each member reach their individual academic potential.

Commensurate with this ideal, the Office of Greek Affairs has established academic performance standards for all non-honorary fraternities and sororities.

Article I: Scholarship Chairperson

- A. Each chapter shall additionally identify and elect a Scholarship Chairperson from within its chapter membership. This Scholarship Chairperson will be expected to work in collaboration with the Office of Greek Affairs and the leadership of their chapter in developing academic programming at the chapter level designed to improve academic achievement within the chapter.

Article II: Grade Release Form

- A. As a condition of membership in a recognized fraternity or sorority, each member is required to sign a grade release form authorizing the release of grades to the Office of Fraternity and Sorority Life for the purpose of monitoring the academic performance of chapters and members or other appropriate purpose. Individual grade reports are prepared to help chapters identify those members in need of academic assistance and to acknowledge those members doing well academically.

Article III: Minimum GPA Standards

- A. As a minimum standard a fraternity or sorority must have a cumulative GPA of at least a 2.50. Those organizations that are below a 2.50 will be subject to loss of privileges, as determined by the Office Greek Affairs, until the GPA meets or exceeds the minimum standard.

Article IV: Academic Improvement Plan

- A. Chapters who do not meet the all-male or all-female averages will be required to meet with a professional staff member in the Office of Greek Affairs. The chapter will be required to develop and submit a strategic plan designed to significantly improve the academic performance of its members.
- B. Definition of Significant Improvement
- The improvement plan is intended to create significant improvement of the chapter average GPA.
 - Significant progress will be determined by the Greek Affairs Board
 - Significant progress will be measured by a minimal .10 increase in the cumulative chapter GPA during a two-semester time period.
 - If significant progress is not made, privileges may be suspended up to and including loss of registration at the University of Illinois Springfield.

Article V: Minimum GPA for Elected Council Positions

- A. Greek Affairs board possess at the time of election and maintain a minimum 2.50 cumulative GPA for elected positions unless the council constitution states a higher GPA requirement.

Article VI: Family Educational Rights and Privacy Act

The Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) is available at: <https://www.uis.edu/registration/records/studentrecordpolicy/>. Questions concerning the University's FERPA Policy and Procedure may be directed to the Office of the Records & Registration.

Requirements for Recognition

Article I: Requirements for Recognition for Social Fraternities and Sororities

- A. The fraternity or sorority must have a working relationship with the Office Greek Affairs.
- B. The purpose and activities of the fraternity or sorority must be compatible with the mission of the Division of Student Affairs and Office Greek Affairs.
- C. The fraternity or sorority must submit current proof of general liability insurance, including a Certificate of Insurance evidencing the coverage for all activities on campus such as parties, etc.
- D. Fraternity and sorority chapters must meet the current University registration guidelines. Please visit the Student Life for the Student Organization Registration policy.

- E. Likewise, the Office of Fraternity and Sorority Life may establish policies and procedures to guide and define the working relationship and may require approval of the fraternity's or sorority's constitution as a condition of recognition. Fraternities and sororities must abide by these policies and procedures.
- F. National social fraternities and sororities must be recognized to operate on campus and are subject to additional recognition policies and procedures approved by the Vice Chancellor of Student Affairs. The recognition of student organizations is governed by additional policies and procedures approved and administered by Student Life.

Article II: Requirements for Colonization

For expansion the interest group should contact and consult the Office Greek Affairs to best prepare for future expansion. The Office Greek Affairs will direct the potential colony to the appropriate governing council to meet their specific requirements. Expansions will need to follow the Requirements for Recognition as stated in this document as well as provide other documentation for review: constitutions, bylaws, recruitment/intake plan, new member education plan, risk management policies specifically around alcohol and hazing, support for potential chapter (alumni or professional staff).

Article III: Requirements for Reinstatement

A fraternity or sorority that receives a sanction of *Suspension of Registration* shall have the opportunity to seek reinstatement of that chapter to full recognition with all rights and responsibilities associated with such recognition. In order to seek reinstatement, a chapter must satisfy all requirements as outlined by the sanctions. Eligible chapters must petition the Vice Chancellor of Student Affairs and Greek Affairs Board for reinstatement following the terms of *Suspension of Recognition*.

Reinstatement will be based on the written responses contained in the petition, is subject to no further appeal, and is determined solely by the Vice Chancellor of Student Affairs and Dean of Students.

Even where a chapter satisfies all requirements as outlined by the disciplinary sanctions, and submits the required Reinstatement Petition, the Vice Chancellor of Student Affairs and Dean of Students retains the discretion to grant or deny the Petition.

Reinstatement Petition contents:

- A. The fraternity or sorority must have a working relationship with the Greek Affairs Office.
- B. The purpose and activities of the fraternity or sorority must be compatible with the mission of the Greek Affairs Office.
- C. The fraternity or sorority must have a chapter advisor, faculty or staff member to work with them on an academic/scholarship plan.
- D. Statement affirming an alcohol policy for the chapter that is consistent with the University's Alcohol policy.

- E. Provide a detailed explanation as to the steps taken by the chapter to assure that all violations are addressed and no longer a part of the chapter's culture.
- F. Identify in sequential implementation order the corrective steps addressing the chapter's recruitment/intake effort (rush), new member education process, and the degree of adherence to inter/national regulations and policies.
- G. State the name, responsibility, and contact information of the chapter advisor, role alumni play in meeting chapter's needs.
- H. Implement a reporting procedure to comply with the Greek Affairs Office standards which include community service, philanthropy, membership, and leadership training each semester.
- I. Implement a year to year leadership transition plan and involve new and continuing members in the chapter's leadership structure.
- J. If applicable, revise chapter's by-laws and/or amend chapter's constitution to assure violations will not be repeated.
- K. The Greek Affairs Office may establish additional requirements for recognition beyond the standard requirements for recognition. Likewise, the Office of Fraternity and Sorority Life may establish policies and procedures to guide and define the working relationship and may require approval of the fraternity's or sorority's constitution as a condition of recognition.
- L. The recognition of student organizations is governed by additional policies and procedures approved and administered by the Division of Student Affairs.

Policy Statement on Hazing

Hazing at the University of Illinois Springfield is considered a violation of the University's Anti-Hazing Policy and Student Code is absolutely prohibited. Hazing will be considered a criminal act in the State of Illinois.

Hazing is defined as follows:

A person commits hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

- Violate Federal or State criminal law;
- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
- Endure brutality of a sexual nature;
- Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Therefore, any Student who causes or participates in hazing may be subject to appropriate University discipline and/or may be subject to criminal prosecution.

Students and others are encouraged to report incidents, and suspected incidents, of hazing. Reports may be made to the UIS Police or the Greek Affairs Office.

The Office of Fraternity and Sorority Life will provide annual hazing prevention training to those officers tasked with recruitment/intake and new member education. All chapters, councils, community stakeholders, and campus partners can request hazing prevention training through the Office of Fraternity and Sorority Life. Hazing recognition and prevention training will be presented at Fraternity and Sorority Life 101 session for all potential new members.

Policy Statement on Anti-Discrimination

No illegal discriminatory criteria may be used as criteria for membership including those listed in the University of Illinois non-discrimination policy. These factors include race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran.

The non-discriminatory policy will be applied in a manner consistent with the requirements of the First Amendment of the United States Constitution and other laws applicable to student organizations.

The University does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to hostile environment in University programs or activities.

For complete details on the University’s Nondiscrimination, Equal Opportunity, and Affirmative Action Policy and Sexual Misconduct Policy please visit Access and Equal Opportunity.

Policy Statement on On-Campus Housing

The University of Illinois at Springfield provides on-campus housing to social fraternities and sororities through individual leases.

Members who have entered into leases/agreements with the Department of Housing are to follow the tenets of their individual lease/agreement at all times regarding fire safety, room occupancy, and other applicable policies provided in the lease/agreement, *Residential Handbook* and *Student Code of Conduct*.

Policy Statement on Chapter Operations

All recognized chapters and colonies in the UIS Greek Community shall operate according to the academic calendar and shall elect its executive board members (including Chapter President, Vice President, New Member Education, Recruitment Chair, etc.) for a term that follows the academic year (August through April).

Fraternity and Sorority Intake/Recruitment Guidelines

Chapters must bring in new members into an organization that is based upon the aspirants/potential new member's possession of specific qualifications; these qualifications are outlined in a chapter's constitution and/or by-laws and articulated to aspirants/potential new members during the intake/recruitment process. Individual chapters must be guided by selection standards and values of the chapter which will help promote the building of a strong and effective chapter. are

Chapter members, aspirants/potential new members, and advisors are expected to adhere to the following guidelines regarding intake/recruitment at the University of Illinois at Springfield:

Article I: Intake / Recruitment Definitions

- A. Recruitment is defined as a program (and period of time) of membership selection by Fraternal organizations most notably Interfraternity Council (IFC) and Collegiate Panhellenic Association (Panhellenic) organizations.
 - a. Formal Recruitment is the major recruitment period of the year with specific scheduled events. The most concentrated period within formal recruitment for entertaining and selecting new members is sometimes known as "Recruitment Week".
 - b. Informal Recruitment is a less structured period where chapters can recruit new members. Often chapters hold informational meetings and recruitment events during informal recruitment.
 - c. Continuous Open Bidding, also known as "Open Recruitment", begins after the conclusion of Formal/Informal Recruitment and continues throughout the academic year.

B. Intake generally applies to National Pan-Hellenic Council (NPHC) and multicultural organizations and usually includes three components:

- a. A pre-induction/orientation period,
- b. An in-depth education program,
- c. The final induction ceremony. Each affiliate organization implements the guidelines and details of its own membership intake process.

Article II: Intake and Recruitment Guidelines

- A. In conjunction with the Collegiate Panhellenic Association (Panhellenic) and the Interfraternity Council (IFC), the Greek Affairs Office will determine a Formal and Informal Recruitment Week during the fall and spring semesters.
- B. Assuming all University requirements have been met, each NPHC/Multicultural affiliate determines when they will conduct intake. Each group may be assisted in this process by their Alumni/Graduate Chapter. Intake generally includes three components:
 - a. A pre-induction/orientation period,
 - b. An in-depth education program,
 - c. The final induction ceremony. Each affiliate organization implements the guidelines and details of its own membership intake process.
- C. No recruitment or intake activities can take place during the summer sessions or any University break (fall, winter, spring, summer). No recruitment activities are to occur until the beginning of the Formal/Informal Recruitment Week, each semester.
- D. All recruitment or intake activities must take place in an on-campus location. Recruitment activities in private houses and apartments are prohibited.
- E. In the event recruitment activities begin without the knowledge and approval of the Greek Affairs Office and/or the chapter has not adhered to the Intake and Recruitment Guidelines, recruitment/intake activities will cease immediately, and the chapter may be referred for disciplinary action.
- F. A Bid of Membership will be extended each semester and are valid for one semester or the length of time prescribe by the council. No Bids of Membership will be written by the Greek Affairs Office when there is less than eight weeks left in a given semester, unless the chapter or colony identifies that the potential new member will be initiated by the end of that semester by submitting a separate new member program with relevant documentation.
- G. The following information must be provided to the Greek Affairs prior to beginning the membership intake or recruitment process:
 - a. Any national or regional paperwork that needs to be signed by the Greek Affairs Office. A copy of this paperwork will be left on file with the Greek Affairs Office.
 - b. Fraternity and Sorority Anti-Hazing Policy Form: All new members/aspirants are required to sign and submit to the Greek Affairs Office an Anti- Hazing Policy Form.
 - c. Calendar of Events should include a timetable of any intake/recruitment activities, including but not limited to the following:
 - i. Informational Meetings
 - ii. Selection Date(s)
 - iii. Dates times, and location of New Member Education programs and/or activities if they occur prior to initiation
 - iv. Initiation Date
 - v. Presentation of New Members (if applicable)
 - vi. Any additional dates required by the Greek Affairs Office
 - vii. In the event that any dates and times need to be changed on the calendars of events, chapter members are expected to notify the Greek Affairs

Office, through a personally delivered hard copy notification no less than five (5) business days prior to the new event time or calendar due dates set by the governing council.

H. The Greek Affairs Office requires that all chapters check in the beginning, middle, and 2 weeks before the end of the intake process. The Office also requires that the NPHC advisor meets with the aspirants after the interviews as well as after the new member presentation.

J. Chapters must complete and submit the Greek Affairs Office intake checklist and formalize campus presentations plan for approval by the Office. In the event that intake activities begin without the knowledge and approval of a staff member in the Greek Affairs Office and/or the chapter has not adhered to the Intake/Recruitment Guidelines, intake activities will cease immediately, and the chapter may be referred for disciplinary action.

Article III: New Member Education or Intake Activities

- A. Chapters must abide by their inter/national offices required or suggested new member education plan and intake processes. New member education plans will be due in a time agreed upon by the Greek Affairs Office in order to receive feedback in a timely manner from the professional staff and council executive boards.
- B. All new member education and intake activities must take place in an on-campus location. New member education in private houses and apartments is prohibited.
- C. Verification of Aspirants/New Members: All chapters conducting Intake/New Member Education must submit a Verification of Aspirants/New Member Form. The verification forms must be submitted the following business day after the interest meeting/bid night, and prior to the start date of the official Intake/New Member Education process.
- D. The Verification of Aspirants/New Members Form lists the individuals who have accepted a bid or are engaged in preparing for initiation, but who have not yet been initiated into full membership. The verification form contains the following information:
 - a. Aspirants/New Member First and Last Name
 - b. Aspirants/New Member Signature
 - c. Student ID Number
 - d. University Enrollment
 - e. Number of Aspirants Signature of Chapter President Signature of Chapter Advisor
- E. Term Limitations of Intake/New Member Education Period:
 - a. All aspirants/new members must be initiated within eight (8) weeks of the end of the intake/recruitment period, including continuous open bidding.
 - b. Initiation must occur no later than the two Sundays prior to the final exam week of each semester. All initiation activities must occur within this time frame.
 - c. At any given time, the Greek Affairs Office or Greek Affairs Board may request an updated chapter roster.
 - d. No new member education/intake activities can take place between the hours of 12:00am and 8:00am each day. New member education/intake activities cannot interfere with academic classes.

Article IV: Presentation of New Members

A. All chapters must adhere to the following guidelines when presenting new members to the campus community.

- a. Organizations must submit a plan in writing at least two weeks before the campus presentation and wait for approval from the Greek Affairs Office.
- b. Presentation of new members must take place no more than thirty (30) calendar days after the members have been initiated into the organization.
- c. Appropriate arrangements shall be made to reserve University space. A copy of the space reservation confirmation must be submitted to the Greek Affairs Office at least 48 hours prior to the event.
- d. New member presentations may not contain any lude behavior, hate speech, disrespect to other Greek organizations. Chapters in violation of this will be subject to disciplinary action and must be conducted in a manner consistent with all University guidelines, policies and procedures.
- e. Fraternities and sororities are expected to comply with all University policies and procedures.

Chapter Rosters

Article I: Roster Guidelines

- A. Each chapter must submit the names, UINs, and emails of all chapter members, as well as contact information of all advisors and inter/national headquarter staff to the Office of Fraternity and Sorority Life at the beginning of each semester.
- B. Chapters must submit and maintain up to date contact information for all chapter members and advisors using the format requested by the Greek Affairs Office.

Social Event Policy

Illinois law states that the legal drinking age is 21 years of age. All initiated members and new members or associate members must abide by all federal, state, county, city and University regulations as well as their national alcohol/risk management policy. The entirety of this policy will be enforced for all chapters of the Interfraternity Council (IFC), all chapters of the Collegiate Panhellenic Association (Panhellenic), and all chapters of the National Pan-Hellenic Council (NPHC).

This policy is a compilation of national fraternity and sorority risk management policies with additional guidelines pertaining specifically to the University of Illinois Springfield campus and surrounding community.

Article I: Purpose

It is the intention of the UIS Greek Community to provide the safest possible social atmosphere for the members of Fraternity and Sorority Life and their guests while allowing those individuals to exercise personal responsibility given to them by the law. The following objectives are essential to achieving this goal:

- To encourage social responsibility for all members;
- To encourage responsible consumption of alcohol of individuals of legal drinking age and thereby reduce the problems related with the misuse of alcohol;
- To increase the safety of everyone in attendance at fraternity and sorority sponsored events;
- To decrease liability for fraternity and sorority chapters as well as their past and present members;
- To support the ideals and values on which our fraternities and sororities are based;
- To promote self-governance.

Article II: Host Responsibility

A. It is expected that all UIS students, student organizations and guests will abide by the UIS Student Code of Conduct.

B. The hosting organization(s) should assume the responsibility of running their own event. This may include assistance with set-up or tear down, providing volunteers to assist with check-in and closing procedures.

C. Failure to comply with this policy will result in the organization losing their “good standing” status.

D. As noted in the Student Code of Conduct, students, faculty and staff are responsible for reporting violations of the UIS Student Code of Conduct.

E. Students, performers and organizations are responsible for the behavior of their guests.

F. If a guest violates this policy, the host associated with that guest may be subject to Student Conduct sanctions. If the disruptive guest is not connected to a host, the organization itself may be subject to Student Conduct sanctions.

Article III: Campus Dances

A. Chapters are responsible for complying with the policies and procedures listed in this document, the Student Code of Conduct, and all other applicable University policies when hosting Dances at the University of Illinois Springfield.

B. All Campus Dances must be approved at least one month in advance with the Greek Affairs Office.

D. Sponsoring chapters must make a note of room capacity and it is strongly advised that students create a strategy based on that number.

E. Anyone who does not have a valid college ID will not be permitted to attend these dances and will be turned away at the door with no exceptions.

F. If any alcohol is found to be present or illegal activity is alleged to be happening during the event the event will be permanently shut down and thoroughly investigated in accordance with University policies and procedures.

Article IV: On-Campus Fraternity/Sorority Events

An on-campus fraternity/sorority event is any program or activity taking place on campus of UIS which is planned, sponsored, hosted, co-hosted or promoted by a UIS Greek registered student organization(s).

A. All registered organizations in good standing can host on-campus student organization events under this policy.

B. Organizations in good standing may co-host events on-campus events; however, all organizations must comply with this and all related policies/regulations.

C. Events must be submitted in UIS Connection no later than two (2) weeks before the event.

D. Each event should have an identified Event Coordinator who will be responsible for meeting with the various offices and departments to ensure proper event planning and execution.

Article V: Off-Campus Fraternity/Sorority Events

An off-campus social events are any programs or activities that are planned, sponsored, co-sponsored, endorsed or promoted by a recognized fraternity/sorority at UIS. Social events include, but are not limited to, formals, semi-formals, mixers, member/teambuilding functions, and alumni functions.

A. All registered organizations in good standing can host off-campus student organization events under this policy. Organizations in good standing may co-host events off-campus events; however, all organizations must comply with this and all related policies/regulations. Off-campus events must be submitted in UIS Connection no later than two (2) weeks before the event.

B. Organizations are expected to know the fire code capacity for their venue. Event organizers are responsible for attendee counts. Once the venue capacity is reached no other attendees will be allowed to enter the venue until attendees have exited to the venue.

C. The possession, sale, use or consumption of alcoholic beverages, while or during an organization event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the organization, must be in compliance with all applicable laws and policies of Illinois, City of Springfield, Sangamon County, and the University of Illinois Springfield.

D. Each event should have an identified Event Coordinator who will be responsible for meeting with the various offices and departments to ensure proper event planning and execution.