
FRATERNAL STANDARDS MANUAL



Information for Fraternities and Sororities
and Members of Our College Community

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GENERAL INFORMATION

Introduction

Fraternities and sororities have been a part of campus life at the State University of New York College at Plattsburgh since 1889. Today, as in 1889, the Fraternity/Sorority Community is dedicated to the ideals of friendship, scholarship, leadership, and service to the campus and community. SUNY-Plattsburgh seeks to nurture the educational and personal development of its students. Personal relationships, opportunities to provide service, leadership development, scholastic support, wellness, involvement in campus life, and social activities are all important aspects of fraternity/sorority life. The combination of these activities helps develop well-rounded, educated citizens and responsible community members.

SUNY-Plattsburgh is committed to a Fraternity/Sorority Community that supports the educational mission of the College while fostering fraternal values and principles. This manual has been developed to support fraternities and sororities and provide information about guidelines that apply to these organizations.

This manual, the Fraternity/Sorority Life website, and the Student Club and Organization Conduct Manual, have been developed to provide comprehensive information to members of the college community.

Mission of the SUNY-Plattsburgh Fraternity/Sorority Community

As the Fraternity/Sorority Community, we promote the principles of friendship, scholarship, leadership, and service while providing an intellectually stimulating and socially diverse college experience. Together, each fraternal organization aims to achieve common goals that enrich the individual, college, and community. Members are empowered to reach their full potential, so upon graduation they will emerge as better citizens.

Developed & Approved Spring 2005

Mission of the SUNY-Plattsburgh Center for Fraternity/Sorority Life

The Center for Fraternity/Sorority Life provides support, advice, and services regarding chapter operations to the members of Interfraternity Council (IFC) fraternities and Inter-Sorority Association (ISA) sororities, and provides values-based educational programming to assist members in creating a positive fraternal experience encompassing the core principles of Friendship, Scholarship, Leadership, and Service while learning to work through collaboration and interfraternalism within the Fraternity/Sorority Community.

Relationship between the Interfraternity Council, the Inter-Sorority Association and the College Community

The underlying assumption behind fraternities and sororities is that they exist because of the College as a component of the College. Positive relations with the College and with the City of Plattsburgh are essential for fraternities and sororities and a negative relationship cannot be tolerated. Equally essential for fraternities and sororities are positive relationships with faculty and staff, as well as with students who are not members.

The relationship between individual organizations, Interfraternity Council (IFC), Inter-Sorority Association (ISA), the College and the community are reciprocal. All fraternities and sororities must be members of IFC or ISA and be chartered by the College. First, the appropriate governing council must endorse fraternities and sororities; second, the Committee on Fraternal Affairs then recognizes fraternities and sororities; and finally, the College, under the authority of the College President, formally grants the charter to fraternities and sororities. Endorsement, recognition, or the awarding of a charter are not automatic and may be rescinded if a fraternity or sorority does not meet minimum expectations within a prescribed time period.

Responsibilities of Fraternities and Sororities

Fraternities and sororities are values-based organizations founded to advance the ideals of friendship, scholarship, leadership, and service. Organizations should actively seek to promote these ideals and minimize activities that are in conflict. Fraternities and sororities are not independent organizations but are part of the College. The privilege of fraternities and sororities to exist as part of the College brings with it a high level of responsibility.

Fraternities and sororities have the following responsibilities:

- to uphold their fraternal values and missions and exemplify the four core principles of friendship, scholarship, leadership, and service;
- to promote academic excellence and intellectual activities related to the academic mission of the College;
- to maintain a chapter grade point average each semester near or above the all-campus average;
- to maintain a recruitment program in accordance with IFC, ISA, and college rules and regulations, and New York State Law;
- to participate in college and IFC/ISA educational training programs;
- to maintain property, if owned or rented, in conformity with zoning regulations, city building codes, and community standards;
- to observe college, city, county, state, and federal laws and regulations;
- to cooperate with public officials in the maintenance of Public Order;
- to observe and enforce New York State Law with regard to alcohol;
- to comply with College policies and New York State laws on hazing;
- to maintain and adhere to a risk management policy in accordance with their national standards, the appropriate governance council, and the College (*Appendix A*);
- to carry appropriate group liability insurance listing the College as additionally insured with minimum limits of \$1,000,000 per Occurrence and \$1,000,000 General Aggregate, written with a carrier rated A- or better by A.M. Best's Guide and licensed to do business in New York State. (*Note: Local fraternities and sororities will be insured under an umbrella policy through Kirklin & Co. maintained by the Center for Fraternity/Sorority Life. As a result, the actions of one local fraternity or sorority may increase*

the cost of the insurance premium or cause the cancellation of coverage for all local groups. Furthermore, violations of the risk management policy may result in forfeiture of coverage. In these instances, the local group(s) would be required to secure their own coverage.)

Academic Expectations

The primary purpose of attending a college or university is to receive an education. Fraternities and sororities are committed to this ideal, holding that scholarship is the most important aspect of the college experience.

- Fraternities and sororities must maintain a chapter grade point average each semester of a 2.5 as outlined in the SUNY-Plattsburgh Academic Policy for Fraternities and Sororities (*Appendix B*).
- Each chapter is strongly recommended to develop a comprehensive academic plan that addresses scholastic incentives/rewards, plans for members with academic difficulties and educational programming/resources.
- The Center for Fraternity/Sorority Life will sponsor a New Member Orientation Workshop for all new members/associates/pledges where academic expectations will be reviewed.
- Students must maintain a 2.0 GPA at SUNY-Plattsburgh to remain an active member of a fraternity/sorority.
- Students must follow all eligibility requirements to join a fraternity/sorority as described under *Recruitment Guidelines and Eligibility* (see below) and *Individual Membership* (page 7).

College Regulations and Governance

Standards are an important component in a community. The College has established expectations for both individuals and groups. All rules and regulations set forth by the college, including the Student Club and Organization Conduct Manual and the Student Conduct Manual are applicable to all recognized student clubs and organizations, including fraternities and sororities, and they will be held responsible for violation of any such regulations.

Expectations of Membership

Accepting membership into a fraternity or sorority indicates agreement in abiding by the policies set forth by the College, the chapter, the governance council, and the inter/national organization. Failure to agree to uphold these policies will result in forfeiture of membership. Individual violations will be addressed through the appropriate inter/national organization and/or governance council.

Recruitment Guidelines and Eligibility

The process of joining a fraternity or sorority is one of mutual selection. Chapters use different means to acquaint themselves with interested students and to allow prospective members to learn about the organization.

First semester freshman and transfers cannot pledge, join, or accept any form of membership in a fraternity or sorority but may explore the opportunities offered by the Fraternity/Sorority Community by attending recruitment functions. In order to be eligible to participate in recruitment, an individual must be a SUNY-Plattsburgh

student. In order to be eligible to pledge, join, or accept any form of membership in a fraternity or sorority, a student must have completed 12 credits at SUNY-Plattsburgh and have a 2.3 cumulative GPA or higher. Failure to comply with this guideline is a violation of College Regulations and may result in suspension or dismissal from the College.

Exceptions to this rule follow:

- Transfer students with at least a 2.8 GPA and 12 credits that transferred from another institution may appeal these guidelines by filing an *Exception Review Application to Pledge a Fraternity/Sorority* through the Center for Fraternity/Sorority Life at least 72 hours before signing a Membership Acceptance Card. They may not begin a new member education program until cleared in writing from the Center for Fraternity/Sorority Life.
- Transfer students who don't meet these criteria because of some extraneous circumstance and can prove a steady increase in GPA may request consideration of a waiver to this rule if they are interested in joining an accredited chapter (three stars or higher). A *Transfer Waiver Form* must be filed through the Center for Fraternity/Sorority Life at least one week before signing a Membership Acceptance Card. The request will be reviewed by a committee of faculty advisors, one fraternity member, one sorority member and the Director of Fraternity/Sorority Life. Upon approval from the committee, the Vice President for Student Affairs will contact the family of the student to request approval for them to join. If the family member approves, the student will be granted permission. If the committee or family member denies the request, the student will be ineligible to join the organization until s/he meets the membership requirements based on that current semester's GPA. Appeals will not be accepted for GPAs below 2.3.
- Students who have signed contracts with the Student Support Services STAR Program or Educational Opportunity Program may not join until official written documentation is received from SSS or EOP.
- Five-star chapters will be granted the following special exceptions:
 - Those five-star chapters whose new members GPAs stayed the same or improved the semester they pledged for two consecutive semesters and who have made their new member education programs public documents, will be permitted to pledge first semester freshmen and transfer students the following semester.
 - A waiver of the 2.3 GPA requirement is available to five-star chapters, pending approval from parents/guardians upon review of chapter statistical information.

In order to insure compliance with these policies, the Center for Fraternity/Sorority Life will monitor the eligibility of potential members and inform those who are not eligible to pledge, as well as inform their families and the appropriate fraternities and sororities.

SUNY-Plattsburgh has a zero tolerance policy for ineligible membership. 1. **Students** who pledge, join, accept membership or affiliate in any way with a fraternity or sorority when they do not meet the minimum membership requirements are thereby in violation of College Regulations and are subject to judicial referral which may result in disciplinary action ranging from suspension to expulsion. 2. Furthermore, any **member** involved (including executive officers) will be held personally accountable and liable for sanctions, including suspension from SUNY-Plattsburgh if found responsible for violations of college regulations related to ineligible membership (e.g. aiding and abetting, hazing, risk management violations, etc.) 3. College judicial charges will also be filed against the **organization**, which may result in disciplinary action ranging from suspension to withdrawal of recognition.

Membership bids expire at the end of the semester in which they are issued.

Students who attend recruitment functions are personally responsible for their actions and should place academic pursuits above all else. Potential members are encouraged to explore each fraternity or sorority in order to meet the members of different organizations and find the one that best suits their needs.

The College supports the recruitment guidelines established by IFC and ISA. The Center for Fraternity/Sorority Life will co-sponsor recruitment-based events with IFC and ISA and will support educational programs on appropriate continuous recruitment techniques. In addition, the Center for Fraternity/Sorority Life will coordinate the Fraternity/Sorority 101 programs during New Student Orientation, distribute informational brochures regarding fraternities and sororities, as well as maintain information for potential members on the SUNY-Plattsburgh website.

SUNY-Plattsburgh's Continuous Recruitment Guidelines, established by the College and the governance councils, outline the expectations of each fraternity and sorority. Failure to comply with these expectations may result in a disciplinary review by IFC, ISA, or the College (*Appendix C*).

Statement on Unrecognized Groups

Repeated violations of College policies may result in a group losing recognition from the college, the inter/national, and the respective governance councils because they have damaged the reputation of the Fraternity/Sorority Community, violated students' rights, and endangered their welfare. Students may not join these organizations.

Students who pledge, join, accept membership, or affiliate in any way with a former fraternity or sorority whose recognition has been withdrawn are thereby in violation of College Regulations and are subject to judicial referral which may result in disciplinary action ranging from suspension to expulsion. Students who assist in perpetuating these organization are subject to the same disciplinary action.

Minimum Chapter Membership Requirements

SUNY-Plattsburgh requires a minimum membership standard of 10 members to remain a fraternity or sorority.

In order to have a fully functional, fully participating organization, a minimum of 10 members is required. An organization with fewer than 10 members may not be able to fully participate as a contributing members of our Fraternity/Sorority Community. Furthermore, low membership can put a significant strain on the organization and its' members: academically, financially, and personally.

Should a fraternity or sorority fall below 10 members, it will have two semesters to raise its membership to 10 or higher. Failure to do so will result in permanent removal of recognition.

Individual Membership

In order to be an active member of a fraternity or sorority an individual must be a full-time, matriculated student at SUNY-Plattsburgh. Should a student fall below 2.0 GPA they will be considered an inactive member of their organization and thereby ineligible to hold office in their chapter and/or the governance councils and auxiliary organizations. Additional restrictions can be mandated by each chapter.

New Member Education/Pledging

The goals of these activities involve the education of new members about the values and principles, history, operation, and governance of a particular group. Each program will instill positive values and ideals of good citizenship while supporting the academic mission of the College. It is expected that all activities will reflect these goals. An outline of the new member education program must be submitted as part of the *Semester Self Study* to the Center for Fraternity/Sorority Life as part of the Chapter Accreditation Program.

The following requirements outline the minimum expectations for each fraternity and sorority:

- Fraternities and sororities are required to submit *Membership Acceptance Cards* to the Center for Fraternity/Sorority Life within 72 hours of the actual presentation of bids.
- All new member program activities will cease prior to 1 a.m. on class nights (Sunday – Thursday) and will not start before 7 a.m. on class days (Monday – Friday). Exception for good reason may be granted by the Committee on Fraternal Affairs upon written request from the affected group (See *New Member Overnight Policy Waiver, Appendix D*).
- All new members shall be given the opportunity to get at least eight uninterrupted hours of sleep in their own place of residence.
- Fraternities and sororities are required to inform the Center for Fraternity/Sorority Life if a student formally depledges within 72 hours of the decision. An exit interview will be scheduled with the new member, the faculty advisor, and the Director of Fraternity/Sorority Life.
- Fraternities and sororities are required to send a letter to parents of the students who accepted their bids to join within two weeks. This letter must include the names and phone numbers of the Director of Fraternity/Sorority Life, Faculty Advisor, Chapter President, and the New Member Educator. The Hazing Hotline number (518-564-5555) and a statement on SUNY-Plattsburgh's Zero Tolerance on hazing must also be included. A sample letter is available in the Center for Fraternity/Sorority Life, Angell College Center 204. A letter of introduction, including the *Hazing: A Trust Betrayed* pamphlet and chapter comparative statistics, will also be sent by the Center for Fraternity/Sorority Life.
- All new members must attend the New Member Orientation Workshop sponsored by the Center for Fraternity/Sorority Life, the first week of their new member education program. At that workshop, each new member/associate/pledge will be presented the publication *Hazing: A Trust Betrayed* and a *New Member Bill of Rights* form which outlines the rights and responsibilities of students who are pledging. Students will be asked to sign and return a copy of this form at the completion of the workshop.
- New members/associates/pledges may wear a pledge pin. Members also have membership badges/pins that should be worn simultaneously.
- Fraternities and sororities are required to submit a *Record of New Initiates* to the Center for Fraternity/Sorority Life at least 72 hours prior to initiation. If a student decides not to be initiated, they must inform the Center for Fraternity/Sorority Life and schedule an exit interview.

Hazing

Hazing and the activities associated with it are counter to the ideals, values, and principles of fraternity. The rituals of fraternities and sororities confirm the belief that fraternities and sororities should positively affect members. Fortunately, many organizations have moved away from boot camp “tradition” to be more congruent with the ideals, values, and principles of fraternities and sororities.

New member activities cannot be in violation New York State Hazing Law and College policy regarding hazing. The College’s policy on hazing is as follows:

Hazing in every form is prohibited. Hazing is considered to be interference with personal liberty of others and include any act of domination by some students over others which may lead to injury, emotional disturbance, physical discomfort or humiliation.

Harassment by banter, ridicule or criticism or playing abusive and humiliating tricks or pranks are prohibited.

Also hazing which involves the forced consumption of alcohol or drugs for the purpose of initiation or affiliation with any organization is specifically prohibited.

New York State Law is as follows:

§ 120.16 Hazing in the first degree

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

Hazing in the first degree is a class A misdemeanor.

§ 120.17 Hazing in the second degree

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

Hazing in the second degree is a violation.

In addition, hazing has been further defined by SUNY-Plattsburgh to include the following:

- a. physical activities such as calisthenics, jogging, sit-ups, push-ups, or carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, distress; abduction or involuntary transportation of pledges, leaving pledges at off-campus locations and requiring them to find their way home.

- b. physical exposure or abuse such as nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person; submerging or dunking in water or other substances; marking, branding or tattooing; or any activity which has the potential for the exchange of blood or other bodily fluids.
- c. forced or required consumption of any substance including food, drugs, water, or any beverage, especially alcoholic beverages; or any items individually or in combination that may or could induce vomiting.
- d. psychological abuse and/ or humiliation such as requiring pledges to walk, march, or run in single file; dress in revealing, embarrassing, or uncomfortable clothing or any type of pledge uniform; exposing pledges to extremely uncomfortable or dangerous environments (e.g., too loud, dark, small, hot, or cold); blindfolding where there is a potential for danger; intense interrogation of pledges; name calling or screaming at pledges; requiring pledges to perform any act(s) which are construed to be humiliating or degrading in nature; prolonged periods of enforced silence or use of gags; inability to talk to members of the opposite gender; peer pressure to engage in activities against the pledge's will; carrying or wearing any item(s) setting pledges apart from the members. It is acceptable for new members to wear a pledge pin; however, it should be noted that members also have membership badges/pins that should be worn simultaneously.
- e. forced servitude such as shining shoes or boots; cleaning rooms, apartments, houses, cars, etc.; washing clothes or dishes; running personal errands; or other services or duties not normally shared by initiated members.
- f. required activities that are prohibited under state law or college regulations such as trespassing, stealing of any item(s) including personal effects or organizational property (banners, composites, food, paddles, etc.); stealing of any item(s) for scavenger hunts; kidnapping; lewd, obscene, threatening, intimidating, or harassing behavior.
- g. requiring activities that interfere with academic studies, assignments, or classes such as awakening pledges during the night for organizational activities, interfering with normal sleep or study schedules, food or sleep deprivation; requiring "take home" assignments that interfere with academic work; serenading or addressing houses/apartments. At no time can a group violate the City noise ordinance.

SUNY-Plattsburgh takes a zero tolerance approach to hazing. If a fraternity or sorority questions whether an activity is acceptable, they should contact the Director of Fraternity/Sorority Life with questions, comments, or concerns. The Director will assist the group in developing an educational new member program without hazing.

To report a hazing incident, please contact one or all of the following: the Center for Fraternity/Sorority Life at (518) 564-4825; the University Police at (518) 564-2022; the Hazing Hotline at (518) 564-5555. Hazing can be reported by anyone (e.g. the person who the activity directly affected; a person who assisted in the implementation of the activity; students, college personnel, or community members who witnessed the activity; family members or friends who have knowledge of the activity, etc.) Anonymous calls will be accepted. It is the responsibility of members of the Fraternity/Sorority Community to report hazing incidents.

For more information on hazing please refer to the brochure: *HAZING: A Trust Betrayed* available in the Center for Fraternity/Sorority Life, Angell College Center, Room 204.

RECOGNITION

In order for a fraternity or sorority to exist or operate at SUNY-Plattsburgh it must be endorsed, recognized, and chartered. Recognition itself is divided into three categories: Full, Provisional, and Probational. In addition, there are two categories in which a group can lose the privileges of recognition. Recognition can be suspended or withdrawn.

Types of Recognition

1. **Full Recognition** grants a fraternity or sorority all rights, privileges, obligation, and appropriate use of College resources as listed in *Appendix E: Privileges of Recognition for Fraternities and Sororities*.
2. **Provisional Recognition** is granted for the establishment of a new chapter or re-establishment of a previously chartered chapter.

Provisional Recognition provides recognition status for one year after fulfillment of the Criteria for Continued Recognition. Exceptions can be granted by the Committee on Fraternal Affairs.

In addition, groups granted Provisional Recognition are required to file Recognition Packets, Monthly Reports, and Semester Self Studies with the Center for Fraternity/Sorority Life, meet on a regular basis with the Director of Fraternity/Sorority Life and their faculty advisor(s), and meet periodically with the Committee on Fraternal Affairs. Provisional Recognition may be extended for an additional period upon request to the Committee on Fraternal Affairs. During this period of Provisional Recognition a group has rights and privileges as outlined in the Expansion Guidelines.

3. **Probational Recognition** may entail temporary withdrawal of certain college services and benefits.

In addition, the College may apply specific sanctions against a chapter for a specified period of time. These sanctions involve the imposition of a schedule of corrective action. In the event that further infractions occur or if the schedule of corrective action is not met, the College may suspend or withdraw recognition. Examples of reasons for Probational Recognition could include violation of rules set by IFC or ISA, poor academic performance, membership concerns, behavioral concerns, risk management policy violations, and failure to adhere to college regulations or New York State Law.

Loss of Recognition

Loss of recognition consists of two types: Suspension and Withdrawal

1. **Suspension of Recognition** is for a prescribed period of time during which certain activities and privileges may be suspended. Sanctions will involve the imposition of a schedule of corrective action. Should recognition be restored, the chapter will be granted Probational Recognition for one year prior to the reinstatement of Full Recognition.

2. **Withdrawal of Recognition** revokes the charter granted by the College and removes all privileges and requires the chapter to cease all operations. Upon Withdrawal of Recognition, the chapter shall be ineligible to apply for Provisional Recognition for a specified period of time after the group ceases functioning. After the prescribed period of time has elapsed, the organization must meet the requirements for starting a new fraternity or sorority as specified in the Expansion Policy. If the recognition of a local or regional fraternity or sorority is withdrawn, they will not be permitted to return as an organization to SUNY-Plattsburgh.

Criteria for Continued Recognition

Each chapter must maintain and pursue goals that are in support of the mission of the College and inter/national organization, and are consistent with policies established by the State University of New York Board of Trustees. These goals must be reflected in the following documents which must be submitted to the Center for Fraternity/Sorority Life as part of the information necessary for Continued Recognition:

- a copy of the national constitution and bylaws where appropriate;
- an up-to-date chapter constitution, bylaws, and statement of purpose and goals;
- the statement of policies and standards for the recruitment, selection, education, and initiation of new members consistent with College rules and regulations;

To be eligible for Continued Recognition, a chapter must provide the following information to the Center for Fraternity/Sorority Life as part of the *Semester Recognition Packet* (due the third Friday of each semester) and the *Semester Self Study* (due the first Monday of December and May). Failure to provide this information will result in a review of the status of the relationship of the group with the College and the appropriate governance council and may result in disciplinary procedures:

- a *Fraternity/Sorority Citizenship Pledge* signed by all officers and the advisor;
- a *Group-Member Statement of Agreement* signed by all members stating that they have read, understand and agree to abide by the College's *Risk Management Policy for Fraternities and Sororities* (see Appendix A).
- a *Chapter Officer Directory Form* and *Member Information Form* which includes a list of officers, a list of members, which includes membership status, contact information, home addresses, etc..;
- a *Fraternity/Sorority Advisor/Chapter Agreement* which indicates that the faculty advisor and the chapter president understand the expected roles of both the advisor and chapter in this relationship;
- a copy of the chapter constitution and by-laws.

Each chapter must provide a Certificate of Insurance for a group liability policy with \$1,000,000 coverage. SUNY-Plattsburgh must be listed as an additional insured on this policy. Detailed information regarding insurance is available in the Center for Fraternity/Sorority Life.

Each chapter must sign the *Group and Member Statement of Agreement* as evidence that all members have read and understand the Risk Management Policy for Fraternities and Sororities, developed and approved by the Committee on Fraternal Affairs. This policy has been endorsed by the College and the governance councils as the minimum standard for risk management. Failure to sign this document will subject the member to judicial

action.

To be eligible for Continued Recognition, a chapter must submit a *Recognition Packet* (third Friday of each semester) and a *Semester Self-Study* (first Monday of December and May) to the Center for Fraternity/Sorority Life. In addition, each chapter must complete and submit a *Monthly Report Form* for the months September, October, November, February, March, and April.

Expansion Guidelines

Individuals wishing to form a new fraternity or sorority must follow the Expansion Guidelines established by the Interfraternity Council and Inter-Sorority Association and receive its endorsement. In order to be considered for recognition by the College, a new fraternity or sorority must be endorsed by IFC and ISA and meet the following requirements:

- be affiliated with a national fraternity or sorority that holds membership in the National Association of Latino Fraternal Organizations (NALFO), the National Panhellenic Conference (NPC), the National Pan-Hellenic Council, Inc. (NPHC); or the North American Interfraternity Conference (NIC);
- be incorporated by the State of New York;
- maintain appropriate group liability insurance and adhere to risk management policies as determined by the College;
- have members that are eligible to join a fraternity or sorority as established by the College;
- must meet all criteria as required for Continued Recognition;
- meet any other guidelines established by the College.

For more information on expansion, see the *SUNY - Plattsburgh Expansion Guidelines for Fraternities & Sororities* (Appendix F).

COLLEGE SUPPORT

Advisors

Each fraternity and sorority shall have at least one faculty advisor. The faculty advisor must be a full-time member of the college's faculty and staff selected by the organization membership. The advisor will work with the group and provide support when appropriate. For more information, see SUNY-Plattsburgh Fraternity/Sorority Faculty Advisors Expectations (*Appendix G*).

Faculty advisors will have access to the following resources/programs to assist in fulfilling their responsibilities:

- Faculty Advisor Development Grants
- Faculty Advisor Listserv
- Outstanding Faculty Advisor Award
- Faculty Advisor Handbook
- Fraternity/Sorority Resource Library
- Monthly President's and Advisor's Council
- Individual Consultations
- Other resources and assistance upon request

For specific details about these resources, contact the Center for Fraternity/Sorority Life.

Support from the Office of the Vice President for Student Affairs & the Center for Fraternity/Sorority Life

Fraternities and sororities will have support from the Office of the Vice President for Student Affairs via the Center for Fraternity/Sorority Life in a variety of ways (e.g. implementing programs, advising governance policies, providing leadership training, handling administrative policy matters.)

The Center for Fraternity/Sorority Life will specifically assist fraternities and sororities in the following ways:

- provide a professional full-time professional staff member, a graduate assistant, and three undergraduate student assistants to assist fraternities/sororities in all areas of operations;
- coordinate the advisor development program;
- assistance in sponsoring skill workshops, lectures, and retreats for members of fraternities and sororities;
- coordinate specialized training programs for the officers of fraternities and sororities, including Training Day, which occurs the first Saturday of each semester;
- compiling grade point averages each semester with recognition given to groups and individual members;
- clerical and administrative support through the publication of newsletters and brochures;
- maintain relationships with national offices of fraternities/sororities and alumni boards;
- produce and distribute publications and publicity regarding fraternities and sororities;
- coordinate recruitment and new member education efforts in conjunction with IFC and ISA;
- assist with appropriate fund raising activities;
- assist in identifying community and college service projects;
- work to access the strengths and weaknesses of individual chapters and develop specific action plans to assist chapters;

- advise and support the governance councils and auxiliary organizations;
- support the activities and programs of fraternities/sororities including the Chapter Accreditation Program, Opening Weekend Picnic, Greek Week, Fall Fiesta, A Week to GIVE, Up ‘til Dawn, etc.

For a complete listing, see Privileges of Recognition for Fraternity/Sorority Letter Fraternal Organizations (*Appendix E*).

Committee on Fraternal Affairs (COFA)

Charge

This is a standing committee established to advise the President or his/her designee on any and all issues that relate to fraternity and sorority policy and recognition at SUNY-Plattsburgh. The College’s Committee for Group Review will review violations of college policy.

Terms of Office, Membership and Voting

- Ex-Officio members include the Director of Fraternity/Sorority Life, the Graduate Assistant for Fraternity Sorority Life, the Student Association President or Ex-Officio for Fraternities & Sororities, the Inter-Sorority Association President, the Interfraternity Council President, the Chapter Accreditation Program Coordinator, and the Dean of Students.
- Appointed members will consist of one male and one female student representative at large, one fraternity/ representative at large (a national or a local fraternity member – whichever does not hold the position of Interfraternity Council President), one sorority representative at large (a national or local sorority member - whichever does not hold the position of Inter-Sorority Association President), two faculty/staff who serve as advisors to fraternities/sororities, two faculty/staff who do not serve as advisor to fraternities/sororities, and one alumnus affiliated with a fraternity or sorority.
- All members, both *ex-officio* and appointed, have voting rights on the Committee.
- The chair of the committee will be the Director of Fraternity/Sorority Life who will report to the President or his/her designee on matters before the group.
- Terms of office for the faculty advisors and general faculty will be for two years with appointments staggered so that one of each is replaced each year, if appropriate.
- All other appointed members will serve for one year with a possibility of reappointment up to two times after the initial appointment.
- The President or his/her designee will make appointments.

Particular Responsibilities

Among the responsibilities the committee has assumed can be summarized as advisement, policy development, and planning and include the following:

- Provide guidance and support to fraternities/sororities to assist in maximizing their potential;

- Discuss issues that are of general interest and concern regarding fraternities and sororities;
- Make final recommendation to the President for full or provisional College recognition of all fraternities and sororities;
- Receive and review annual reports from all fraternities and sororities as necessary and make recommendations to the President or his/her designee regarding the status of each group and their continuing recognition. Prepare a response to each group that advises them of areas for development;
- Meet with representatives of fraternities and sororities granted provisional recognition status and aid them in attaining full status;
- Receive, consider, and make recommendations to the President or his/her designee on requests from fraternities and sororities for exceptions to pledging/new member activities provided the activity does not violate college rules and regulations;
- Serve as an appellate body for groups denied endorsement by the appropriate governance council who wish to appeal that decision;
- Review and make recommendations as necessary to the President or his/her designee on proposals for changes in the fraternity/sorority governance structure;
- Prepare and make recommendations to the President or his/her designee on risk management strategies for all fraternities and sororities;
- Prepare and make recommendations to the President or his/her designee on insurance coverage for all fraternities and sororities and their officers;
- Annually review, prepare and make recommendations to the President or his/her designee on rules and guidelines for behavior for all fraternities and sororities.
- The President, Vice President for Student Affairs, the Dean of Students, or the Director for Fraternity/Sorority Life may request the committee to review and advise on special subjects related to fraternities and sororities, as necessary.

Origins of the Committee on Fraternal Affairs

The Committee on Fraternal Affairs was developed upon the recommendation of the Greek Affairs Task Force Report in 1991 and revised in January 2003 upon the recognition of all fraternities and sororities by the College specifically under the auspices of the Office for Student Affairs and Enrollment Management. The name was changed to Committee on Fraternal Affairs in 2005.

Committee for Group Review

The Committee for Group Review is composed of representatives from IFC or ISA, the Student Association, and faculty and staff members. This committee serves as a panel to hear the case of a group that has not assumed responsibility for the charges filed against it.

Any member of the college community, the City Building Inspector's Office, or the City Police may refer a group for adjudication when it is believed that the group has violated a college rule or regulation. Referral forms may be obtained in the Office of Judicial Affairs (Kehoe, 6th Floor) or the University Police.

Please consult the Student Club and Organization Conduct Manual for regulations pertaining to Clubs and Organizations. Also included in the Student Club and Organization Conduct Manual are the procedures for implementation.

Chapter Accreditation Program (CAP)

The purpose of the Chapter Accreditation Program is to assist fraternities and sororities in monitoring and improving their own activity and performance. The College and the governance councils have developed this program with incentives tied to chapter performance. Fraternities and sororities are evaluated annually through the program and given a ranking between one and five stars. Those chapters achieving five stars receive incentives. The rationale behind this program is that those fraternities and sororities that have earned five-star status are exemplifying their principles, values, and standards and that students who join these organizations will benefit from the experience.

Program Oversight

The Chapter Accreditation Program is overseen by:

- a undergraduate student coordinator hired by the Director of Fraternity/Sorority Life. This Coordinator:
 - is responsible for all operations of the Chapter Accreditation Program;
 - shall serve as the CAP liaison to the Committee on Fraternal Affairs;
 - is responsible for monitoring and reporting monthly, semesterly, and annual progress of each chapter;
 - is responsible for corresponding with participating chapters;
 - is responsible for meeting with CAP Representatives semesterly and upon request;
 - is responsible for keeping CAP archives;
 - is responsible for the disbursement of any rewards;
 - is responsible for all publicity related to the program.
- the Director of Fraternity/Sorority Life;
- a representative from each fraternity and sorority;
- the Committee on Fraternal Affairs (COFA).

Evaluation

Points are accumulated each semester and are monitored in part through the submission of the Monthly Report Form and Semester Self Study. The Director of Fraternity/Sorority Life and the Chapter Accreditation Program Coordinator will evaluate each group and recommendations will be made to the group for improvement.

In addition, the *Semester Self Study* will be utilized to generate a report, which will be submitted to the Chief Student Affairs Officer, the Committee on Fraternal Affairs, and the governance council officers. The Committee on Fraternal Affairs may provide a group with a plan of corrective action if concerns are reported in the *Semester Self Study*. Comparative Statistics will be maintained and published on all fraternities and sororities. At the beginning of each academic year, the CAP point total is reset to zero.

Chapter Incentives

All chapters that achieve a minimum of three stars will be considered an “accredited” chapter. These chapters may apply for a waiver to the Transfer Student Requirement of a 2.8 GPA on a case-by-case basis. Waivers will only be awarded to a student who had an extenuating circumstance that resulted in a transfer GPA below 2.8 and that can illustrate consistent and/or significant improvement in chapter GPA. Waivers will not be granted for GPAs below 2.3 cumulative.

Five Star Chapters will receive the following incentives: \$1,000 deposited into a College Auxiliary Services (CAS) account to be used for chapter programming and fees; a scholarship for one member to be used for registration and travel to attend the Undergraduate Interfraternity Institute (UIFI); chapter banner moved to a higher tier in the Skylight Cafe area of the Angell College Center; group commemorated as a Chapter of Excellence at Annual Spring Awards Ceremony; chapter specifically mentioned during the Fraternity/Sorority 101 presentations during New Student Orientation; chapter permitted to decorate Fraternity/Sorority Life bulletin board for 30 days; chapter permitted to advertise specific recruitment events on Cardinal Cable; press packet will be released (contact the CAP Coordinator for specific details); 2.3 GPA Requirement may be waived upon approval from parents/guardians who will be asked to review chapter statistical information; ability to wear organization honor stoles at graduation.

Five star chapters whose new member group GPA stayed the same or improved the semester they pledged for two consecutive semesters and who have made their new member education program public documents will be permitted to pledge first semester freshmen and transfer students the following semester.

Chapters that move from three star to four star in one year will be given \$100 in a College Auxiliary Services (CAS) Account to be used for any of the following: printing and duplicating services, Sodexo food services, Ropes course facilitation, van rental for travel to leadership conferences, or IFC/ISA dues.

All Chapter Accreditation Program incentives will be reviewed by the Committee on Fraternal Affairs on an annual basis for continuation of privileges. Use of incentives must adhere to the policies of SUNY-Plattsburgh, the governance councils, and the inter/national organization, if applicable. Failure to abide by these policies may result in revocation of incentives.

Chapter Accreditation Program Awards

Distinguished Fraternal Organization Award: One five-star chapter will be selected by a committee of faculty and staff members for this award. The group will receive \$2,500 in a College Auxiliary Services (CAS) Account to be used for chapter programming or fees.

Most Improved Chapter Award: The chapter to make the greatest improvements from one year to the next, as determined by a committee of faculty and staff members, will be given money in a College Auxiliary Services (CAS) account for chapter programming or fees. The amount of monetary reward will be determined as follows:

- improving by one star = \$1,000
- improving by two stars = \$1,250
- improving by three or more stars = \$1,500

Both of these awards will be announced during the fall semester.

Recognized Organizations

A list of recognized organizations, comparative statistics about these groups, and information on their Chapter Accreditation Program status can be obtained from Center for Fraternity & Sorority Life, Angell College Center 204 or by emailing the Director at allison.swick@plattsburgh.edu.

Conclusion

The relationship between the College and the Fraternity/Sorority Community is one that must be mutually beneficial. Fraternities and sororities must support the mission of the institution and abide by the standards established for all student clubs and organizations. Responsible membership and leadership must be central components within the Fraternity/Sorority Community. This manual has been developed to provide students with a better understanding of the College's standards for fraternities and sororities.

For additional information, please feel free to contact the Center for Fraternity & Sorority Life, Angell College Center 204, Plattsburgh, NY 12901 or at (518) 564-4825.

APPENDIX

A: Risk Management Policy for Fraternities & Sororities

B: Academic Policy for Fraternities & Sororities

C: Recruitment Guidelines for Fraternities & Sororities

D: New Member Overnight Policy Waiver

E: Privileges of Recognition for Fraternities & Sororities

F: Expansion Guidelines for Fraternities & Sororities

G: Faculty Advisor Expectations

The content of the Fraternal Standards Manual was revised during the Spring 2005 semester by a subcommittee of the Committee on Fraternal Affairs consisting of Chris Ashley, Interfraternity Council President (Sigma Tau Gamma); Nate Darcy, Interfraternity Council Vice President for Education (Theta Kappa Beta); Chelsea Donovan, Chapter Accreditation Program Director (Delta Phi Epsilon); Mike Pitaro, Sigma Tau Gamma Alum; and Allison Swick-Duttine, Director of Fraternity/Sorority Life & Leadership Development; The revised manual was approved by the Committee on Fraternal Affairs in its entirety on May 4, 2005.

Appendix A:
SUNY-Plattsburgh
RISK MANAGEMENT POLICY
for Fraternities & Sororities

The Risk Management Policy of SUNY-Plattsburgh includes the provisions which follow and shall apply to all fraternities and sororities and all levels of membership. All fraternities and sororities must meet or exceed these standards. When an organization also has a inter/national risk management policy, the chapter must abide by the stricter policy.

Alcohol and Drugs

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES while on chapter premises or during a fraternity/sorority event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity/sorority, must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines of FIPG, Inc.
2. No alcoholic beverages may be purchased through chapter funds nor may 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 of common sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity/sorority, without specific invitation, where alcohol is present, shall be forbidden.
4. No members, collectively or individually, shall purchase for, or sell alcoholic beverages to any minor (i.e. those under legal “drinking age”).
5. The possession, sale or use of any ILLEGAL DRUGS or controlled substances while on chapter premises (whether owned or rented) or during a fraternity/sorority event or at any events that an observer would associate with the fraternity/sorority, is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold , or otherwise provided to those present.
7. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.
8. All recruitment/rush activities associated with any chapter will be a DRY function. A recruitment event is defined as any fraternity event where potential members are present.
9. No member shall permit, tolerate, encourage, or participate in “drinking games”.
10. No alcohol shall be present at any pledge/associate/new member program, activity, or ritual of the chapter.

Hazing

No chapter, colony, student, or alumnus shall conduct nor condone hazing activities. Any activities that may be construed as hazing are specifically and unequivocally prohibited. As mandated by the *SUNY-Plattsburgh Student Conduct Manual*:

“Hazing in every form is prohibited. Hazing is considered to be interference of personal liberties of others and includes any act of domination by some students over others which may lead to injury, emotional disturbance, physical discomfort, or humiliation.

“Harassment by banter, ridicule, or criticism or playing abusive or humiliating tricks or pranks are prohibited.

“Hazing which involves the forced consumption of alcohol or drugs is prohibited.”

Furthermore, hazing as described in the publication “*Hazing: A Trust Betrayed*”, the *Fraternal Standards Manual* and the *FIPG, Inc. Risk Management Policy* or as determined by the inter/national is prohibited.

Sexual Abuse and Harassment

The fraternity/sorority will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions which are demeaning to women or men including, but not limited to, date/acquaintance rape, gang rape or verbal harassment.

Fire, Health and Safety

1. All chapter houses or facilities utilized for organizational functions should meet all local fire and health codes and standards.
2. All chapter facilities should have posted by common phones 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 chapter facilities should comply with engineering recommendations as reported by the insurance company.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

Education

Each Fraternity/sorority has the responsibility of annually instructing its students and alumni in the SUNY-Plattsburgh Risk Management Policy for Fraternity/Sorority-Letter Fraternal Organizations. Additionally, all students shall receive a copy of the said risk management policy each semester and sign the “Group and Member Statement of Agreement” as part of the Semester Recognition Packet.

Enforcement

The enforcement for this risk management policy and all risk management policies applicable to a Plattsburgh State fraternity/sorority is the responsibility of all members of the SUNY-Plattsburgh community. More specifically, each fraternity/sorority and all members of these organizations will be made aware of all risk management policies that apply and will be required to agree to uphold and enforce these policies. The success of enforcement will be based on the willingness of all members of the Fraternity/Sorority Community to be involved. Each member of the Fraternity/Sorority Community must pledge to uphold and enforce these risk management policies by signing the “Group and Member Statement of Agreement” as part of the Semester Recognition Packet.

Individuals who wish to report an alleged violation of the SUNY-Plattsburgh Risk Management Policy for Fraternities and Sororities will notify the Vice President for Student Affairs, the Director of Judicial Affairs, or the University Police. Charges will be reviewed and forwarded to the appropriate board for adjudication.

Adopted February 5, 2003.

Appendix B:
SUNY-Plattsburgh
ACADEMIC POLICY
for Fraternities & Sororities

1. Each fraternity and sorority must maintain a cumulative 2.5 GPA.
2. The cumulative GPA will be based on active and inactive members as long as they are enrolled at SUNY-Plattsburgh unless they have officially withdrawn their membership to the organization.
3. If a fraternity or sorority falls below 2.5 during any given semester, the organization will:
 - a. meet with and submit to the Director of Fraternity/Sorority Life a written academic plan to raise the organization's GPA.
 - b. Have one semester to raise overall GPA to 2.5.
4. The fraternities/sororities that fail to raise the GPA to 2.5 in the following semester but have submitted a written academic plan and are working with the Director of Fraternity/Sorority Life, may request an extension to the Committee on Fraternal Affairs.
5. Any fraternity/sorority that does not raise GPA as described above will be placed on suspension. During suspension of recognition all activities and privileges may be suspended.

Adopted January, 2000 .

Appendix C:
SUNY-Plattsburgh
RECRUITMENT GUIDELINES
for Fraternities and Sororities

Fraternities and sororities are able and encouraged to recruit new members through an open and continuous process. The intent is to provide maximum opportunities for membership to the greatest number possible.

The governance council (Interfraternity Council or Inter-Sorority Association) shall adopt a policy for continuous recruitment in accordance with the following guidelines and shall have this policy on file with the Center for Fraternity/Sorority Life.

- *A Recruitment Event Registration Form* may be presented to the Center for Fraternity/Sorority Life & Leadership Development 72 hours prior to an organized recruitment event if the group wished the Center to assist in publicizing the event.
- Recruitment events can be unlimited throughout the semester.
- All recruitment events must follow the SUNY-Plattsburgh Risk Management Policy for Fraternities and Sororities and FIPG/(Inter)National guidelines. Alcohol is not permitted at ANY recruitment event. A recruitment event is defined as any fraternity/sorority function where potential members are present.
- One week before a bid can be extended, an *Eligibility Form* containing the name and social security number of the individual must be presented to the Center for Fraternity/Sorority Life. A bid cannot be extended unless the Director of Fraternity/Sorority Life has granted approval of eligibility *in writing*. Chapter Accreditation Program points will be deducted *per new member* each time this requirement is not met.
- Within 72 hours of extending a bid, a *Membership Acceptance Card* must be presented to the Director of Fraternity/Sorority Life. Chapter Accreditation Program points will be deducted *per new member* each time this requirement is not met.
- The week the new member program begins, all new members must attend a New Member Workshop scheduled by the Director of Fraternity/Sorority Life. These workshops will be held 6 times each semester. Chapter Accreditation Program points will be deducted *per new member* each time this requirement is not met.
- An organization must designate a recruitment chairperson for an entire semester, unless the Director of Fraternity/Sorority Life has approved other arrangements.
- No fraternity or sorority will discriminate overtly or subtly at recruitment functions on the basis of race, religion, ethnic background, or sexual orientation.
- Each governance council must develop a plan to address violations of this policy before its member organizations will be permitted to proceed with recruitment.

Adopted 4/5/00, Revised 5/05.

Appendix D:
SUNY-Plattsburgh
NEW MEMBER OVERNIGHT POLICY WAIVER
for Fraternities and Sororities

In order to receive a waiver to allow an organization to hold an overnight new member education event, the organization must be an accredited (three-star) chapter that has not been found responsible for any hazing-related charges by the College or Inter/National in the previous academic year. The chapter must be able to demonstrate the link between the activity and a purpose that cannot be accomplished during normal new member education hours, as described in the Fraternal Standards Manual.

Waivers will only be granted for Friday and Saturday nights. If a waiver is granted, all new members must be given the opportunity to get *at least* eight uninterrupted hours of sleep.

The waiver request must be submitted in writing to the Center for Fraternity/Sorority Life and address the following:

1. What is the purpose of the overnight activity and why can it not be accomplished during new member education hours? How is it critical to the success of your new member program?
2. Where will this overnight activity be held?
3. Where will the new members sleep? Where will the initiated members sleep?
4. How many initiated members will be present?
5. Provide evidence that the sleeping space is not violating Plattsburgh City Codes for maximum capacity or that activities/sleep will not be occurring in areas deemed uninhabitable by the Plattsburgh City Building Inspector.
6. Attach a detailed, hour-by-hour schedule of activities that will occur during the overnight activity.

The waiver request must be submitted at least one week in advance of each Committee on Fraternal Affairs meeting, which are listed on the Fraternity/Sorority semester calendar.

*Created and approved by the Committee on Fraternal Affairs
Spring 2004.*

Appendix E:
SUNY-Plattsburgh University
PRIVILEGES OF RECOGNITION
for Fraternities & Sororities

- Use of the SUNY-Plattsburgh name to identify association with the institution.
- Access to campus for recruiting, fundraising, and publicity purposes.
- Free organizational email address and website.
- Inclusion on the SUNY-Plattsburgh Fraternity/Sorority Life website.
- Access to resources provided by university departments and offices.
- Use of university facilities (either free or at reduced rates) for meetings and events.
- Use of College Auxiliary Services facilities for free for meetings and events (e.g. Valcour Educational Conference Center and Twin Valleys Outdoor Education Center).
- Free custodial banking account at College Auxiliary Services.
- Organization mailbox at the Angell College Center Information Desk.
- Access to free publicity through University publications.
- Publicizing organizational activities on campus bulletin boards and in the Angell College Center.
- Publicizing organizational activities through campus email, WWW Board, Cardinal Cable and the ACC Electronic Marquis.
- Opportunity to apply for special event funding through the Student Association, College Auxiliary Service Grants, and Wellness Grants.
- Opportunity to request temporary storage space on campus (e.g. storing composites over summer break if the chapter is moving to a new residence in the fall).
- Access to mailing labels to send information to eligible potential members.
- Access to alumni mailing labels.
- Ability to participate in the Chapter Accreditation Program and receive all benefits/incentives from the program.
- Ability to have composite photos taken.
- Ability to order fraternity/sorority merchandise through the College Store.
- Ability to participate in intramurals.
- Privilege of having organizational flag hanging in the Angell College Center Skylight Cafe.
- Access to the resource library and files in the Center for Fraternity/Sorority Life.
- Access to all programs and services provided by the Center for Fraternity/Sorority Life, the Inter-Sorority Association, and the Interfraternity Council.
- Ability for members to apply for Gamma Sigma Alpha, Order of Omega, and Rho Lambda honor societies.
- Access to phone, fax, and computer services through the Center for Fraternity/Sorority Life.
- Ability to request group living accommodations in residence halls through the Office of Housing & Residence Life.
- Ability to request CAS vans for group travel.
- Ability to post flyers and promotional materials on residence halls bulletin boards and in mailboxes.
- Inclusion in recognition and awards programs.
- Ability to sell event tickets through Angell College Center Desk.
- Publicity during Fraternity/Sorority 101 sessions at New Student Orientation.
- Support from the Center for Fraternity/Sorority Life:
 - coordinate a faculty advisor development program;
 - assistance in developing and sponsoring skill workshops for members;
 - oversee and advise the governance councils;
 - coordinate specialized training programs for chapter officers;
 - compiling grade point averages each semester with recognition given to groups and members;
 - clerical and administrative support;
 - publication of fraternity and sorority member, faculty, and alumni newsletters;
 - maintain relationships with the inter/national offices and alumni boards;
 - maintain public relations clearinghouse for fraternities and sororities;
 - coordinate recruitment efforts and education in conjunction with respective governing council;
 - assist with appropriate fundraising activities;
 - assist in identifying community service projects;
 - specialized programming and intervention for individual chapters and members.

Appendix F: SUNY-Plattsburgh EXPANSION GUIDELINES for Fraternities and Sororities

The number of fraternities and sororities operating on the SUNY-Plattsburgh campus has increased over the past several years. The College and the fraternal leadership have become more demanding of interest groups and increasingly more selective in authorizing groups. It is imperative that any new groups interested in forming a fraternity or sorority be of the highest quality and be affiliated with a national fraternity or sorority that holds membership in the National Association of Latino Fraternal Organizations (NALFO), National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), or North American Interfraternity Conference (NIC) and must be incorporated by the State of New York.

In anticipation of a return to rapid growth and the expansion of the Fraternity/Sorority Community, the Expansion Guidelines have been created to ensure controlled growth while maintaining a stable, viable membership in existing groups. The Interfraternity Council or Inter-Sorority Association may initiate expansion with a three-fourths vote of approval by the general membership.

As the governing body of fraternities and sororities on the SUNY-Plattsburgh campus, IFC and ISA are charged with the responsibility of creating and maintaining a positive environment for fraternities and sororities. Students wishing to form a group on the campus must follow the expansion procedure outlined below.

Only completed applications may be turned into the President of the appropriate governance council via the Center for Fraternity/Sorority Life.

Groups wishing to start a fraternity or sorority must proceed through three phases of expansion: interest group, colony, and chapter.

Phase One: Interest Group

1. Individuals interested in starting a fraternity or sorority must contact the appropriate governance council via the Center for Fraternity/Sorority Life in writing, expressing their interest in forming a fraternity or sorority. In order to be considered for approval as an interest group, the group must consist of 10 students that meet College eligibility requirements (2.3 and 12 credits or eligible transfers) with a group cumulative GPA at or above the All-Fraternity/Sorority Average. Each of these 10 students must have attended at least one recruitment event of at least of two fraternities and sororities for their appropriate gender.
2. No more than two interest groups will be permitted at any time under each governance umbrella (IFC & ISA).
3. Once a letter of interest has been received and approved by the appropriate governance unit:
 - a. The Director of Fraternity/Sorority Life will give the group the “Application to Form a Fraternity or Sorority”.
 - b. The group is eligible to host three informational meetings per semester on campus in order to determine interest in the proposed organization, not to exceed four consecutive semesters. Interest groups may reserve college facilities for these events through the Office of Student Activities. Each event may be advertised on campus; however, publicity must be pre-approved through the Center for Fraternity/Sorority Life and must adhere to college posting guidelines. Recruitment Event Sign-In Sheets must be submitted to the Center for Fraternity/Sorority Life

within 72 hours of each informational event.

4. If the interest group has not colonized within a year, the group must resubmit a request to the appropriate governance council. This request for resubmission may happen only once. If there are interest groups pending approval, the current group will be placed at the bottom of the waiting list, unless an exception has been granted by the Committee on Fraternal Affairs.
5. The following requirements must be met before the Application to Form a Fraternity or Sorority may be submitted:
 - A. A minimum of 30 full-time undergraduate matriculated SUNY-Plattsburgh students with individual minimum GPAS of a 2.3 and 12 or more credits earned at SUNY-Plattsburgh are required to initiate expansion. (Groups affiliated with NPHC or NALFO, will be considered for less than the minimum 30 full-time undergraduates on a case by case basis through appeal to the Committee on Fraternal Affairs).
 - B. The same 30 interested students must have attended one recruitment event each of two recognized fraternities or sororities, according to their gender.
 - C. The overall cumulative grade point average of the applying group must be equal to or above the appropriate all men's or all women's average for the previous semester. Information regarding grade point averages will be maintained by the Center for Fraternity/Sorority Life.
 - D. The name, address, telephone number, and email address of a faculty advisor from the SUNY-Plattsburgh campus must be provided, as well as a statement from that person of a willingness to serve.
6. A completed "Application to Form a Fraternity or Sorority" must be submitted to the president of the appropriate governance council via the Center for Fraternity/Sorority Life.
7. The Director of Fraternity/Sorority Life, in conjunction with the appropriate governance council president and the Vice President for Student Affairs or Dean of Students, will set up a meeting to review the application utilizing the "Criteria to Evaluate Applications to Form a Fraternity or Sorority." Should a negative review be rendered, copies of the decision will be sent to the Vice President for Student Affairs, the Center for Fraternity/Sorority Life, the members of the Committee on Fraternal Affairs, the inter/national organization, as well as the organizer of the petitioning group. Such a decision will outline the reasons for the negative review and provide an opportunity for the organizer of the petitioning group to meet with the Director of Fraternity/Sorority Life and the president of the appropriate governance council.
8. Following a positive review, representatives from the Inter/National Organization will meet with executive officers of the appropriate governance council, the Committee on Fraternal Affairs, and with appropriate campus officials including the Vice President for Student Affairs.
9. Following a positive review and a visit from the National Organization, the request of this group will be placed on the appropriate governance council agenda to be discussed (at which time the petitioning group will make a presentation), and will be voted upon at a meeting one week later. Three-fourths of the appropriate governance council must approve the request for expansion. Copies of the decision will be sent to the Vice President for Student Affairs, the Director of Fraternity/Sorority Life, the members of the Committee on Fraternal Affairs, as well as the organizer of the petitioning group and inter/national.
10. In the case of a negative review, the Committee on Fraternal Affairs has been designated as the appellate body for groups denied endorsement by the appropriate governance council. The following appeal process has been established:
 - a. The group denied endorsement may forward a written appeal to the Committee on Fraternal Affairs.
 - b. The appropriate governance council must submit to the Committee on Fraternal Affairs a written rationale for its decision not to endorse.

- c. The Committee on Fraternal Affairs will meet with representatives from the group denied endorsement and the appropriate leadership of the governance council.
- d. If the Committee on Fraternal Affairs upholds the decision of the governance council to deny endorsement, the group may not proceed further to attempt to colonize on campus.
- e. Should the Committee on Fraternal Affairs not support the governance council decision and instead recommend endorsement, the governance council must reconsider its decision using the steps outlined in item 9 of Expansion Procedure.
- f. The Committee on Fraternal Affairs must provide the appropriate governance council with a written rationale for its decision not to support the action.
- g. If after reconsideration the governance council votes to uphold its original decision, it must provide a written rationale for such a decision.
- h. Following such a decision the Vice President for Student Affairs as the designee of the College President will meet with an advisory group consisting of at least the following representatives: President of the appropriate governance council, Chair of Committee on Fraternal Affairs, a student representing the proposed organization, and a representative of the Student Association. The Vice President for Student Affairs will then render a final decision on the appeal.

Phase Two: Provisional Recognition/Colony Status

1. Once the appropriate governance council has endorsed the group, it will be granted Provisional Recognition Status, which gives it one year to complete the expectations as set forth in the Expansion Guidelines. (Extensions to this timeline can be made upon request of the petitioning group to the Committee on Fraternal Affairs.)
2. Provisional recognition/Colony status includes the following privileges:
 - Use of College Facilities (under the auspices of the Center for Fraternity/Sorority Life);
 - Use of the College Name;
 - The group may call itself a “Fraternity Colony”;
 - Members may wear a new member pin and/or letters;
 - Members may participate in programs and activities sponsored by the college for fraternities/sororities.
3. While a colony, the group must:
 - attend weekly Interfraternity Council or Inter-Sorority Association meetings;
 - meet with their faculty advisor(s) on a monthly basis;
 - meet with Committee on Fraternal Affairs at least once a semester and present a progress report;
 - Provisionally Recognized Groups are strongly encouraged to perform service projects (volunteer service or philanthropy) for the college, campus and the community. It is recommended that each member complete a minimum of fifteen hours of service each semester.
 - The members of the group must attend an orientation workshop developed by the Center for Fraternity/Sorority Life and the appropriate governance council. This workshop will include, but is not limited to the following topics: fraternal values, leadership, group dynamics, hazing, risk management, etc.
 - adhere to all provisions concerning fraternities or sororities, as noted in the Inter-Sorority Association or the Interfraternity Council Constitution & By-Laws.

Failure to comply with any of the above stated stipulations may result in the revocation of the status as a Provisionally Recognized Group. Groups with revoked Provisional Recognition Status must cease all operations and are ineligible to reapply for two full years later.

4. Upon completion of these expectations, the group will be formally reviewed by the appropriate governance council, the Committee on Fraternal Affairs and the College President or his designee. The College President, or his designee, will grant final approval. Upon approval, the group will move to Phase Three: Chartering.

Phase Three: Chartering

1. Prior to formal chartering, representatives from the National Office in conjunction with student representatives will make a formal presentation to the College President or designee. This presentation will be both written and oral.
2. A formal chartering ceremony will be scheduled by the Center for Fraternity/Sorority Life, in conjunction with the inter/national.

CRITERIA USED TO EVALUATE APPLICATIONS

1. If any changes or additions need to be made, or if the application is incomplete, it will be considered for rejection. If rejected, a new application may not be resubmitted for six months.
2. The Vice President for Student Affairs, the Director of Fraternity/Sorority Life, and the President of the appropriate governance council will only review one fraternity and one sorority application per semester. In addition, only one fraternity or sorority may be granted Provisional Recognition Status at one time. The Vice President for Student Affairs and the President of the appropriate Governance council reserve the right to modify this number if in their judgment, it should be deemed appropriate.
3. The average membership, the average number of potential members, and the average new member class size of existing fraternal social organizations will be a major criterion in assessing the need for a new fraternal social organization.
4. Full-time freshman and transfer enrollment trends of the college will be taken into consideration when reviewing applications.
5. The following list outlines those areas that will be evaluated in assessing a group. Evaluation of the group is not limited to the following:
 - I. Philosophy of new member education program.
 - II. Academic Performance
 - III. Active Chapters
 - IV. Inter/National Staff
 - V. Expansion Plans
 - VI. Risk Management Program
 - VII. Alumni
 - VIII. Membership Development
 - IX. Community Service Record - Philanthropy
 - X. Other Services provided by the Inter/National Organization.

Appendix G: SUNY-Plattsburgh Fraternity/Sorority Faculty Advisor Expectations

What We Expect of Faculty Advisors:

- New members must meet with advisor at the beginning of each new member period.
- Meet individually with each member once per year.
- Meet individually with members who are having academic difficulty.
- Read correspondence sent from Center for Fraternity/Sorority Life and the Inter/National Headquarters. Share with chapter, as appropriate.
- Watch for chapter patterns that appear in semester and annual reports on scholastic achievement, service hours completed, and membership numbers and be prepared to address these issues, both positive and negative, with chapter leadership.
- Be available to meet confidentially with members upon request.
- Upon appointment as an advisor, attend an orientation meeting with the Director of Fraternity/Sorority Life about the expectations and requirements of the position and the needs of the chapter.
- Upon appointment as an advisor, meet with the chapter officers and the Director of Fraternity/Sorority Life to establish mutual understanding and expectations.
- Be available to attend chapter meetings upon request
- Be knowledgeable about areas affecting fraternities and sororities: recruitment, new member education, expansion, public relations and image, scholarship, service, etc.
- Contact Director of Fraternity/Sorority Life if unsure of how to handle a situation.
- Contact Director of Fraternity/Sorority Life if the chapter could benefit from special guidance or programming.
- Meet with inter/national visitors, as appropriate.

What We Don't Expect of Faculty Advisors:

- That you are a member of the chapter you advise.
- That you are a member of a fraternity or sorority.
- That you have advised a fraternity or sorority in the past.
- That you are of the same gender as the organization you advise.
- That you are "on call".

What We Expect of Chapters:

- The New Member Educator must schedule meetings between new members and faculty advisor. Meeting should occur within the first two weeks of pledging, but *must* occur at least one week prior to initiation.
- A chapter officer must schedule one meeting between each individual members and the advisor once per year. It is recommended that these meetings be scheduled early in the fall semester.
- The Scholarship Officer/Chairperson must provide a list of members who need to meet for academic advisement with advisor.
- Chapter officers must meet as a group with the advisor once per month.
- Schedule a meeting with the advisors and national visitors/consultants when they are on campus.
- Provide advisor with copies of monthly/semester calendars, chapter meeting minutes and goals, as appropriate.
- Don't just go to your advisor when you have a problem. Make an effort to tell them the great things you are doing!

*Created by a subcommittee of the Committee on Fraternal Affairs in March, 2003.
Approved by the Committee on Fraternal Affairs on May 7, 2003.*