

REACHING THE SUMMIT

RECOMMENDATIONS
AND REPORT



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August 6, 2018

Dean G. Corey Farris-

Per the "Reaching the Summit: Plan for Excellence for Fraternity & Sorority Life" announced on February 14, 2018, this submission details the recommendations made by the appointed Working Group of students, staff, faculty, alumni, and headquarters partners. It includes revisions to the Office of Fraternity & Sorority Life's *Manual of Operations* and the Summit Chapter Assessment program, while clarifying protocols for new member intake and education.

This document also summarizes the recommendations made by the Working Group regarding individual chapter statuses and other facets of the community.

It is our hope that through substantive policy/procedural reform, and intentional engagement with our student body and alumni base, that the fraternity and sorority community at West Virginia University will be an exemplar among peer and aspirant institutions.

I reaffirm my commitment to provide visionary leadership for this community, while providing a holistic approach to student development as a professional in the Division of Student Life. The Office of Fraternity & Sorority Life will continue to introduce new initiatives and experiential learning opportunities, while fostering relationships with others at WVU in an attempt to increase our positive impact in Morgantown.

Moreover, we applaud other institutions of higher learning as well as various Inter/national fraternities and sororities that are implementing radical change to help inspire a shift in culture. We will continue to partner intentionally with key stakeholders to provide new opportunities for the personal and professional growth of our students.

"Mountaineers Go First." Our community proves it.

Yours fraternally,



Matthew R. Richardson, Ed.D.
Director
Office of Fraternity & Sorority Life

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Consultant Summary

The "Reaching the Summit: Plan for Excellence in Fraternity & Sorority Life" provides a clear direction for the West Virginia University Fraternity and Sorority community. The Summary of the Summit Standards is clear and blends well with the expectations of all fraternities/sororities from the respective inter/national organizations. There was nothing in the minimum expectations that stood out as a concern; in fact, the minimum expectations are a norm across the country right now. Many institutions with fraternity and sorority communities have created a standards of excellence plan that compliments the expectations of what inter/national organizations expect of their colonies and chapters, but also serves as a transparent process for awarding those organizations who go above and beyond the minimum with awards and honors. Alumni and undergraduate members of the WVU fraternity/sorority community should find similar expectations of their brothers/sisters operating chapters at peer institutions.

Looking at the most recent academic year, the Fraternity & Sorority community at WVU has faced several obstacles. For example, I totaled the number of policy violations from 2017-18 and started looking for trends. In 2017-18, chapters at WVU were investigated for the following:

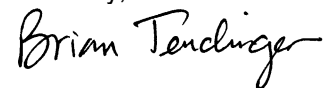
29 reports - drug/alcohol abuse	6 reports - hazing
18 reports - physical altercation	4 reports - disorderly conduct
13 reports - nuisance/loud citation	4 reports - sexual misconduct
12 reports - unregistered event with alcohol	2 reports - multiple alcohol
7 reports - over occupancy	1 report - open party

Combine these with the concerns about academic performance and other issues that have surfaced the need to create and adhere to a plan for excellence was clear. Launching any new plan in a community, whether higher education or private work sector, is not easy, but at some point, words must turn into action.

Next Steps

I will return to WVU in the fall 2018 semester to meet with Fraternity and Sorority leaders and stakeholders in the community to conduct discussion groups. From there, I will make recommendations for further review to elevate the community.

Sincerely,



Brian Tendlinger
Consultant

West Virginia University
Office of Fraternity & Sorority Life
“Reaching the Summit” Recommendations and Report

Executive Summary

In February 2018, the “Reaching the Summit: Plan for Excellence in Fraternity & Sorority Life” was announced by President E. Gordon Gee. A Working Group of students, staff, faculty, alumni, and headquarters partners came together to set the strategic direction for the West Virginia University Fraternity & Sorority community. This document serves as the community’s action plan with recommendations from the Working Group within.

Working Group Makeup

In consultation with various stakeholders at the University, the following individuals were appointed to serve on the Working Group for the “Reaching the Summit” Plan:

1. Calvin Komiske (Student)- Interfraternity Council President
2. Erin Bradley (Student)- Panhellenic Association President
3. Isaiah Keys (Student)- National Pan-Hellenic Council Vice President
4. Michael Hoffman (Student)- Phi Kappa Psi President and OFSL Student Assistant
5. Carla Hunter (Alumna)- Delta Sigma Theta Sorority, Inc.
6. Jeff Bailey (Alumnus)- Phi Sigma Kappa & President of the Fraternity & Sorority Alumni Council
7. Mollie Hamilton (Alumna)- Alpha Phi & Secretary of the Fraternity & Sorority Alumni Council
8. Josh Fershee (Faculty)- Theta Chi & Associate Dean, College of Law
9. Marianna Matthews (Staff)- Title IX
10. Amber Shipley (Staff)- Office of Student Conduct
11. Phil Lemon (Staff)- University Police Department
12. Ray Vanlanot (HQ)- Chief Operating Officer of Theta Chi
13. Micaela Isler (HQ)- National President of Alpha Xi Delta
14. Brian Tendlinger (Consultant)- Kiwanis International & Sigma Phi Epsilon Regional Governor

The Office of Fraternity & Sorority Life staff served as facilitators.

Consequently, the Working Group met collectively a total of two (2) times in person on Wednesday, April 18, 2018 and Tuesday, May 29, 2018. The Working Group also communicated via conference call and E-mail regularly for other matters of business.

Sub-Committees of the Working Group

In an effort to streamline recommended initiatives, the following sub-committees of the Working Group were established, and the following members of the group served as members:

Policies & Procedures

- Matthew Richardson (Chair)
- Micaela Isler
- Isaiah Keys
- Michael Hoffman
- Amber Shipley

Assessment & Chapter Accreditation

- Jessica Li (Chair)
- Ray Vanlanot
- Carla Hunter

Recruitment & Member Education

- Matthew Richardson (Chair)
- Ray Vanlanot
- Amber Shipley
- Mariana Matthews

Housing

- Jeff Bailey (Chair)
- Erin Bradley
- Phil Lemon
- Molli Hamilton

Public Relations and Marketing

- Jessica Li (Chair)
- Calvin Komiske
- Micaela Isler
- Ray Vanlanot

All recommendations further expressed in this document have been reviewed by the Working Group, and consensus has been reached in determining the strategic vision moving forward.

Chapter Recognition Review

The Working Group engaged in a review of chapter recognition on Tuesday, May 29, 2018. The review was blind insofar that the organizations were coded to help protect against implicit bias by the members of the Working Group. Our initial goal was to provide action plans for each chapter with specific goals in hopes of influencing cultural change. However, regarding two organizations from the Interfraternity Council (Phi Sigma Kappa and Pi Kappa Alpha), additional violations of the Student Conduct Code led to the recommendation that loss of recognition was appropriate. The Working Group recommended that the Office of Fraternity & Sorority Life should work with these national organizations to determine an appropriate time to return to campus.

Below is a summary of each chapter review. The Dean of Students has accepted these recommendations and upon approval of this proposal, the statuses will take effect:

Interfraternity Council

Alpha Epsilon Pi:

- No Further Recommendations

Alpha Gamma Rho:

- No Further Recommendations

Alpha Sigma Phi:

- Educational programs surrounding hazing prevention and eradication

Kappa Alpha:

- Restrictions for a chapter average below a 2.75 & Interim Suspension of Recognition
- Student leadership and alumni are to come before the Working Group with a rehabilitative action plan detailing why they should continue to be a part of the WVU FSL Community
- The group remains suspended until the action plan is approved by Working Group

Kappa Alpha has come before the Working Group and has presented their plan of action. The Working Group has recommended that the chapter be returned to active status and that the following be in place:

- *Restrict Invitation-List social events to 1 per semester for 2018-2019 academic year*
- *Sponsor an educational program on conflict resolution*
- *Hazing Prevention Task Force Committee representation (1 student to serve)*
- *Sponsor a "Be a Good Neighbor" campaign for the Cooperative Zone (Fraternity & Sorority housing)*

Lambda Chi Alpha:

- No Further Recommendations

Phi Delta Theta:

- Appoint a Faculty/Staff Mentor to focus on academic support
- Revise Academic Plan and gain approval from OFSL
- Consider raising minimum GPA for new members
- Meet with OFSL staff throughout the semester to discuss cultural issues in chapter

Phi Gamma Delta (FIJI):

- Loss of Recognition by action of National HQ affirmed by Working Group

Phi Kappa Psi:

- No Further Recommendations

Phi Sigma Kappa:

- Loss of Recognition
- Chapter may apply for Reinstatement with OFSL after three (3) academic years

Pi Kappa Alpha:

- Loss of Recognition indefinitely in wake of violation of current Suspension

Pi Kappa Phi:

- No Further Recommendations

Sigma Alpha Epsilon:

- Social Restrictions for Fall 2018:
 - *Restrict Invitation-List social events to 1 per semester for 2018-2019 academic year*
- Coordinate a Mock Social Event at house for Greek Community
- Create plan for safety management at social events

Sigma Alpha Mu:

- Loss of Recognition by action of National HQ affirmed by Working Group

Sigma Chi:

- Interim Suspension pending a meeting where student leadership and alumni come before the Working Group with a rehabilitative action plan detailing why they should continue to be a part of the WVU FSL Community
- The group remains suspended until the action plan is approved by Working Group

Sigma Chi has come before the Working Group and has presented their plan of action. The Working Group has recommended that the chapter be returned to active status and that the following be in place:

- *Restrict Invitation-List social events to 1 per semester for 2018-2019 academic year*
- *Appropriate Social Media Workshop (facilitated by WVU staff/faculty)*
- *Hazing Prevention Task Force Committee representation (1 student to serve)*
- *Chapter to attend no less than 2 Hazing Prevention Week Programs*
- *Mock Social Event facilitated by OFSL*

Sigma Nu:

- No Further Recommendations

Sigma Phi Epsilon:

- No Further Recommendations

Theta Chi:

- Written warning concerning risky social behavior
- Social Restrictions for Fall 2018:
 - *Restrict Invitation-List social events to 1 per semester for 2018-2019 academic year*

National Pan-Hellenic Council

Alpha Phi Alpha Fraternity, Inc.:

- No Further Recommendations

Delta Sigma Theta Sorority, Inc.:

- No Further Recommendations

Kappa Alpha Psi Fraternity, Inc.:

- Loss of privileges for a chapter average below a 2.75
- OFSL to work with chapter on Academic Initiatives

Omega Psi Phi Fraternity, Inc.:

- No Further Recommendations

Zeta Phi Beta Sorority, Inc.:

- No Further Recommendations

Panhellenic Association

Alpha Omega Epsilon:

- No Further Recommendations

Alpha Omicron Pi:

- No Further Recommendations

Alpha Phi:

- No Further Recommendations

Alpha Xi Delta:

- No Further Recommendations

Chi Omega:

- No Further Recommendations

Delta Gamma:

- No Further Recommendations

Kappa Kappa Gamma:

- No Further Recommendations

Pi Beta Phi:

- Appoint a Faculty/Staff Mentor to focus on academic support
- Revise Academic Plan and gain approval from OFSL
- Consider raising minimum GPA for new members
- Meet with OFSL staff throughout the semester to discuss cultural issues in chapter

Sigma Kappa:

- Appoint a Faculty/Staff Mentor to focus on academic support
- Revise Academic Plan and gain approval from OFSL
- Consider raising minimum GPA for new members
- Meet with OFSL staff throughout the semester to discuss cultural issues in chapter

Secondary Review

At the request of students, alumni, and headquarters partners, a request for a secondary review of the Working Group's recommendations concerning chapter statuses was established in July of 2018. The Provost of West Virginia University, Joyce McConnell, is conducting the secondary review. Her decision in the matter will be final. Sigma Alpha Epsilon (WV Gamma Chapter) and Phi Sigma Kappa (Delta Chapter) requested a secondary review.

Decisions of the Provost have been incorporated into the Chapter Statuses section listed above.

New Community Standards

The Office of the President has imposed several new community standards for the Fraternity & Sorority Life community. Some standards have been altered slightly after further consultation with stakeholders and affirmation by President E. Gordon Gee. The most current standards are listed below:

- ✓ The Office of Fraternity & Sorority Life Manual of Operations shall govern activity through clear policies and procedures, concurrently with the Student Conduct Code
- ✓ Each chapter will engage in a Membership Review to ensure the appropriate individuals are full members of the chapter. **Organizations will have until October 1, 2018 to complete this review and inform the Office of Fraternity & Sorority Life of the outcome**
- ✓ The minimum chapter average GPA will be immediately raised to a **2.75** to be considered in good standing
- ✓ The minimum GPA to join a social fraternity or sorority will immediately be raised to a **2.75**
- ✓ Regular advisor training sponsored by the Office of Fraternity & Sorority Life will occur each semester
- ✓ Partnership with NIC/NPHC/NPC for support will be expected through intentional communication
- ✓ Both Councils and Chapters will operate according to the Academic Year schedule for congruence with other student organizations. **Organizations will need to be fully transitioned by the start of the Fall 2019 academic year**
- ✓ The new member education period will be no longer than **4 weeks**
- ✓ Individuals holding themselves out to be associated with a University sponsored student organization when they are not in fact recognized will be subject to disciplinary sanctions for any type of behavioral issues
- ✓ If found responsible for violating Student Conduct Code or law, a student may forfeit his or her right to be an active member of the community. Such violations shall be reserved for gross infractions of the Code or law (drug possession/intent to sell, hazing, physical violence, etc.) at the discretion of the Directors of Fraternity & Sorority Life and Student Conduct.

Continuous Educational Programs (Recommendations from Accreditation Sub-Committee)

The initial “Reaching the Summit” plan called for various educational programs on critical elements facing society. The goal is to have fraternities and sororities—which are values-based organizations—engaging in larger societal issues by having their members serve as change agents throughout the Morgantown community and society as a whole.

Programs and initiatives focused on sexual misconduct prevention, hazing eradication, alcohol and other drugs education, racism and prejudice elimination, and physical violence/harm reduction have been incorporated into the Summit Chapter Accreditation program, commonly referred to as the “Summit Standards.” Many of these programs have been elevated from “elective” programs, to “required” programs.

By using the *Summit Standards* as a vehicle for these initiatives, we have ensured that these major issues will be addressed comprehensively each academic year by each organization. Likewise, the governing Councils of IFC, NPHC, and Panhellenic will more intentionally engage in council-wide programs surrounding these issues. The Office of Fraternity & Sorority Life will also develop and execute community-wide programs, and support campus initiatives such as Hazing Prevention Week, Diversity Week, and Title IX programming.

Attached to this document is the proposed Summit Chapter Accreditation program that incorporates these changes, labeled “Appendix A”.

Revisions to Manual of Operations (Recommendations from Policy & Procedure Sub-Committee)

The Office of Fraternity & Sorority Life *Manual of Operations* serves as the policies and procedures manual for all recognized general fraternities and sororities. Minor edits have been made to the document, but among them are the changes made via Presidential mandate (e.g. four-week limitation on new member education activities, raising of the minimum GPA standard to join to a 2.75, etc.)

To highlight some of these changes, below are key edits regarding the Social Event Policy:

- Invitation-List events are restricted to three (3) per organization per semester
- Restricted events occurring at a recognized fraternity or sorority house may only be registered on Thursday, Friday, or Saturday evenings. On Thursdays, events must end by 11:00pm.
- The number of sober event monitors from each sponsoring chapter is raised to one (1) member per fifteen (15) guests.
- No restricted events can occur during Welcome Week, Finals Week, or other events as determined by the Office of Fraternity & Sorority Life

Attached to this document is the proposed Manual of Operations document that incorporates these changes, labeled “Appendix B”.

Recommendations from Housing Sub-Committee

This committee has no specific recommendations at this time, but urges the University to communicate more effectively with Housing Corporations by establishing regular collaborative meetings.

Recommendations from the New Member Education & Recruitment Committee

In an effort to be more transparent with the individual membership intake processes of each chapter, the new membership intake paperwork for IFC, NPHC, and Panhellenic will be made more readily available. The IFC and Panhellenic Vice President for Membership Education (or its equivalent) will collect, review, and approve new member education programs under the direction of staff. NPHC Chapters will continue to follow the intake protocols previously established under the direction of the Assistant Director of Fraternity & Sorority Life. Likewise, all new member education activity calendars will be made available to potential new members, along with relevant financial and housing expectations of members.

Moreover, the Councils/Office shall consider purchasing a new member education orientation online software, as well as PreventZone's Hazing Education Modules for the entire student body (not just limited to Greeks). These recommendations will be made to the WVU Hazing Prevention Task Force.

Finally, should an organization request student conduct records as a factor for making membership decisions, the Office of Fraternity & Sorority Life should help facilitate this request. As such, both academic and disciplinary release (FERPA) forms should be made readily available during recruitment periods.

Please refer to the IFC and Panhellenic New Member Education packet that incorporates these changes, labeled "Appendix C," and the NPHC Membership Intake packet, labeled "Appendix D".

Recommendations from the Public Relations and Marketing Sub-Committee

Currently, the Office of Fraternity & Sorority Life is strong in the area of public relations and marketing, complete with a professional and useful website, and appropriate marketing materials for potential new members. The following recommendations have been made:

- 1.) Establish a mailer to go out to incoming first year and transfer students detailing the membership intake process and requirements
- 2.) Encourage the Councils to better market their organizations through recruitment booklets and other avenues
- 3.) Utilize university resources to establish video content promoting Fraternity & Sorority Life to the WVU community
- 4.) OFSL to be more intentional in building the Faculty/Staff Mentor program within academic affairs and encourage chapters to build relationships with faculty and staff through hosting dinners, alumni/ae initiation, etc.
- 5.) Councils to establish a PR/Marketing Chair where positive new stories concerning the community will be shared with media outlets

Additional Recommendations

The Working Group has also recommended the following initiatives and programs:

- 1.) OFSL to publish community “scorecards” on website for transparency of chapter academic achievement, community engagement, conduct records, and performance in Summit Chapter Accreditation
- 2.) Encourage “365 Recruitment” strategies by partnering with recruitment consultant firms
- 3.) OFSL to explore the launch of a Multicultural Greek Council to better represent marginalized populations within the student body
- 4.) OFSL to host annual educational programming in collaboration with umbrella organizations, such as “IMPACT”
- 5.) OFSL to host monthly alumni/ae advisor meetings in various formats (conference call, in-person, etc.)
- 6.) Council leadership to help assist chapters in officer transitions
- 7.) Council leadership to build stronger relationships with Student Government Association leadership
- 8.) Council leadership to attend NIC, NPHC, NPC officer training programs
- 9.) OFSL and Councils to financially support UIFI scholarships & establish a fund to help chapters afford Regional Conference fees/organization-specific leadership trainings
- 10.) OFSL to support and streamline Fraternity & Sorority Alumni Council into a functioning and recognized group through the WVU Alumni Center
- 11.) OFSL to launch comprehensive leadership programs open to various Greek students (leaders, emerging leaders, graduating members)
- 12.) Additional full-time staff is needed for chapter support
- 13.) OFSL and Councils to help facilitate relationship building with chapters and local law enforcement
- 14.) OFSL and Councils to support Big XII, AFLV, and NGLA initiatives/conferences by attending, participating in awards programs, and proposing presentation opportunities for students

Future Directions

Building foundational strength is the goal for the “Reaching the Summit” plan for the community. To do so, WVU students, administrators, and alumni must intentionally recommit to institutional values and find their relevance in the contemporary American higher education enterprise.

Consequently, the Interfraternity Council, National Pan-Hellenic Council, Panhellenic Association, and Fraternity & Sorority Life Alumni Council must operate concurrently with the Office of Fraternity & Sorority Life, and exercise appropriate self-governance and accountability. To this end, students and alumni must be empowered to advocate for their needs, be included in appropriate levels of institutional decision-making, and be considered a part of the community leadership. This is achieved when transparency is upheld at all levels, poor behavior is adjudicated swiftly and effectively, and when all stakeholders recognize that culture change is necessitated due to past behaviors, but is ignited by decisions made in the present.

The Fraternity & Sorority Life staff will continue to assess the needs of the community moving forward, as well as provide program evaluations to better identify strengths and opportunities for growth.

APPENDIX A

SUMMIT STANDARDS CHAPTER ACCREDITATION PROGRAM





2018-2019 INSTRUCTION MANUAL

VISION

The fraternity and sorority community at West Virginia University (1) is committed to supporting and complementing the academic mission of the University; (2) believes in and abides by the founding principles of the inter/national organizations and the responsibilities associated with fraternity or sorority membership; and (3) promotes the development of its members intellectually, socially, and ethically.

PURPOSE

In order to maintain a community which positively impacts its students and the campus at large, it is imperative to set expectations and communicate those expectations to member chapters, and for that purpose, the Summit Standards Program has been established. Accreditation is an annual assessment process that sets minimum expectations which fraternity and sorority chapters at WVU must meet in order to remain active and in good standing with the University.

By setting these expectations as a checklist on which chapters can check off requirements throughout the year in order to be in good standing, chapter leaders can keep up with their own progress, and cater many portions of the program to their calendar, needs and goals. The Summit Standards program also recognizes that while all fraternities and sororities at West Virginia University have common ground and should be held to some common expectations, they also are governed by their own councils, who also have expectations for their specific organizations.

The Summit Standards program is the responsibility of the chapter's executive board and should be completed throughout the academic year as events and expectations are completed. This document's purpose is to give full details about the Summit Standards program, how to submit documentation, and to give chapter officers a space to track their progress.

SUBMISSION INSTRUCTIONS

Chapters should complete requirements throughout the year by the due dates suggested in this document to prevent needing to collect all information at the end of the academic year. All forms can be found at greeklife.wvu.edu under the Summit Standards tab and are color coordinated with the sections in this document. Forms must be completed electronically and uploaded to the chapter's Google Drive (provided by the OFSL), or completed on paper, scanned, and saved to the Google Drive (copiers are available to scan to PDF in the Library and in the OFSL). OFSL staff will access submitted forms via the Google Drive folder following the Summit Standards due date.

ASSESSMENT

Chapters will receive several means of assessment for the Summit Standards Program:

1). **Requirements Met** – Chapters must complete the requirements for each category to meet the minimum requirements. Chapters will be informed whether they met the standard requirement within the first two weeks of the following Fall Semester. Chapters who fail to meet the standard requirement will be placed on Advisory or Restrictive Status at the time of notification.

1st Year Minimum Requirements Not Met = LEVEL 1 “Advisory Status”

Chapter will participate in regular meetings with the Director of Fraternity and Sorority Life (or designee) in order to work toward meeting minimum standards by end of the second year. At these meetings, strategies for success will be negotiated between the chapter/colony president and the Coordinator.

2nd Year Minimum Requirements Not Met = LEVEL 2 “Restrictive Status”

Chapter will be placed on restrictive status and participate in regular meetings with the Director of Fraternity and Sorority Life (or designee) in order to work toward meeting minimum standards by end of the third year. The specifics of the restrictive status will be determined by the Director of Fraternity and Sorority Life, the chapter president, and the chapter advisor. This may include suspending social privileges.

3rd Year Minimum Requirements Not Met = LEVEL 3

Recognition of the chapter will be evaluated after not meeting standards for three years.

2). **Feedback** – Chapters will be provided with feedback from the Office of Fraternity and Sorority Life on each of their submitted categories (suggestions for improvement, potential resources, etc.) upon request. This will allow chapters to strive for excellence in all categories each and every year.

3). **Chapter Awards** – Chapter Awards will be based on submissions from the Summit Standards Program, awarded during Spring Semester.

SUMMIT STANDARDS DUE DATE: April 1, 2019

SUMMARY OF THE SUMMIT STANDARDS

MINIMUM EXPECTATIONS – Chapters must fulfill all of the 8 minimum expectations in order to achieve “Chapter in Good Standing” status. Chapters with a recognized house must also complete section I.

- A. Constitution/ Bylaws
- B. Certificate of Liability Insurance
- C. Officer Update Form
- D. Advisor List
- E. Roster Updates
- F. Semester Calendar
- G. Academic Expectation
- H. New Member Education Program OR Intake Guidelines
- I. (If applicable) Chapter House Information

PROGRAMMING – Chapters must fulfill a total of nine (9) of the thirteen (13) programming expectations, including two programs in each of the three categories (educational programs, chapter development, and additional chapter programs) in order to achieve “Chapter in Good Standing” status.

- A. Educational Programs (4 required)
 - 1. Alcohol & Drug Education
 - 2. Sexual Assault
 - 3. Anti-Hazing
 - 4. Diversity. Elimination of Prejudice
- B. Chapter Development (2 required)
 - 1. Academic or Professional Success
 - 2. Leadership Skills
 - 3. Ritual or Values Education
 - 4. Health or Safety
 - 5. Personal Development
 - 6. Topic of Choice
- C. Additional Chapter Programs (3 required)
 - 1. Parent Program
 - 2. Alumni Relations
 - 3. Philanthropy
 - 4. Community Service
 - 5. Circle of Sisterhood
 - 6. Co-sponsored event

FRATERNITY & SORORITY COMMUNITY INVOLVEMENT – Chapters must fulfill all of the four (4) FS Community Involvement expectations.

- A. Presidents Conference
- B. New Member Conference (each semester)
- C. Big Greek Day of Service
- D. Involvement

COUNCIL REQUIREMENTS – All chapters must fulfill the financial standing expectation, in addition to a number of governing council expectations, as determined by the governing council in order to achieve “Chapter in Good Standing” status.

- A. Financial Standing
 - Is up-to-date on dues and fines, as determined by the governing council bylaws
- B. Interfraternity Council Requirements - Interfraternity Council chapters must fulfill all mandatory expectations and two (2) of three (3) remaining expectations in order to achieve “Chapter in Good Standing” status. Fulfillment of these expectations is at the discretion of the Interfraternity Council Executive Board.
 - 1. MANDATORY: Presidents’ Council meeting attendance
 - 2. MANDATORY: Social function guest lists
 - 3. MANDATORY: Pre-rush meeting attendance
 - 4. MANDATORY: Representation at rush kickoff
 - 5. MANDATORY: Approved rush schedule
 - 6. MANDATORY: PNM Eligibility forms submitted on time
 - 7. Meet the Greeks
 - 8. Greek Week
 - 9. Homecoming
- C. National Pan-Hellenic Council Requirements - National Pan-Hellenic Council chapters must fulfill all mandatory expectations and three (3) of four (4) remaining expectations in order to achieve “Chapter in Good Standing” status. Fulfillment of these expectations is at the discretion of the National Pan-Hellenic Council Executive Board.
 - 1. MANDATORY: NPHC Meeting - Representative Attendance
 - 2. MANDATORY: Co-sponsored event (NPHC)
 - 3. Co-sponsored event (IFC/PHA)
 - 4. Co-sponsored event (Student Organization)
 - 5. Greek Week
 - 6. Homecoming
- D. Panhellenic Association Requirements - Panhellenic Association chapters must fulfill all mandatory requirements and seven (7) of the remaining ten (10) expectations in order to achieve “Chapter in Good Standing” status. Fulfillment of these expectations is at the discretion of the Panhellenic Association Executive Board.
 - 1. MANDATORY: Panhellenic Delegate attendance
 - 2. Sorority swaps
 - 3. Greek Week
 - 4. Homecoming
 - 5. Participation in another sorority’s philanthropy
 - 6. Panhellenic Assembly Meeting guests
 - 7. Mountaineer THON
 - 8. Co-sponsored event
 - 9. Philanthropy invitation

SUMMIT STANDARDS PROGRAM DETAILS

Use this section to guide your planning throughout the year and to get full details about each expectation and how to submit documentation. This portion of the packet does not need to be submitted, but should be used for chapter officers to track progress.

MINIMUM EXPECTATIONS

Chapters must fulfill ALL minimum expectation requirements A-H in order to achieve "Chapter in Good Standing" status. Chapters with housing must also complete section I in order to be in good standing.

A. CONSTITUTION/ BYLAWS



A current version of the chapter's constitution and/or by-laws must be scanned and on file with the Office of Fraternity & Sorority Life.

Submission information: Please upload a PDF of your current constitution or bylaws to your chapter Google Drive by May 1.

B. CERTIFICATE OF LIABILITY INSURANCE



In order to fulfill this requirement, the chapter must (1) have their Certificate of Insurance on file with the Office of Fraternity & Sorority Life, (2) know when the chapter's Certificate of Insurance expires, and (3) have a valid Certificate of Insurance on file with OFSL before the current Certificate of Insurance expires. If OFSL is required to contact the chapter because their Certificate of Insurance has expired, the chapter may not receive credit for this portion.

Please note that the following are required, per the OFSL Manual of Operations:

General liability insurance must include (unless otherwise stated in University housing lease):

- i. \$1,000,000 Each Occurrence
- ii. \$2,000,000 General Aggregate
- iii. \$1,000,000 Products/Completed Operations
- iv. \$1,000,000 Personal and Advertising Injury
- v. \$50,000 Fire Damage (any one fire) unless otherwise approved by the West Virginia University.

West Virginia University must be named as an Additional Insured. The policy must contain no significant exclusions and must include coverage for host liquor liability, which should be explicitly stated on the Certificate of Insurance. The University's status as Additional Insured must also be specifically stated on the Certificate of Insurance.

Submission information: Please upload a PDF of your current Certificate of Insurance to your chapter Google Drive.

C. OFFICER UPDATE FORM



The chapter president must submit an officer update form annually by May 1 and following any mid-year changes in officers.

Submission information: The Fraternity & Sorority Life Officer Update Form is submitted electronically (<http://greeklife.wvu.edu/members/chapter-resources>)

D. ADVISOR LIST



Provide a listing of the officers of your chapter's Alumni/ae Advisory Board or Alumni/ae Advisors.

Submission information: Please upload your completed [Advisor List form](#) to your chapter Google Drive by March 1.

E. ROSTER UPDATES



The chapter's membership roster must have been updated and maintained at all times on the Interactive Collegiate Services (ICS) website. Data should include the student's name and WVU student ID number with no hyphens or spaces. If at any time, OFSL is required to contact the chapter because their membership roster is not accurate and up-to-date, the chapter may not earn this requirement.

Submission information: The roster should be maintained on the ICS website. Roster updates are due at the following times:

February 15:

- ☐ Move any new transfers to "transferred" status, move any December graduates to "alumni" status, move fall initiates to "member" status
- ☐ Add any new members

Throughout spring semester:

- ☐ Remove any terminated members as soon as inter/national paperwork is processed

April 30:

- ☐ Final deadline for spring semester roster updates

August 30:

- ☐ Move any new transfers to "transferred" status, move any May graduates to "alumni" status, move spring initiates to "member" status

October 15:

- ☐ Verify that any new members for the fall semester have been added

Throughout fall semester:

- ☐ Remove any terminated members as soon as inter/national paperwork is processed

November 30:

- ☐ Final deadline for spring semester roster updates

F. SEMESTER CALENDAR



Chapters should submit a calendar of major events for the fall and spring semester. Events to be included are philanthropy or service projects, formal or semi-formal, chapter elections, and initiation.

Submission information: Email GreekLife@mail.wvu.edu with a list of the date, times, location, title, and description of each event.

- ☐ **Spring Deadline:** February 15
- ☐ **Fall Deadline:** September 1

G. ACADEMIC EXPECTATION □

Chapters must maintain a minimum cumulative chapter grade point average of 2.75 during each fall and spring semester.

- ☐ **Spring:** chapter GPA above at or above 2.75
- ☐ **Fall:** chapter GPA above at or above 2.75

Submission information: no form needed, this requirement will be verified by the Office of Fraternity & Sorority Life

H. NEW MEMBER EDUCATION PROGRAM OR INTAKE GUIDELINES □

NPHC Chapters: Chapters must follow the WVU Guidelines for Conducting Membership for each semester, spring and fall, in which intake is conducted

SPRING:

- ☐ Spring Notice of Membership Intake Form: **Due at the pre-intake meeting with the OFSL**
- ☐ Spring Anti-Hazing Agreement: **Due at the pre-intake meeting with the OFSL**
- ☐ Spring Verification of Candidate/ Aspirant Form: **Due during the initial week of aspirant education/ intake process**
- ☐ Spring OFSL Candidate/ Aspirant Anti-Hazing Compliance Form: **Due during the initial week of aspirant education/ intake process**

FALL:

- ☐ Fall Notice of Membership Intake Form: **Due at the pre-intake meeting with the OFSL**
- ☐ Fall Anti-Hazing Agreement: **Due at the pre-intake meeting with the OFSL**
- ☐ Fall Verification of Candidate/ Aspirant Form: **Due during the initial week of aspirant education/ intake process**
- ☐ Fall OFSL Candidate/ Aspirant Anti-Hazing Compliance Form: **Due during the initial week of aspirant education/ intake process**

IFC & PHA Chapters: The chapter must have submitted, for approval, a 2018-2019 values-based New Member Education Program that follows the guidelines provided by the Office of Fraternity & Sorority Life for each semester, spring and fall, that the chapter takes new members in

SPRING:

- ☐ Spring New Member Education Program: **Due one week prior to the beginning of recruitment**
- ☐ Spring Anti-Hazing Agreement: **Due two weeks prior to initiation**
- ☐ Spring Registration for Initiation Form: **Due two weeks prior to initiation**

FALL:

- ☐ Fall New Member Education Program: **Due one week prior to the beginning of rush/recruitment**

- ☐ Fall Anti-Hazing Agreement: **Due two weeks prior to initiation**
- ☐ Spring Registration for Initiation Form: **Due two weeks prior to initiation**

I. CHAPTER HOUSE INFORMATION, if applicable ☐

Chapters with a residential facility must also complete a Chapter House Information Form in order to achieve “Chapter in Good Standing” status.

Submission information: [Chapter House Information Form](#) should be submitted to the chapter’s Google Drive by October 15

PROGRAMMING

Chapters must fulfill nine (9) programming expectations, including at least four educational program topics, two chapter development topics, and three additional programs in order to achieve “Chapter in Good Standing” status.

Chapters may submit multiple programs that fall under one requirement to count towards awards, however this will not count as achieving multiple expectations.

A. EDUCATIONAL PROGRAMS – FOUR PROGRAMS REQUIRED with 70% chapter attendance

1. ALCOHOL & DRUG EDUCATION ☐

At least 70% of the chapter attends an alcohol or drug education program facilitated by WellWVU, a headquarters staff member, or another facilitator that is approved by the Office of Fraternity and Sorority Life *prior* to the program.

Submission information: An [Educational & Chapter Development Program Report form](#) and [Attendance Log](#) should be completed and uploaded to the chapter’s Google Drive within 30 days of the program date.

2. SEXUAL ASSAULT ☐

At least 70% of the chapter participated in a sexual assault or Title IX education program facilitated by the WVU Division of Diversity, Equity & Inclusion or a representative of the headquarters office

Submission information: An [Educational & Chapter Development Program Report form](#) and [Attendance Log](#) should be completed and uploaded to the chapter’s Google Drive within 30 days of the program date.

3. ANTI-HAZING ☐

At least 70% of the chapter participated in an anti-hazing program facilitated by a WVU Office or approved outside facilitator.

Submission information: An [Educational & Chapter Development Program Report form](#) and [Attendance Log](#) should be completed and uploaded to the chapter’s Google Drive within 30 days of the program date.

4. DIVERSITY & INCLUSION ☐

At least 70% of the chapter participated in a program focused on diversity, inclusion, or privilege.

Submission information: An Educational & Chapter Development Program Report form and Attendance Log should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

B. CHAPTER DEVELOPMENT – TWO PROGRAMS REQUIRED with 50% chapter attendance

1. ACADEMIC OR PROFESSIONAL SUCCESS ☐

The chapter sponsors or attends a program addressing academic or professional success, with at least 50% attendance.

Submission information: An Educational & Chapter Development Program Report form and Attendance Log should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

2. LEADERSHIP SKILLS ☐

The chapter sponsors or attends a program addressing leadership skills, with at least 50% attendance.

Submission information: An Educational & Chapter Development Program Report form and Attendance Log should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

3. RITUAL OR VALUES EDUCATION ☐

The chapter sponsors or attends a program addressing ritual or values, with at least 50% attendance.

Submission information: An Educational & Chapter Development Program Report form and Attendance Log should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

4. HEALTH OR SAFETY ☐

The chapter sponsors or attends a program addressing health (women's health, stress management, etc.) or safety (personal safety, fire safety, etc.), with at least 50% attendance.

Submission information: An Educational & Chapter Development Program Report form and Attendance Log should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

5. PERSONAL DEVELOPMENT ☐

The chapter sponsors or attends a program addressing personal development (financial management, budgeting, etc.) with at least 50% attendance.

Submission information: An Educational & Chapter Development Program Report form and Attendance Log should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

6. TOPIC OF CHOICE



The chapter hosts a chapter development program with a topic of the chapter leadership's choice, which aligns with the values of the organization and has at least 50% attendance. Please email GreekLife@mail.wvu.edu prior to the program in order to get the topic approved.

Submission information: An Educational & Chapter Development Program Report form and Attendance Log should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

C. ADDITIONAL CHAPTER PROGRAMS – THREE PROGRAMS REQUIRED

1. PARENT PROGRAM



The chapter hosted a program for parents or families of members.

Submission information: A Chapter Program Report form should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

2. ALUMNI/AE PROGRAM



The chapter hosted a program for alumni/ae.

Submission information: A Chapter Program Report form should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

3. PHILANTHROPY



The chapter hosted a philanthropy event during either spring or fall 2018.

Submission information: A Chapter Program Report form should be completed and uploaded to the chapter's Google Drive within 30 days of the program date. In addition, please upload receipt, check stub, or email from the agency benefiting from the philanthropy to show the amount of money raised.

4. COMMUNITY SERVICE



The chapter hosts or organizes a community service event for chapter members.

Submission information: A Chapter Program Report form should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

5. CIRCLE OF SISTERHOOD FUNDRAISER



The chapter hosts or co-hosts a fundraiser where funds raised are donated to the WVU Fraternity & Sorority Community-wide philanthropy, Circle of Sisterhood.

Submission information: A Chapter Program Report form should be completed and uploaded to the chapter's Google Drive within 30 days of the program date. In addition, please upload receipt, check stub, or email from the agency benefiting from the philanthropy to show the amount of money raised.

6. CO-SPONSORED EVENT ☐

The chapter co-hosts an educational, philanthropic, fundraising, service, or alcohol-free social event with a chapter from another governing council.

Submission information: A **Chapter Program Report form** should be completed and uploaded to the chapter's Google Drive within 30 days of the program date.

FRATERNITY AND SORORITY COMMUNITY INVOLVEMENT

Chapters must fulfill ALL of the four (4) attendance requirements in order to achieve "Chapter in Good Standing" status.

A. PRESIDENTS CONFERENCE ☐

The chapter president, or an alternate, attended the spring presidents' conference.

No documentation needed.

B. NEW MEMBER CONFERENCE (Each semester) ☐

New members attended New Member Conference (IFC/PHA)

No documentation needed.

C. BIG GREEK DAY OF SERVICE ☐

The chapter participated in the Big Greek Day of Service. The number of members participating necessary to receive credit is to be determined by the respective governing councils, with approval from the Office of Fraternity & Sorority Life.

No documentation needed.

D. INVOLVEMENT

The chapter has members involved in at least one of the following FSL community-wide organizations:

- GAMMA - Greeks Advocating the Mature Management of Alcohol
- Order of Omega – Greek Leadership Honorary
- Gamma Sigma Alpha – Greek Academic Honorary
- Greek Leadership Academy
- Circle of Sisterhood Committee

Submission information: Indicate the names of members who are involved in each organization directly on your Summit Standards Application.

COUNCIL EXPECTATIONS

Chapters must fulfill section 1. AND a number of additional governing council expectations, as set by the governing council, in order to achieve "Chapter in Good Standing" status.

1. FINANCIAL STANDING ☐

The chapter is up-to-date on dues and fines, as determined by the governing council bylaws.

No form needed. The chapter's financial standing will be determined by the governing council Executive Board as of November.

2. INTERFRATERNITY COUNCIL EXPECTATIONS

Interfraternity Council chapters must fulfill all mandatory expectations and two (2) of three (3) remaining expectations in order to achieve "Chapter in Good Standing" status. Fulfillment of these expectations is at the discretion of the Interfraternity Council Executive Board.

1. MANDATORY: Presidents' Council meeting attendance ☐

The chapter representatives, as determined by the Interfraternity Council constitution and bylaws, have no more than one absence from IFC Presidents' Council Meetings per semester.

2. MANDATORY: Social function guest lists ☐

The chapter submits all guest lists prior to social functions

3. MANDATORY: Pre-recruitment meeting attendance ☐

The chapter president and rush chair attend the pre-recruitment week meeting, hosted by the Interfraternity Council.

4. MANDATORY: Representation at recruitment kickoff event for PNMs ☐

The chapter president and rush chair attend and present at the IFC recruitment kickoff event for PNMs.

5. MANDATORY: Approved recruitment schedule ☐

The chapter submits and has approved by the OFSL and IFC, a detailed recruitment week schedule

6. MANDATORY: PNM Eligibility forms submitted on time ☐

The chapter submits PNM eligibility lists on time during recruitment week, as determined by the Interfraternity Council Executive Board

7. Meet the Greeks ☐

The chapter fully participates in Meet the Greeks

8. Greek Week



The chapter fully participates in Greek Week during the spring semester

9. Homecoming



The chapter fully participates in Homecoming during the fall semester

3. NATIONAL PAN-HELLENIC COUNCIL EXPECTATIONS

National Pan-Hellenic Council chapters must fulfill all mandatory expectations and three (3) of four (4) remaining expectations in order to achieve "Chapter in Good Standing" status. Fulfillment of these expectations is at the discretion of the National Pan-Hellenic Council Executive Board.

1. MANDATORY: NPHC Meeting - Representative Attendance



The Chapter representative(s) have only one (1) unexcused absence during each semester.

2. MANDATORY: Co-sponsored event (NPHC)



The chapter co-sponsors an event with another NPHC chapter during the academic year

3. Co-sponsored event (IFC/PHA)



The chapter co-sponsors an event with an IFC or PHA chapter during the academic year

4. Co-sponsored event (Student Organization)



The chapter co-sponsors an event with a non-Greek Student Organization during the academic year

5. Greek Week



The chapter fully participates in Greek Week during the spring semester

6. Homecoming



The chapter fully participates in Homecoming during the fall semester

4. PANHELLENIC ASSOCIATION EXPECTATIONS

Panhellenic Association chapters must fulfill all mandatory requirements and six (6) of the remaining eight (8) expectations in order to achieve "Chapter in Good Standing" status. Fulfillment of these expectations is at the discretion of the Panhellenic Association Executive Board.

1. MANDATORY: Panhellenic Delegate attendance



The Panhellenic delegate(s) have no unexcused absences during the academic year.

2. Sorority swaps

☐

The chapter participates in all assigned sorority swaps during the year

3. Greek Week

☐

The chapter fully participates in all Greek Week events

4. Homecoming

☐

The chapter fully participates in all Homecoming events

5. Participation in another sorority's philanthropy

☐

The chapter participates in at least one other sorority's philanthropy events during the academic year

6. Panhellenic Assembly Meeting guests

☐

The chapter has guests in attendance at all Panhellenic Assembly Meetings.

7. Mountaineer THON

☐

The chapter participates in Mountaineer-THON

8. Co-sponsored event

☐

The chapter co-sponsors an event with another Panhellenic chapter during the academic year (may not use the same event for Programming, section C. 6).

9. Philanthropy invitation

☐

The chapter invites sororities to a philanthropy event during the academic year

APPENDIX B

OFFICE OF FRATERNITY AND SORORITY LIFE MANUAL OF OPERATIONS



WEST VIRGINIA UNIVERSITY

Office of Fraternity & Sorority Life



MANUAL OF OPERATIONS

REVISED AUGUST 2018

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 and online at www.greeklife.wvu.edu.

The Office of Fraternity & Sorority Manual of Operations is designed as an informational and regulatory document and does not constitute or reflect a contract. The information contained herein supersedes all previously published 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 Director of Fraternity & Sorority Life.

The Manual will be made available to all students at the beginning of the fall term. Copies of the Manual are available for students to pick-up in the Office of Fraternity & Sorority Life. The policies and procedures found in this document and the Student Conduct Code mandate the expectations and policies for recognized non-honorary fraternities and sororities at the West Virginia University. Violations of the policies in this document may be adjudicated through the Office of Student Conduct.

EXPECTATIONS FOR FRATERNITY AND SORORITY MEMBERSHIP

Students at West Virginia University 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:

1. Acknowledge that the primary purpose for being at the West Virginia University is to pursue a higher education and to maintain high academic standards.
2. Know and understand the ideals and values of the chapter and incorporate them into daily life.
3. Continuously support a positive new member education program that is alcohol free.
4. Not support or participate in any form of hazing as described in the anti-hazing policy, the Student Conduct Code, and the laws of West Virginia.
5. Adhere to the Student Conduct Code.
6. Practice bystander intervention where at risk behavior is displayed.
7. Acknowledge that a clean and attractive environment is essential to both physical and mental health and see that the chapter property is properly cleaned and maintained.
8. Know and understand the Policies and Procedures of the Office of Student Conduct.
9. Abstain from the use and support of the use of illegal drugs and substances on or off chapter or university property.

RECOGNIZED FRATERNITY & SORORITY BENEFITS

All fraternities and sororities that are recognized by the Office of Fraternity & Sorority Life must hold active recognition through the Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Association. Recognized organizations receive all of the rights, benefits, and privileges afforded to any recognized student organization through Student Engagement & Leadership.

Should an organization lose its recognition or be in disciplinary, financial, or administrative arrears with their respective Council, Office of Fraternity and Sorority Life, Inter/national Headquarters and/or other University unit, said organization shall forfeit all rights, benefits, and privileges previously afforded and shall cease operations immediately.

CHAPTER ADVISOR

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

Chapters are required to submit any contact information changes for the chapter advisor to the Office of Fraternity & Sorority Life.

Chapters must submit written notification to the Office of Fraternity & Sorority Life when a chapter advisor changes.

ACADEMIC PERFORMANCE STANDARDS

It is imperative that fraternities and sororities never fail to remember that education is the primary purpose of attending the West Virginia University. 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 Fraternity & Sorority Life has established academic performance standards for all general fraternities and sororities.

Article I: Faculty/Staff Mentor and Scholarship Chairperson

- A. Each chapter must identify a Faculty/Staff Mentor to work with the chapter on academic matters. The Mentor must be a member of the West Virginia University's faculty or staff. The specific expectations of the Faculty/Staff Mentor are to be determined by the individual fraternity/sorority in consultation with the faculty/staff member.
- B. The Faculty/Staff Mentor for fraternities and sororities serves as a contact between the group and the University on academic matters. The Mentor is not empowered to exercise any supervisory or other authority on behalf of the University. The Faculty/Staff Mentor serves as a non-remunerated consultant and acts only in his/her personal capacity and not as a representative of the University.
- C. The choice of Faculty/Staff Mentor and the acceptance to serve in such capacity represents a voluntary association between the chapter and Mentor.
- D. To assist the group and to serve as the group's liaison with the University, the Mentor may:
 - Attend meetings of the organization and become familiar with its academic performance and activities.
 - Provide assistance to the organization in meeting the academic performance expectations, including but not limited to serving as a resource.
 - Provide assistance in the planning and implementation of academic programming.

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 Fraternity & Sorority Life, the Faculty/Staff Mentor, as well as the leadership of his or her chapter in developing academic programming at the chapter level designed to improve academic achievement within the chapter.

Article II: Grade Reports

- A. The Office of Fraternity & Sorority Life will calculate the overall and term GPA for overall female/male, chapters, and councils, at the end of the fall and spring term. A summary report of academic achievement by the chapters will be made public via the Office of Fraternity & Sorority Life website.
- B. The overall GPA for chapters defined as "city chapters" will not include the GPA for non-WVU students.

Article III: Minimum GPA Standards

A. GPA Standard for Fraternities and Sororities

1. As a minimum standard a fraternity or sorority must have an overall GPA of at least a 2.75. Those organizations that are below a 2.75 will be subject to loss of privileges (including the ability to host social events with alcohol), as determined by the Office of Fraternity & Sorority Life, until the GPA meets or exceeds the minimum standard.

Article IV: Academic Improvement Plan

- #### **A. Chapters who do not meet the all-male or female averages will be required to meet with the Director of the Office of Fraternity & Sorority Life or his/her designee. The chapter will be required to develop and submit a strategic plan designed to significantly improve the academic performance of its members.**

B. Significant Improvement

1. The improvement plan is intended to create significant improvement of the chapter average GPA.
2. Significant progress will be determined by the Director of the Office of Fraternity & Sorority Life.
3. Significant progress will be measured by a minimal .10 increase in the overall chapter GPA during a two semester time period.
4. If significant progress is not made, privileges will be jeopardized leading to an eventual loss in recognition at the West Virginia University.

Article V: Minimum Overall GPA for Elected Council & Chapter Positions

- #### **A. Council (IFC, NPHC, and Panhellenic) members and all executive positions within recognized fraternity and sorority chapters/colonies must possess at the time of election and maintain a minimum 2.75 overall GPA for elected positions unless the council/fraternity and sorority constitution states a higher GPA requirement.**

REQUIREMENTS FOR RECOGNITION

Article I: Requirements for Recognition for General Fraternities and Sororities

- A. The fraternity or sorority must have established a working relationship with the Office of Fraternity & Sorority Life and adhere to minimum expectations set forth by the Director of Fraternity & Sorority Life.
- B. The fraternity or sorority must identify which council (IFC, NPHC, or Panhellenic) they will seek recognition from.
- C. The purpose and activities of the fraternity or sorority must be compatible with the mission of the Office of Fraternity & Sorority Life.
- D. The fraternity or sorority must submit current proof of general liability insurance, including a Certificate of Insurance evidencing the coverage.

General liability insurance must include (unless otherwise stated in University housing lease):

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations
- \$1,000,000 Personal and Advertising Injury
- \$50,000 Fire Damage (any one fire) unless otherwise approved by the West Virginia University.

West Virginia University must be named as an Additional Insured. The policy must contain no significant exclusions and must include coverage for host liquor liability, which should be explicitly stated on the Certificate of Insurance. The University's status as Additional Insured must also be specifically stated on the Certificate of Insurance.

This insurance must be Primary and Non-Contributory as to the University's vicarious liability.

- E. The Office of Fraternity & Sorority Life may from time to time change existing or establish additional requirements for recognition beyond the requirements for registration and may approve exemptions to the requirements. Any changes will be published.
- F. The Office of Fraternity & 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.
- G. National social fraternities and sororities must be recognized to operate on campus and are subject to additional recognition policies and procedures approved by the Dean of Students administered by the Division of Student Life.
- H. The recognition of student organizations is governed by additional policies and procedures approved and administered by Student Engagement & Leadership.

Article II: Requirements for Colonization

Colonization processes are determined per Council, but initial contact for expansion shall be made to the Office of Fraternity & Sorority Life. If colonization policies are not outlined in a governing council constitution, or if the organization requesting to colonize does not align with a particular governing council, then the petitioning group will follow the requirements as determined and outlined by the Office of Fraternity & Sorority Life.

Article III: Requirements for Reinstatement

A fraternity or sorority that receives a sanction of Disciplinary Suspension 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 disciplinary sanctions. Eligible chapters must petition the Director of Fraternity & Sorority Life for reinstatement following the terms of Disciplinary Suspension.

Reinstatement will be based on the written responses contained in the petition, is subject to no further appeal, and is determined solely by the Director of Fraternity & Sorority Life or designee.

Even where a chapter satisfies all requirements as outlined by the disciplinary sanctions, and submits the required Reinstatement Petition, the Director of Fraternity & Sorority Life retains the discretion to grant or deny the Petition.

Reinstatement Petition contents:

- A. The fraternity or sorority must have established a working relationship with the Office of Fraternity & Sorority Life and adhere to minimum expectations set forth by the Director of Fraternity & Sorority Life.
- B. The fraternity or sorority must identify which council (IFC, NPHC, or Panhellenic) they will seek recognition from.
- C. The purpose and activities of the fraternity or sorority must be compatible with the mission of the Office of Fraternity & Sorority Life.
- D. The fraternity or sorority must assign a faculty or staff member to work with them on an academic/scholarship plan.
- E. The fraternity or sorority must submit current proof of general liability insurance, including a Certificate of Insurance evidencing the coverage.

General liability insurance must include (unless otherwise stated in University housing lease):

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations
- \$1,000,000 Personal and Advertising Injury
- \$50,000 Fire Damage (any one fire) unless otherwise approved by the West Virginia University.

West Virginia University must be named as an Additional Insured. The policy must contain no significant exclusions and must include coverage for host liquor liability, which should be explicitly stated on the Certificate of Insurance. The University's status as Additional Insured must also be specifically stated on the Certificate of Insurance.

This insurance must be Primary and Non-Contributory as to the University's vicarious liability.

- F. Statement affirming an alcohol policy for the chapter that is consistent with the University's Alcohol Policy.
- G. 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.
- H. 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.
- I. State the name, responsibility and contact information of the chapter advisor, role alumni play in meeting chapter's needs, and the role of the house corporation to address the infrastructure and building needs of the chapter.
- J. Implement a reporting procedure to comply with the Office of Fraternity & Sorority Life standards which include community service, philanthropy, membership and leadership training each semester.

- K. Implement a year to year leadership transition plan and involve new and continuing members in the chapter's leadership structure.
- L. If applicable, revise chapter's by-laws and/or amend chapter's constitution to assure violations will not be repeated.
- M. If applicable, revise chapter's housing/lease contract and have members sign the agreement that acknowledges compliance with reinstatement principles in the petition.
- N. The Office of Fraternity & Sorority Life may establish additional requirements for recognition beyond the standard requirements for recognition. Likewise, the Office of Fraternity & 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.
- O. The recognition of student organizations is governed by additional policies and procedures approved and administered by the Division of Student Life.

POLICY STATEMENT ON HAZING

Hazing is against the West Virginia University Campus Student Code, West Virginia state law, and has no place in fraternities or sororities.

West Virginia University Policy is as follows:

According to the West Virginia University Campus Student Code, "Hazing" means any action or situation which (1) endangers or adversely affects the mental or physical health or safety of another person or persons; (2) would cause extreme embarrassment or adversely affect the dignity of another person or persons; or (3) causes another person or persons to destroy or remove public or private property. This includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, alcohol, drug or other substance, any activity which would subject an individual or individuals to extreme mental stress, such as sleep deprivation or forced exclusion from social contact. Hazing with or without the consent of a student is prohibited. Initiations or activities of student organizations are prohibited from including any feature that is dangerous, harmful, or degrading to the student. A violation of this prohibition renders both the organization and participating individuals subject to discipline. Any student who knowingly witnesses or acquiesces in the presence of hazing is also subject to discipline.

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 WVU Police at 304-293-3136, the Office of Fraternity & Sorority Life at 304-293-8201, or the Office of Student Conduct at 304-293-8111.

POLICY STATEMENT REGARDING DISCRIMINATION & SEXUAL MISCONDUCT

West Virginia University adheres to a strict policy regarding discrimination, harassment, sexual harassment, sexual & domestic misconduct, stalking, and retaliation.

Scope & Purpose: West Virginia University is committed to fostering a diverse and inclusive culture by promoting diversity, inclusion, equality, and intercultural and intercommunity outreach. Accordingly, the University does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment. This Policy sets forth how discrimination, harassment, sexual and domestic misconduct, certain consensual relationships, stalking, and retaliation will be addressed by West Virginia University.

POLICY STATEMENT ON MEDICAL AMNESTY

In moments of emergency, the Office of Fraternity & Sorority Life encourages all students to act humanely and seek help when needed. Per the West Virginia University Student Conduct Code:

"Any student or student organization who, in good faith and in a timely manner, seeks emergency medical assistance for a person who reasonably appears to be experiencing an overdose from alcohol or drugs may not be held responsible for a violation of prohibited alcohol or drug related conduct."

For clarity, this amnesty is granted for violations of the Student Conduct Code only. For the full policy, visit Section 16 of the Student Conduct Code.

ADHERENCE TO FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Office of Fraternity & Sorority Life adheres to the Family Educational Rights and Privacy Act except where individual rights have been waived for academic or disciplinary checks/reports.

Academic, disciplinary, and student contact information may be provided to chapter advisors, chapter presidents, chapter scholarship chairs, Faculty/Staff Mentors, inter/national headquarters staff, or other relevant partner to West Virginia University. The unauthorized release of this information by an organization may jeopardize the chapter's recognized status.

At no point will student contact information be given to a third party for sales solicitation.

Questions concerning the University's FERPA Policy may also be directed to the Office of the Registrar at 304-293-5355.

POLICY STATEMENT ON ILLEGAL SUBSTANCE DISTRIBUTION AND INTENT TO DISTRIBUTE

It is an expectation of membership in a social fraternity or sorority that a member shall abstain from using, supporting the use, or distributing illegal drugs and substances. Members should utilize the various resources offered by the University

(such as Collegiate Recovery, WellWVU, the Counseling Center, or other local community resources) to combat addiction and illegal drug use within their own lives and chapters.

If a student is found responsible for violating the Student Conduct Code or relevant state/federal law(s) in regards to the distribution (or intent to sell) of narcotics/illegal drugs (including medications) and/or substances, he or she shall forfeit the privilege of holding active, undergraduate membership in a social fraternity or sorority. Determinations regarding membership status, privileges, and standing shall be made in consultation on an individual basis with the Office of Student Conduct.

FRATERNITY AND SORORITY RECRUITMENT/ INTAKE GUIDELINES

Chapter members must realize that bringing new members into an organization is based upon the potential new members/potential new member's possession of specific qualifications. Individual chapters must be guided by selection standards which will promote the building of a strong and effective chapter.

Chapter members, potential new members/potential new members, and advisors are expected to adhere to the following guidelines regarding Intake/Recruitment at the West Virginia University:

Article I: Recruitment Definitions (All Councils)

- A. Recruitment is defined as a program (and period of time) of membership selection by Fraternal organizations most notably Interfraternity Council (IFC) and Panhellenic Association 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.
 - d. When the designated recruitment period has come to a close, chapters are still able to extend bids of membership up to the first day of finals week each semester. A separate new member education program must be submitted evidencing that the potential new member will be initiated by the beginning of finals week in that semester.
 - e. Initiation of new members/aspirants must occur within the semester in which bids are accepted.
- B. Intake generally applies to National Pan-Hellenic Council (NPHC) and Multicultural organizations and usually includes three components, (1) a pre-induction/orientation period, (2) the final induction ceremony, and (3) an in-depth education program. Each affiliate organization implements the guidelines and details of its own membership intake process.

Article II: Recruitment Guidelines (IFC & Panhellenic)

- A. In conjunction with the Panhellenic Association and the Interfraternity Council (IFC), the Office of Fraternity & Sorority Life will determine a Formal and Informal Recruitment Period during the fall and spring semesters.
- B. No formal recruitment activities are to occur until the beginning of the Formal/Informal Recruitment Period, each semester.
- C. To be eligible for membership in a fraternity or sorority, a student must be a regularly enrolled, full-time student in good standing with the West Virginia University with no less than twelve (12) earned credits as reported in the STAR Information System, and with a minimum 2.75 overall GPA. Transfer students with at least 12 earned credits from a recognized institution of higher learning with no overall GPA are eligible.

- D. Eligibility for membership must be verified by the Office of Fraternity & Sorority Life, in accordance with the processes established by the Interfraternity Council, the National Pan-Hellenic Council, and the Panhellenic Association. Failure to comply will result in possible disciplinary action through the Office of Student Conduct.
- E. In the event recruitment activities begin without the knowledge and approval of the Office of Fraternity & Sorority Life and/or the chapter has not adhered to the Recruitment Guidelines, recruitment 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. No Bids of Membership will be written by the Office of Fraternity & Sorority Life 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.

Article III: NPHC/Multicultural Organization Intake Guidelines

- A. 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.
- B. Intake generally includes three components, (1) a pre-induction/orientation period, (2) initiation- the final induction ceremony, and (3) an in-depth education program. However, each affiliate organization implements the guidelines and details of its own membership intake process.
- C. To be eligible for membership in a fraternity or sorority, a student must be a regularly enrolled, full-time student in good standing with the West Virginia University with no less than twelve (12) earned credits as reported in the STAR Information System, and with a minimum 2.75 overall GPA. Transfer students with at least 12 earned credits from a recognized institution of higher learning with no overall GPA are eligible.
- D. Eligibility for membership must be verified by the Office of Fraternity & Sorority Life, in accordance with the processes established by the Interfraternity Council, the National Pan-Hellenic Council, and the Panhellenic Association. Failure to comply will result in possible disciplinary action through the Office of Student Conduct.
- E. In the event that Intake activities begin without the knowledge and approval of the Director of Fraternity & Sorority Life and/or the chapter has not adhered to the Intake Guidelines, intake activities will cease immediately, and the chapter may be referred for disciplinary action.

Article IV: Authorization of Recruitment & New Member Education Activities (All Councils)

- A. Prior to any recruitment activities, at least one chapter member, preferably the Chapter President or Intake/Recruitment Chairperson and/or New Member Educator will meet with the Director of the Office of Fraternity & Sorority Life or designee to discuss the details of the process.
- B. The following information must be provided to the Office of Fraternity & Sorority Life prior to beginning the membership intake process:
 - 1. Any national or regional paperwork that needs to be signed by the Office of Fraternity & Sorority Life.

2. Fraternity and Sorority Anti-Hazing Policy Form: All members/potential new members are required to sign and submit to the Office of Fraternity & Sorority Life an Anti-Hazing Policy Form. The form must also be signed by the chapter president, advisor, and new member educator/intake chairperson.
3. Calendar of Events: should include a timetable of any intake / recruitment activities, including but not limited to the following:
 - a. Informational Meetings
 - b. Selection Date(s)
 - c. Dates and times of New Member Education programs and/or activities if they occur prior to initiation
 - d. Initiation Date
 - e. Presentation of New Members (if applicable)
 - f. Any additional dates required by the Office of Fraternity & Sorority Life.
 - g. In the event that any dates and times need to be changed on the calendars of events, chapter members are expected to notify the Office of Fraternity & Sorority Life, through a personally delivered hard copy notification no less than five (5) business days prior to the new event time.
4. Verification of Candidate/Aspirant: All chapters conducting New Member Education must submit a Verification of Candidate/Aspirant Form. The verification forms must be submitted the following business day after bid night, and prior to the start date of the official New Member Education process.

The Verification of Potential new members/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. Potential new members/New Member First and Last Name
- b. Potential new members/New Member Signature
- c. Student ID Number
- d. University Enrollment
- e. Number of Potential new members
- f. Signature of Chapter President & Chapter Advisor

Article V: Guidelines of Intake/New Member Education Period (All Councils)

- A. All potential new members/new members must be initiated within four (4) weeks.
- B. Initiation must occur no later than the two Sundays prior to the final exam week of each semester, whichever comes sooner. All initiation activities must occur within this time frame unless otherwise approved by the Office of Fraternity & Sorority Life.
- C. Chapters must submit a Registration for Initiation Form and submit it to the Office of Fraternity & Sorority Life at least two (2) weeks prior to initiation.
- D. At any given time the Office of Fraternity & Sorority Life or governing council may request an updated chapter roster.
- E. No new member education activities can take place between the hours of 10:00PM and 8:00AM each day.

- F. No alcohol shall be present at any new member activity or ritual of the chapter, nor should alcohol ever be given as a gift from Big Brother/Sister to Little Brother/Sister or vice versa.

Article VII: Presentation of New Members

- A. All organizations must adhere to the following guidelines when presenting new members to the campus community.
 - 1. Presentation of new members must take place no more than thirty (30) calendar days after the members have been initiated into the organization.
 - 2. Guidelines for those who present new members using a “Neophyte presentation”:
 - a. Appropriate arrangements shall be made to reserve University space. A copy of the space reservation confirmation must be submitted to the Office of Fraternity & Sorority Life at least 48 hours prior to the event.
 - b. Fraternities and sororities are expected to comply with all University policies and procedures.

CHAPTER ROSTERS

Article I: Chapter Roster Guidelines

- A. Chapters must submit and maintain up to date contact information for all chapter members and advisors using the format requested by the Office of Fraternity & Sorority Life.
- B. Any time elections are held, forms should be completed for new officers within one (1) week of elections.

THE SUMMIT ASSESSMENT PROGRAM

Article I: Mandate

- A. Each organization is required to submit a completed Summit Assessment Program packet each year to the Office of Fraternity & Sorority Life. Please review the Summit Assessment Program document for relevant requirements and deadlines.

FRATERNITY AND SORORITY SOCIAL EVENT POLICY

Preface

West Virginia 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 National Pan-Hellenic Council (NPHC), and all chapters of the Panhellenic Association (Panhellenic).

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

These policies are in addition to policies within the Student Conduct Code. Similarly, students in a fraternity or sorority should take note of their organization's specific policies regarding social activity. If those policies are stricter, students are expected to follow such standards.

Article I: Purpose

It is the intention of the Office of Fraternity & Sorority Life to provide the safest possible social atmosphere for the members of IFC, NPHC, and Panhellenic 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:

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

Article II: Definition of a Restricted Event

A Restricted Event is defined as:

- A. Any activity with non-members sponsored by a member chapter of IFC, NPHC, or Panhellenic on or off university property, where alcohol is present, or
- B. Any activity where an objective observer would associate the event with the fraternity/sorority

Article III: Definitions

- A. Third Party Vendors – An event held at a vendor which distributes and manages the alcohol and risk management policies. The vendor must be appropriately licensed.

- B. Date Function – An event where each member on the chapter roster may invite one guest. The guest list may not exceed twice the size of the chapter roster.
- C. By Invite Only Event – An event where one organization sponsors the event with a guest list not to exceed two guests per active member. **Each recognized organization is limited to three (3) of these events per semester.**
- D. Fraternity & Sorority Social Event- An event where one or more recognized social fraternities and/or sororities are co-sponsors, and where the guest list includes only active members/new members of each organization.
- E. Outdoor/City of Morgantown Permit Event- An event that is classified by the City of Morgantown as needing a Special Event Permit. This includes an event that is outdoors, containing more than 50 people, that generates more noise than what is reasonably expected in a neighborhood.

Article IV: Restricted Event Registration

- A. All events must be registered through the Office of Fraternity & Sorority Life.
- B. Every organization helping in the planning of or paying for the event is required to individually register the event. This includes events at third party vendors, or events held on University property.
- C. Events held in a documented fraternity house where alcohol is present may be registered only on Thursday, Friday, and Saturday, and may not exceed four hours unless an exemption is granted in writing by the Office of Fraternity & Sorority Life. Events registered as Third Party Vendor Events, or any events registered as alcohol-free, are excluded from these date and time restrictions.
- D. Events held in a documented fraternity house where alcohol is present on a night where regularly scheduled classes are held the next day must end by 11:00PM. All other restricted events must end by 2:00AM unless an exemption is granted in writing by the Office of Fraternity & Sorority Life.
- E. No Restricted Events may be registered during Welcome Week, Finals Week, or other dates deemed appropriate by the Office of Fraternity & Sorority Life.
- F. Registration forms must be submitted by 9pm on the Tuesday before the event. For Outdoor/City of Morgantown Permit Events, evidence of successful completion and approval from the relevant City Official must accompany the registration. Note that the City of Morgantown requires these permits to be approved 14 days in advance of the event date.
- G. A finalized guest list must be submitted by Noon on the Thursday before the event.
 - 1. For documented fraternity houses, the maximum number of persons present at the event shall not exceed the occupancy limit set by the Morgantown Fire Marshal. For any off-campus event, the maximum number of persons present at the event shall not exceed the occupancy limits that have been set by the City of Morgantown or other entity with jurisdiction there over.

2. A completed guest list must be submitted to the Office of Fraternity & Sorority Life no later than 5:00pm the Monday following the event. A completed guest list is the same as the original guest list submitted prior to the event with indications of all guests who entered the event.
 3. Failure to submit a completed guest list will result in judicial proceedings as described in the Student Conduct Code.
- H. Upon registration of a Restricted Event the chapter advisor will be notified.
- I. Failure to register an event may jeopardize the opportunity to have the event and will result in judicial proceedings as described in the Student Conduct Code.
- J. All advertisements or announcements for the Restricted Event must indicate compliance with University policies.
- K. All Restricted Events must be held at a Third-Party Vendor, a building coded as a "Fraternity or Sorority House" by the Morgantown Fire Marshal's Office, or a place approved by the City of Morgantown per the Special Activities Permit. The use of "Annex Houses" is prohibited.

Article VI: Education Requirements to Host Restricted Events with Alcohol (Managed by Chapter)

To be eligible to host Restricted Events in documented fraternity or sorority houses, an organization must have the current chapter president, social chair, and risk manager (or equivalent positions) trained in risk management and social event management by the Office of Fraternity & Sorority Life and University Police.

Article VII: Fraternity & Sorority Restricted Event Management

Any Restricted Event where alcohol will be present must abide by the following guidelines:

- A. The organization(s) agrees to allow authorized University officials (Office of Fraternity & Sorority Life, Division of Student Life, and University Police) to enter the venue, property and/or house during the hours of the registered event for policy enforcement/student health and safety checks.
- B. Each organization sponsoring the event must provide one (1) alcohol/substance-free monitor for every 15 attendees. Likewise, a chapter officer must serve as an alcohol/substance free-monitor.
- C. Event Monitors must be easily identifiable.
- D. Event Monitors should begin at the time indicated on the event registration form and remain on duty until the event has come to its conclusion.
- E. A list of the Event Monitors shall be listed at the front table (entrance), along with the officer in charge clearly marked in bold or highlighted.
- F. The non-drinking front door monitors shall deny access to the event to any person who is visibly intoxicated or disorderly. If assistance takes this person away from the door, the risk manager must take his or her place.

Reasonable care should be provided to all guests leaving the function at all times. Organizations should call the WVU Police to report any emergency, criminal incident and/or for assistance.

- G. Organizations may contract event monitoring out to an appropriate security company with the prior written approval from the Office of Fraternity & Sorority Life.
- H. In the event of an incident, the Chapter President shall follow the following emergency response:
 - i. Call WVU Police/9-1-1 for help
 - ii. Call the Director of Fraternity & Sorority Life
 - iii. Call relevant chapter advisor(s)
 - iv. An incident report shall be filed with the Office of Fraternity & Sorority Life by noon of the next business day.
- I. In order to be admitted to the event, attendees must present their West Virginia University ID. Alumni advisors who are attending for monitoring purposes may be admitted.
- J. A guest list is required for each Restricted Event. In admitting guests on the guest list, the non-drinking party patrol member must follow a standard sign-in procedure.
- K. Food (i.e., snacks) and non-alcoholic beverages must be available to guests at all times.
- L. All events occurring in a WVU-owned building must follow the relevant WVU event/building policies.
- M. Rules of the event must be posted and visible to all guests attending the event. Rules must include, but not be limited to:
 - Members and Invited Guests Only.
 - Must follow "BYOB" Policy. All alcohol must be checked at the front door (entrance).
 - No one under 21 is allowed to consume alcohol.
 - No glass bottles.
 - Unruly guests may be asked to leave at any time.

Article VIII: Alcohol Beverage Management

- A. The possession, use, and/or consumption of alcohol at an event shall be in full compliance with any and all applicable laws or regulations of the federal, state, and county governments; the City of Morgantown; West Virginia University; the Student Conduct Code; the Interfraternity Council; the Panhellenic Association; and the National Pan-Hellenic Council.
- B. All events must follow "Bring Your Own Beverage" (BYOB) or have alcohol managed by an appropriately licensed third-party vendor.
 - 1. All alcohol must be distributed from one location. At events where an organization is managing alcohol, guests are to check their alcohol in upon arrival with the designated non-drinking members who are serving. The servers will identify the individual and the alcohol they brought through a labeling system.

2. No alcoholic beverage(s) may be purchased through the chapter treasury, nor may the purchase of alcoholic beverage(s) for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter.
3. The purchase and/or use of bulk quantity alcohol is prohibited, including but not limited to kegs or cases.
4. No liquor (including malt liquor) may be checked/consumed at the party.
5. Individuals 21 years of age or older may only be served one standard 12 oz. beer or one standard 5 oz. cup of wine at a time.
6. No more than six (6) cans of beer or four (4) cups of wine may be consumed by an individual of legal drinking age for the duration of the event.

C. Beverages may not be consumed out of glass containers.

D. The participating organization(s) shall require all those attending the event to present proof of legal age in order to consume alcoholic beverages.

E. Open containers of alcoholic beverages shall, in no case, be permitted to leave the event. They must be discarded in a trashcan before leaving the event.

Article IX: Third-Party Vendor Events

Chapters are responsible for complying with the policies and procedures listed in this document, the Student Conduct Code, and all other applicable University policies including alcohol related policies at Third Party Vendor events.

All Third-Party Vendor events must be registered with the Office of Fraternity & Sorority Life.

APPENDIX C

IFC AND PANHELLENIC NEW MEMBER EDUCATION PACKET





NEW/ASSOCIATE MEMBER EDUCATION PROGRAM

Fall 2018

Organization: [Click here to enter text.](#)

New/Associate Member Educator:

Name: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

New/Associate Member Educator Assistant: (if applicable)

Name: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

NEW/ASSOCIATE MEMBER PROGRAM GUIDELINES

These guidelines were established to ensure that new/associate member education activities enhance the academic progress of each Greek member and assists in his or her interpersonal development while providing the history and information necessary for viable membership in the Fraternity and Sorority Life Community.

- ❖ **Note that this document serves as official notice of the expectations and guidelines of the new member education process.** For complete information and expectations, please reference the *Office of Fraternity & Sorority Life Manual of Operations* and the West Virginia's *Student Conduct Code*.
- ❖ **Each Chapter will uphold the tenets of West Virginia University's Anti-Hazing Contract, and educate all members on this policy at the onset of every new/associate member program.** Every member of the WVU Community is responsible for upholding a zero-tolerance policy of hazing. For questions regarding hazing, please refer to the West Virginia University Student Conduct Code.
- ❖ **New/associate member programs may last no longer than 4 weeks.** All new/associate member programs must be completed, and all members be formally initiated into the organization by the date specified each semester.
- ❖ **Each Chapter's new/associate member program, which is attached to this document, must be submitted and approved by the Office at the beginning of each semester.** A copy of this program must be provided to each new/associate member as well as to the chapter advisor of your organization. Any changes to the new/associate member program must be discussed with and approved by the Office at least 72 hours in advance.
- ❖ **Each chapter's advisor must confirm that he or she has reviewed and approved the new member education program each semester.**
- ❖ **Each chapter's new/associate member program must be in accordance with their national organization's new member education policies.** Those policies or programs may be attached as additional information to support the programs.
- ❖ **All new/associate member educators are to meet with the Office of Fraternity & Sorority Life at least once throughout each semester.** Please contact your respective Council's VP of Membership Education to schedule this meeting. Any questions or concerns regarding any of these policies may be directed to the office, which is located in room 161 of the Mountainlair Student Union.
- ❖ **All new/associate member educators are to review the *Office of Fraternity & Sorority Life Manual of Operations*.** It is an expectation that each member of a chapter (including new members) is given a copy of these documents for review and safekeeping.

By signing below, I confirm that I have reviewed and approved the submitted new member education program and understand the aforementioned guidelines and instructions included within for each part of the New/Associate Member packet.

Organization: [Click here to enter text.](#)

Chapter President Name: [Click here to enter text.](#)

Chapter Advisor Name: [Click here to enter text.](#)

Signature: _____

Signature: _____

Date: _____

Date: _____

NEW/ASSOCIATE MEMBER ACTIVITY FORM

Please fill out one form for EACH new member activity your chapter will hold – these individual forms MUST reflect the activities outlined in your calendar

Fall 2018

Organization	
Name of Event	
Type of Event (ritual, social function, etc.)	
Date & Time of Event	
Length of Event	
Exact Location	
Supervisor of Event & Phone Number	
Purpose & Values Learned from Event	
Activities of Event in Detail	
Participants (i.e new members, brothers, alumni, bigs/littles, etc.)	

Approved by Office of Fraternity & Sorority Life: _____

ANTI-HAZING AGREEMENT

CHAPTER: _____

As a new member of the fraternity and sorority community at West Virginia University, I understand the following responsibilities and expectations:

- To understand and agree to abide, without exception, by the attached definition of hazing in the State of West Virginia and West Virginia University.
- To maintain satisfactory academic standing at West Virginia University will participating in new member education and as a member of the fraternity and sorority community.
- To refrain from all questionable activities that may jeopardize, demean, or damage the image of the fraternity and sorority community.
- To make a constructive and meaningful contribution to the new member education program and the chapter to which I have joined.
- To report any and all activity that would meet the definition of hazing to the Office of Fraternity & Sorority Life at 304-293-8201.
- I understand that I cannot volunteer, agree to participate, or ignore any action by any member of the fraternity or sorority community that is considered as hazing by the State of West Virginia or West Virginia University.

SIGN BELOW INDICATING YOUR UNDERSTANDING AND ACKNOWLEDGEMENT OF THE ABOVE STATEMENTS.

	NAME (PRINT)	SIGN	DATE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			



STATE OF WEST VIRGINIA
WEST VIRGINIA CODE

CHAPTER 18. EDUCATION.

ARTICLE 16. ANTI-HAZING LAW.

§18-16-1. Short title.

This article shall be known and may be cited as the "Anti-hazing Law".

§18-16-2. Definitions.

(a) "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: *Provided*, That the implied or expressed consent or willingness of a person or persons to hazing **shall not be a defense** under this section.

(b) "Institution of higher education" or "institution" means any public or private institution as defined in section two, article one, chapter eighteen-b of this code.

§18-16-3. Hazing prohibited.

Any person or persons who causes hazing is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned: *Provided*, That if the act would otherwise be deemed a felony as defined in this code, the person committing such act may be found guilty of such felony and be subject to penalties provided for such felony.

The chapter officers representing the fraternity or sorority named below understand that they have the following obligation and responsibility:

- ☐ To know, understand, and abide, without exception, by the attached definition of hazing in the State of West Virginia and West Virginia University.
- ☐ To monitor, supervise, and conduct a new member education program that has been approved by my inter/national fraternity or sorority and the Office of Greek Life that is a positive, educationally sound, and supportive growth experience.
- ☐ To report any and all activity that would meet the definition of hazing to the Office of Fraternity & Sorority Life at 304-293-8201 or UPD at 304-293-2677.

PRINT NAME OF NEW MEMBER EDUCATOR

PRINT NAME OF PRESIDENT

SIGNATURE OF NEW MEMBER EDUCATOR

SIGNATURE OF PRESIDENT

DATE

DATE

NEW/ASSOCIATE MEMBER ACTIVITY CALENDAR

Instructions

The New/Associate Member Activity Calendar serves as a guide to both chapter members, new/associate members, and the Office of Fraternity & Sorority Life. This calendar must be shared with each new member. Please be as detailed as possible.

- ❖ **This document must be typed for clarity.**
- ❖ **Write in all new/associate member activities.** Each activity where there is a New/Associate Member Activity Form submitted must be accounted for on the calendar.
- ❖ **Duplicate reoccurring events on relevant dates.** If there are weekly meetings on Tuesdays of the new member class, please indicate so in an abbreviated fashion each Tuesday. For example: "NM Meeting, 6pm-7pm, Woodburn G-10."
- ❖ **You may include chapter/colony social events.** Though social events are never required for any member of an organization, they are recognized events if registered appropriately. (e.g. Formal, 8pm-11pm, Lakeview Resort)
- ❖ **Pay attention to the programs and notifications indicated on the calendar.** New members and the appropriate chapter officers are required to attend Title IX and Alcohol awareness training. Similarly, the chapter is encouraged to participate in Big Greek Day of Service, Homecoming Events, and/or Greek Week—new members should be welcome to join the chapter in this activity, so do not schedule new member activities during this time.
- ❖ **All new members must be initiated by the date listed below. There is a 4 week limit on the new member period (not counting major breaks).** Please contact the Office of Fraternity & Sorority Life for additional information.
- ❖ **Remember that representatives from the Office of Fraternity & Sorority Life (including Council Officers) may attend any program listed in the New/Associate Member Calendar.** This excludes Ritual or any approved program by the national organization that is considered private to members.
- ❖ **If an activity is cancelled, or there is a date, time, or location change, please notify your Council VP of Membership Education, Dr. Matthew Richardson, or Jessica Li via E-mail no less than 24 hours of the originally scheduled event.**

NEW/ASSOCIATE MEMBER ACTIVITY CALENDAR

September 2018

Su M T W R F Sa

						1
2	3 LABOR DAY	4	5	6	7	8
9 IFC Recruitment Begins	10 Panhellenic COB Begins	11	12 IFC Bid Lists Due	13	14 IFC Bid Day	15
16 Panhellenic Bid Day New Member Education Period Opens	17	18	19 YOM KIPPUR	20	21	22
23 New Member Conference 12pm-4pm Location TBD	24 Hazing Prevention Week Programs (consult office)	25 Hazing Prevention Week Programs (consult office)	26 Hazing Prevention Week Programs (consult office)	27 Hazing Prevention Week Programs (consult office)	28 Family Weekend Begins	29
30						

NEW/ASSOCIATE MEMBER ACTIVITY CALENDAR

October 2018

Su M T W R F Sa

	1	2	3	4	5 Homecoming Parade	6
7	8	9	10	11	12 FALL BREAK	13
14	15 New Member Education Period Closes	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

REGISTRATION FOR INITIATION FORM

This form is due 2 weeks prior to date of initiation and delivered in hard copy format to the Office of Fraternity & Sorority Life- 161 Mountainlair Student Union

Organization: _____

Initiation Date: _____

List of New Members to be initiated: (add more lines to form if needed)

[illegible]

Chapter President: _____

Signature: _____

Date: _____

New Member Educator: _____

Signature: _____

Date: _____

Chapter Advisor: _____

Signature: _____

Date: _____

APPENDIX D

NPHC MEMBERSHIP INTAKE PACKET





GUIDELINES FOR CONDUCTING MEMBERSHIP INTAKE: NPHC

The purpose of this document is to provide the fraternities and sororities of the West Virginia University Fraternity and Sorority Community, their Advisors, and prospective members with a source of information regarding Membership Intake. Chapter Members, Chapter Advisors and the Office Fraternity and Sorority Life will work together to ensure a successful and positive experience for all involved. In order for the Office Fraternity and Sorority Life to assist chapters with the intake process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct intake at West Virginia University:

Meetings and Documentation:

- I. Prior to **any intake activities**, at least one chapter member, preferably the chapter president or intake director will meet with the Director of the Office of Fraternity and Sorority Life (or designee). To schedule an appointment, call the Office Fraternity and Sorority Life at 304-293-8201. At this meeting, the chapter will submit/provide:
 - A. Any national or regional paperwork that needs to be signed by the Office Fraternity and Sorority Life
 - B. Notice of Membership Intake (attached)
 - C. Office of Fraternity and Sorority Life Anti-Hazing Compliance Form
 - D. A calendar of events **not to exceed 4 weeks**, which should include a timetable of any intake activities with dates and times. Activities must be approved one-week before they commence. Activities to include on the calendar, if applicable:
 1. Informational and/or interest meetings
 - a) **Two flyers/advertisements for this interest/informational/rush/smoker meeting must be provided to the Office Fraternity and Sorority Life. The flyer must include time, date, location, dress code, and any additional expectations of aspirants. A flyer will be securely affixed to the Office of Fraternity and Sorority Life display by an OFSL staff member.**
 - b) **The flyer must be posted for a period of no less than 3 days PRIOR to the meeting.**
 2. Selection date(s)
 3. Start date of the new member's official process/education
 4. Initiation date
 5. Presentation of New Members (if applicable):
 - a) Bring a copy of the space reservation confirmation notice (from Reservations) required to proceed with the activity on WVU's campus (must include both the primary location and rain location, if applicable).
 6. The date of the New Member Presentation must be approved by the Director and/or Assistant Director for the Office of Fraternity and Sorority Life.
 7. Any additional dates pertinent to a specific organization
- II. Verification of Aspirants: All chapters conducting intake must submit a Verification of Candidate / Aspirants Form (attached) and the Candidate / Aspirant Anti-Hazing Compliance Form (attached). The verification and compliance forms must be submitted immediately after the interest meeting, and prior to the start date of the official process/education of aspirants listed on the chapter's intake calendar. These forms list the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants for membership. In cases where the National intake team conducts the

intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Director and/or Assistant Director for Fraternity and Sorority Life. The verification form contains the following information:

- A. List of candidates for membership that will include each new member's:
 - 1. Name (please print)
 - 2. Signature
 - 3. Student 700/800 Number
 - 4. Academic Waiver
- B. Total Number of Candidates
- C. Original signature of Chapter President
- D. Signature of Faculty and Grad Chapter Advisor (chapter must bring in form with the original signature; **no faxes will be accepted unless prior approval is given by the Director and/or Assistant Director for Fraternity and Sorority Life**).
- E. A separate line for verification of date received. (to be completed by the Office Fraternity and Sorority Life)

All documents supplied to the Office Fraternity and Sorority Life may be shared with university officials and national organization staff as needed. In the event that any dates and times need to be changed on the intake calendars of events, the chapter president or chapter member in charge of intake must notify the Director and/or Assistant Director for Fraternity and Sorority Life (in writing) no less than 24 hours prior to the new event time.

PRESENTATION OF NEW MEMBERS (IF APPLICABLE):

All organizations must adhere to the following guidelines when presenting new members to the campus community:

- I. Presentation of new members must take place no more than **30 calendar** days after the members have been initiated into the organization, or prior to "Reading Day(s)," whichever comes first.
 - II. Guidelines for those who present new members using a "show":
 - A. The Office Fraternity and Sorority Life must be notified of the date, time, and location of the "show" no less than one week in advance.
 - B. A copy of the reservation confirmation notice must be submitted to the Director and/or Assistant Director for Fraternity and Sorority Life (must include both the primary location and rain location)
 - C. No explicit or revealing attire is to be worn by the new members or other "show" participants.
 - D. **No excessive profanity.**
 - E. **No alcoholic beverages will be permitted.** This includes possession or use by visiting chapters, alumni and/or graduate members.
 - F. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual)
 - G. In the event of an altercation during the presentation, then those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately. (See **Violations** section for further details)
 - H. **No references to hazing and/or other illegal activities.**
 - I. Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
 - J. If a new member decides that they cannot, or decides not to participate in the show, a written and signed letter by the new member must be submitted to the Office Fraternity and Sorority Life no more than 72 hours before the show explaining why he or she decided not to participate.
 - K. No blatant skipping of numbers will be allowed. (ex: 1,2,4,5, etc.)
 - L. The duration of the presentation show should be no longer than 2 hours total. Shows may not be scheduled to begin after 9:00pm and must start within **15 minutes of scheduled time advertised.** Following the show, members of the presenting organization must vacate the area within 30 minutes. (This will help with crowd disbursement.) The presenting organization will be responsible for ensuring the site used is left in its original state after use.
 - M. The Director and/or Assistant Director or his/her designee from the Division of Student Life (full-time, professional or graduate) **MUST** be in attendance at all New Member Presentations.
 - N. No bats and/or paddles will be allowed at any new member presentations.
 - O. It is the chapter responsibility to notify visiting and alumni members of all West Virginia University New Member Presentation rules.
 - P. If a New Member Presentation does not occur, new members must be presented in some formal way (reception, tweet, email, flyer, Instagram, etc.) acknowledging all new members.
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HAZING

It is the responsibility of all students, staff, faculty and members of the University community to ensure an atmosphere of learning, social responsibility, and respect for human dignity. This is achieved by providing positive influences and constructive development for current and aspiring members or participants of any group or organization at West Virginia University. Hazing is counterproductive to the positive learning environment the University seeks to create.

Hazing is against the West Virginia University Campus Student Code, West Virginia state law and has no place in fraternities or sororities. If you feel that you or someone you know is being hazed, report by calling the Office of Fraternity and Sorority Life,

West Virginia State Law CHAPTER 18. EDUCATION. ARTICLE 16. ANTIHAZING LAW.

§18-16-1. Short title.

This article shall be known and may be cited as the "Antihazing Law".

§18-16-2. Definitions.

(a) "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: *Provided*, That the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under this section.

(b) "Institution of higher education" or "institution" means any public or private institution as defined in section two, article one, chapter eighteen-b of this code.

§18-16-3. Hazing prohibited.

Any person or persons who causes hazing is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned: *Provided*, That if the act would otherwise be deemed a felony as defined in this code, the person committing such act may be found guilty of such felony and be subject to penalties provided for such felony.

§18-16-4. Enforcement by institution.

(a) *Antihazing policy.* -- The West Virginia University Board of Trustees created pursuant to article two, chapter eighteen-b of this code and the board of directors of the state college system created pursuant to article three of said chapter shall by the first day of August, one thousand nine hundred ninety-five, promulgate guidelines for antihazing policies.

(b) Enforcement and penalties--

(1) Each institution shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations.

(2) In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may also include revocation of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.

(3) All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of section three of this article or of any of the criminal laws of this state or for violation of any other institutional rule to which the violator may be subject.

(4) Rules adopted pursuant hereto apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

Violations:

Violations of the intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Director and/or Assistant Director for Fraternity and Sorority Life.

Probation is noted by a period of scrutiny wherein if the chapter commits any violation of the intake process or any other rules set forth by the advisors or Office Fraternity and Sorority Life, the chapter will be placed on suspension. Suspension is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and intake functions) is prohibited. The suspension period will be determined by the Director of Fraternity and Sorority Life. Violations include:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.).
2. Holding membership intake without adhering to the Intake Guidelines set by the Office Fraternity and Sorority Life.
3. Hazing: Any violations of the West Virginia University Hazing Policy will result in a referral to the Dean of Students.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.
5. Failure to adhere to Presentation of New Member Guidelines (as included in this packet).

Guidelines for Review of Chapter Status for Suspension:

1. Executive Board: Chapter President and/or 1 representative must be present.
2. The Chapter Advisors must be present (both Faculty and Graduate Chapter advisors).
3. The Director and/or Assistant Director for Fraternity and Sorority Life.

All questions and concerns must be expressed by the Chapter President to the council advisor/s. If any questions regarding the Guidelines arise, they may be discussed between the members of the chapter and the council advisor/s. Final jurisdiction and decision-making authority rests in the hands of the Director and/or the Assistant Director for the Office of Fraternity and Sorority Life

Students found guilty of hazing will be subject to penalties outlined by the West Virginia University, Office of Student Conduct, as well as any sanctions outlined by the national organization.

Intake: Things to Remember

1. This packet must be submitted **prior to an interest/informational/rush meeting**. If it is not, you put your chapter in jeopardy of rescheduling your interest meeting.
2. Each chapter must submit a calendar of events for intake activities, a Notice of Membership Intake Form, and a Office of Fraternity and Sorority Life Anti- Hazing Compliance Form at the initial meeting with the Director and/or Assistant Director for the Office of Fraternity and Sorority Life. The calendar of events must be approved at least one week before any intake related activities commence, and no program may exceed 4 weeks.
3. The Notice of Membership Intake form must contain the original signature (**no faxes will be accepted**) of the Chapter President and the both Faculty and Graduate Chapter Advisors.
4. The Office of Fraternity and Sorority Life Anti-Hazing Compliance Form must contain the original signature of the Chapter President.
5. Submit the date of the presentation of new members and bring a copy of the reservation confirmation required to proceed with the "show" if applicable. If this cannot be submitted at the initial meeting with the council advisor, then notify the advisor no less than one week prior to the event. At this time, chapters must submit the necessary paperwork required to proceed with the activity to the Office Fraternity and Sorority Life.

Without the submission of the required paperwork intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the council advisors, and/or the chapter has not adhered to these written Intake Guidelines, intake activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the council advisor and the Director and/or Assistant Director for the Office of Fraternity and Sorority Life.



Date Received:

NOTICE OF MEMBERSHIP INTAKE

The officers and members of _____ are proud to announce the intake of new members for the FALL SPRING (circle one) of _____

Interest meeting(s) will be held on _____
Selection will conclude on _____
Education of aspirants/intake process begins on _____
Aspirants will be initiated on _____
New Members will be presented on _____

The person in charge of intake for the Chapter will be:

The chapter advisor supervising intake will be:

Name

Title in Chapter

Phone Number

Name

Title in Chapter

Phone Number

The above information is accurate and correct to the best of my knowledge.

President's Name Printed

President's Signature

President Phone #

Grad Chapter Advisor Name Printed

Grad Chapter Advisor Signature

Grad Chapter Advisor Phone #

Faculty Advisor Name Printed
*if applicable

Faculty Advisor Signature

Faculty Advisor Phone #

Department Use Only:

Date of Meeting:

WEST VIRGINIA UNIVERSITY, OFFICE OF FRATERNITY AND SORORITY LIFE ANTI-HAZING POLICY COMPLIANCE FORM

All West Virginia University fraternities and sororities must file this form with the Office Fraternity and Sorority Life to certify compliance with this policy. The preceding document remains in effect until the new one is filed.

Hazing

It is the responsibility of all Students, staff, faculty and members of the University community to ensure an atmosphere of learning, social responsibility, and respect for human dignity. This is achieved by providing positive influences and constructive development for current and aspiring members or participants of any group or organization at West Virginia University. Hazing is counterproductive to the positive learning environment the University seeks to create.

Hazing is against the West Virginia University Student Conduct Code, West Virginia state law and has no place in fraternities or sororities. If you feel that you or someone you know is being hazed, report by calling the Office of Fraternity and Sorority Life.

West Virginia State Law CHAPTER 18. EDUCATION. ARTICLE 16. ANTIHAZING LAW.

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§18-16-2. Definitions.

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(b) "Institution of higher education" or "institution" means any public or private institution as defined in section two, article one, chapter eighteen-b of this code.

§18-16-3. Hazing prohibited.

Any person or persons who causes hazing is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned: *Provided*, That if the act would otherwise be deemed a felony as defined in this code, the person committing such act may be found guilty of such felony and be subject to penalties provided for such felony.

Enforcement by institution.

(a) *Antihazing policy.* – The West Virginia University Board of Trustees created pursuant to article two, chapter eighteen-b of this code and the board of directors of the state college system created pursuant to article three of said chapter shall by the first day of August, one thousand nine hundred ninety-five, promulgate guidelines for antihazing policies.

(b) Enforcement and penalties--

(1) Each institution shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations.

(2) In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.

(3) All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of section three of this article or of any of the criminal laws of this state or for violation of any other institutional rule to which the violator may be subject.

(4) Rules adopted pursuant hereto apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

(5) Section 6.2 (t) of the Student Conduct Code reads:

“Hazing” means any action or situation which (1) endangers or adversely affects the mental or physical health or safety of another person or persons; (2) would cause extreme embarrassment or adversely affect the dignity of another person or persons; or (3) causes another person or persons to destroy or remove public or private property. This includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, alcohol, drug or other substance, any activity which would subject an individual or individuals to extreme mental stress, such as sleep deprivation or forced exclusion from social contact. Hazing with or without the consent of a student is prohibited. Initiations or activities of student organizations are prohibited from including any feature that is dangerous, harmful, or degrading to the student. A violation of this prohibition renders both the organization and participating individuals subject to discipline. Any student who knowingly witnesses or acquiesces in the presence of hazing is also subject to discipline.
<https://studentconduct.wvu.edu/files/d/f0ae69b9-1461-45cb-81ee-40e48e2d978b/main-campus-revised-final-student-conduct-code-8-21-15c.pdf>

HAZING AGREEMENT

We, the undersigned, certify the following:

1. We have read AND understand West Virginia University's Hazing Policy
2. We have read and understand the West Virginia Hazing law
3. We have read and understand our organization's National Hazing Policy
4. We verify that this policy will be read to our chapter
5. We verify that all new members will receive a copy of this policy
6. We verify that all activities sponsored or required by our chapter, in whole or part, comply with this policy.
7. Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline
8. **Furthermore, if a hazing incident occurs, the president and new member educator/intake coordinator may be referred to the Office of Student Conduct for supplying false information to a University Official (if they knew of the hazing incident and did not take steps to stop it)**
9. **If I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.**

By signing this form, we agree to abide by the above.

Fraternity/Sorority

President

Date

New Member Educator/Intake Coordinator

Date

Co-Educator/Intake Coordinator

Date

Chapter/Grad Advisor

Date

Start Date for New Member Education

End Date for New Member Education

Date Received:

WEST VIRGINIA UNIVERSITY

VERIFICATION OF CANDIDATE / ASPIRANT FROM

Organization & Chapter Name _____

We hereby declare that on _____ (date submitted), the following individuals are aspirants into our organization and will be duly initiated pending the decision of our regional/national representative(s).

Total Number of Candidates

President's Signature

Grad Chapter Advisor Signature

	Aspirant's Name	Student ID #	Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit West Virginia University to release academic and judicial information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Fraternity and Sorority Life that I no longer wish to allow such information to be released.	Cumulative GPA (DO NOT WRITE IN THIS BOX)
1				
2				
3				
4				
5				
6				
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8				
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15				
16				
17				
18				

WEST VIRGINIA UNIVERSITY

OFFICE FRATERNITY AND SORORITY LIFE CANDIDATE / ASPIRANT ANTI-HAZING COMPLIANCE FORM

The University prohibits any form of hazing of its students, at any time, or at any location on or off campus, including fraternity\ houses, private residences, or public property. The University will respond swiftly to investigate reports of hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for prosecution as a criminal matter, or both. University students who voluntarily consent to hazing, as well as those who inflict it, are subject to such action.

Hazing

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West Virginia State Law

CHAPTER 18. EDUCATION.

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<https://studentconduct.wvu.edu/files/d/f0ae69b9-1461-45cb-81ee-40e48e2d978b/main-campus-revised-final-student-conduct-code-8-21-15c.pdf>

We, the undersigned, certify the following:

Hazing Agreement

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- 2) We have read and understand the West Virginia Hazing law
- 3) We have read and understand our organization's National Hazing Policy
- 4) We verify that this policy will be read to our chapter
- 5) We verify that all new members will receive a copy of this policy
- 6) We verify that all activities sponsored or required by our chapter, in whole or part, comply with this policy.
- 7) Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline
- 8) **Furthermore, if a hazing incident occurs, the president and new member educator/intake coordinator may be referred to the Office of Student Conduct for supplying false information to a University Official (if they knew of the hazing incident and did not take steps to stop it)**
- 9) **If I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.**

By signing this statement, I agree that I have read and understand the West Virginia University Hazing Policy. I agree to comply with this policy, local and state laws, the policies of my fraternal organization and the local and national governing council to which my organization belongs.

_____ Organization	_____ Chapter
_____ Date	_____ Semester

***PLEASE USE ADDITIONAL FORMS AS NEEDED FOR ADDITIONAL SIGNATURES**

Date	Candidate/Aspirant's Name	Signature	Student ID Number