



**CENTER FOR  
FRATERNAL  
VALUES AND  
LEADERSHIP**

**POLICIES & PROCEDURES MANUAL**

*REVISED AUGUST 2024*

## NOTICE

The Center for Fraternal Values and Leadership Policies & Procedures Manual is designed as an informational and regulatory document and does not constitute or reflect a contract. The information contained herein supersedes all previously published 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 the Center for Fraternal Values and Leadership.

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 Center for Fraternal Values and Leadership by request and virtually on the [www.greeklife.wvu.edu](http://www.greeklife.wvu.edu) website. The policies and procedures found in this document and the Student Conduct Code mandate the expectations and policies for recognized general, social, service, professional, academic, honorary and special-interest fraternities and sororities at West Virginia University. Violations of the policies in this document may be adjudicated through the Office of Student Rights and Responsibilities.

## 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 of being at West Virginia University is to pursue 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 Rights and Responsibilities.
9. Abstain from the use and support of the use of illegal drugs and substances on or off a chapter or university property.
10. Combat racism and prejudice within one's organization, University, community, and global society.

## RECOGNIZED FRATERNITY & SORORITY BENEFITS

All fraternities and sororities that are recognized by the Center for Fraternal Values and Leadership are encouraged to hold active recognition through the Interfraternity Council, National Pan-Hellenic Council, Cross-Cultural Greek Council, Panhellenic Association, or Professional Greek Council. Recognized organizations receive all 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, Center for Fraternal Values and Leadership, 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 Center for Fraternal Values and Leadership.

Chapters must submit written notification to the Center for Fraternal Values and Leadership 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 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 Center for Fraternal Values and Leadership has established academic performance standards for all general fraternities and sororities.

### Article I: Faculty/Staff Mentor and Scholarship Chairperson

- A. Each chapter is encouraged to 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 must identify and elect a Scholarship Chairperson from within its chapter membership. This Scholarship Chairperson will be expected to work in collaboration with the Center for Fraternal Values and Leadership, 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 Center for Fraternal Values and Leadership will calculate the overall and term GPA for overall female/male, chapters, and councils, at the end of the fall and spring term when possible. A summary report of academic achievement by the chapters will be made public via the Center for Fraternal Values and Leadership 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 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 Center for Fraternal Values and Leadership until the GPA meets or exceeds the minimum standard.

### **Article IV: Academic Improvement Plan**

- #### **A. Chapters that do not meet the all-male or female averages will be required to meet with the Director of the Center for Fraternal Values and Leadership 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 measured by a minimal .10 increase in the overall chapter GPA during a two-semester time period.
3. If significant progress is not made, privileges will be jeopardized leading to an eventual loss of recognition at West Virginia University.

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

- #### **A. Council members and all executive positions within the recognized fraternity and sorority chapters/associate chapters 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 Center for Fraternal Values and Leadership and adhere to minimum expectations set forth by the Director of the Center for Fraternal Values and Leadership.**
- B. The fraternity or sorority must identify which governing council they will seek recognition from.**
- C. The purpose and activities of the fraternity or sorority must be compatible with the mission of the Center for Fraternal Values and Leadership.**
- D. The fraternity or sorority must submit current proof of general liability insurance, including a Certificate of Insurance evidencing the coverage.**

- E. The Center for Fraternal Values and Leadership 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 Center for Fraternal Values and Leadership may establish policies and procedures to guide and define the working relationship and may require approval of the fraternity's or sorority's constitution and bylaws 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 Recognition for Academic, Service, Professional, Honorary and Special-Interest Fraternities and Sororities**

- A. The fraternity or sorority must have established a working relationship with the Center for Fraternal Values and Leadership and adhere to minimum expectations set forth by the Director of the Center for Fraternal Values and Leadership.
- B. The fraternity or sorority must identify whether or not it seeks recognition as a member of the Professional Greek Council.
- C. The purpose and activities of the fraternity or sorority must be compatible with the mission of the Center for Fraternal Values and Leadership.
- D. Should the organization wish to hold social events **where alcohol is present**, the fraternity or sorority must submit current proof of general liability insurance, including a Certificate of Insurance evidencing the coverage annually.
- E. The Center for Fraternal Values and Leadership 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 Center for Fraternal Values and Leadership 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 III: Requirements for Establishment**

Establishment processes are determined per Council, but initial contact for expansion shall be made to the Center for Fraternal Values and Leadership. If establishment policies are not outlined in a governing council constitution, or if the organization requesting to establish does not align with a particular governing council, then the petitioning group will follow the requirements as determined and outlined by the Center for Fraternal Values and Leadership.

### **Article IV: 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 the Center for Fraternal Values and Leadership 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 the Center for Fraternal Values and Leadership or designee.

Even where a chapter satisfies all requirements as outlined by the disciplinary sanctions, and submits the required Reinstatement Petition, the Director of the Center for Fraternal Values and Leadership 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 Center for Fraternal Values and Leadership and adhere to minimum expectations set forth by the Director of the Center for Fraternal Values and Leadership.
- B. The fraternity or sorority must identify which council they will seek recognition from.
- C. The purpose and activities of the fraternity or sorority must be compatible with the mission of the Center for Fraternal Values and Leadership.
- 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.
- 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 Center for Fraternal Values and Leadership 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 Center for Fraternal Values and Leadership may establish additional requirements for recognition beyond the standard requirements for recognition. Likewise, the Center for Fraternal Values and Leadership 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, or 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 304-293-2677, the Center for Fraternal Values and Leadership at 304-293-8201, or the Office of Student Rights and Responsibilities 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 Center for Fraternal Values and Leadership 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 Center for Fraternal Values and Leadership 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 another 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.

## **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 members' 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 West Virginia University:

### **Article I: Recruitment Definitions (All Councils)**

- A. Recruitment is defined as a program (and period) of membership selection by Fraternal organizations most notably Interfraternity Council (IFC) and Panhellenic Association organizations.

- a. Primary 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 closed, 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 Cross-Cultural 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)**

In conjunction with the Panhellenic Association and the Interfraternity Council (IFC), the Center for Fraternal Values and Leadership will determine a Primary and Informal Recruitment Period during the fall and spring semesters. No formal recruitment activities are to occur until the beginning of the Primary/Informal Recruitment Period, each semester.

- A. To be eligible for membership in a social/general 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.
  - 1. Recognized inter/national fraternities and sororities that have a membership minimum GPA standard that is no less than a 2.50 may follow that standard in lieu of Article II.A.
- B. Eligibility for membership must be verified by the Center for Fraternal Values and Leadership, in accordance with the processes established by the Interfraternity Council, the National Pan-Hellenic Council, Professional Greek Council, Cross Cultural Greek Council and the Panhellenic Association. Failure to comply will result in possible disciplinary action through the Office of Student Rights and Responsibilities.
- C. In the event recruitment activities begin without the knowledge and approval of the Center for Fraternal Values and Leadership 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.
- D. A Bid of Membership, though potentially valid for up to one academic year by a particular organization, is offered based on a student meeting the minimum academic and disciplinary standards of the organization and University.
- E. The organization shall work with the Center for Fraternal Values and Leadership to verify that the student meets minimum expectations before a Bid of Membership may be accepted regardless of date of issue.

## **Article III: First Year Exemption Program (IFC)**

Negotiated between the North American Interfraternity Conference and West Virginia University in 2018, the IFC First Year Exemption program affords eligible students an opportunity to accept a bid, begin and complete new member education and be fully initiated as a member of the organization prior to the end of the Fall semester annually.

IFC Chapters are not required to participate in the exemption program. To participate, an IFC fraternity must be in good standing with West Virginia University, the Interfraternity Council, and their respective inter/national organization. The fraternity must also have a collective cumulative GPA at or higher than the West Virginia University all-male average from the previous Spring semester.

To be eligible for membership through the IFC Exemption program, a student must be a regularly enrolled, full-time student in good standing with West Virginia University with no less than a 2.75 as reported in the STAR Information System at the formal mid-term of the Fall semester.

All standards and minimum expectations for new member education, membership intake and recruitment expressed in this *Policies and Procedures Manual* shall be in effect for the Exemption program.

#### **Article IV: NPHC/Cross-Cultural Organization Intake Guidelines**

- A. Assuming all University requirements have been met, each 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.
  - 1. Recognized inter/national fraternities and sororities that have a membership minimum GPA standard that is no less than a 2.50 may follow that standard in lieu of Article IV.C.
- D. Eligibility for membership must be verified by the Center for Fraternal Values and Leadership, in accordance with the processes established by the Interfraternity Council, the National Pan-Hellenic Council, Cross Cultural Greek Council, and the Panhellenic Association. Failure to comply will result in possible disciplinary action through the Office of Student Rights and Responsibilities.
- E. In the event that Intake activities begin without the knowledge and approval of the Director of the Center for Fraternal Values and Leadership 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 V: Professional, Academic, Service, Honorary and Special-Interest Organization Intake Guidelines**

- A. Assuming all University requirements have been met, each organization determines when they will conduct intake.

- 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 organization implements the guidelines and details of its own membership intake process.

There is no uniform membership eligibility standard for these types of student organizations. Some restrict membership to an academic major, special interest, class rank and/or minimum GPA. In this sense, membership in these organizations mirrors those standards expressed by the Office of Student Engagement and Leadership (e.g. must be regularly enrolled, have a 2.50 minimum GPA, etc.) Should the organization sponsor a formal new member education process (often referred to as pledging), Article II, Section A of this *Policies and Procedures Manual* shall be in effect for that organization.

- C. Eligibility for membership must be verified by the Center for Fraternal Values and Leadership. Failure to comply will result in possible disciplinary action through the Office of Student Rights and Responsibilities.
- D. In the event that Intake activities begin without the knowledge and approval of the Director of the Center for Fraternal Values and Leadership 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 VI: 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 Center for Fraternal Values and Leadership or designee to discuss the details of the process.
- B. The following information must be provided to the Center for Fraternal Values and Leadership prior to beginning the membership intake process:
  - 1. Any national or regional paperwork that needs to be signed by the Center for Fraternal Values and Leadership.
  - 2. Fraternity and Sorority Anti-Hazing Policy Form: All members/potential new members are required to sign and submit to the Center for Fraternal Values and Leadership 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 Center for Fraternal Values and Leadership.
    - 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 Center for Fraternal Values and Leadership, 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 VII: Guidelines of Intake/New Member Education Period (All Councils)**

- A. All recognized inter/national fraternities and sororities whose organization provides a standardized new member education program may follow said program for a maximum of 8 weeks. Should the organization not have a standardized new member education program, all potential new members/new members must be initiated within four (4) weeks.
- B. Initiation must occur no later than the start of the final exam week of each semester. All initiation activities must occur within this time frame.
- C. At any given time the Center for Fraternal Values and Leadership or governing council may request an updated chapter roster.
- D. No new member education activities can take place between the hours of 10:00 PM and 8:00 AM each day.
- E. Any event or activity related to the new member joining process (e.g. recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities and any ritual or ceremony. Alcohol shall never be given as a gift from Big Brother/Sister to Little Brother/Sister or vice versa.
- F. "Family," "Big", or "Little" programs that exist between organizations (e.g. Gamma Fraternity man having a "Big Sister" in Sigma Sorority") is prohibited.
- G. All new members must complete the PreventZone online hazing prevention education modules prior to initiation.
- H. The New Member Bill of Rights is hereby incorporated by reference

## **Article VIII: 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 Center for Fraternal Values and Leadership at least 48 hours prior to the event.
    - b. Fraternities and sororities are expected to comply with all University policies and procedures, specifically the Intake Guidelines document that can be made available upon request to the Center for Fraternal Values and Leadership.

## **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 Center for Fraternal Values and Leadership.
- B. Any time elections are held, forms should be completed for new officers within one (1) week of elections.

## **MOUNTAINEER FRATERNAL AWARDS PROGRAM**

### **Article I: Encouragement**

- A. Each organization is encouraged to submit a completed Mountaineer Fraternal Awards application each year to the Center for Fraternal Values and Leadership. Please review the Mountaineer Fraternal Awards document, located online, 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), all chapters of the Cross-Cultural Greek Council, all chapters of the Panhellenic Association (Panhellenic), and eligible organizations in the Professional Greek Council.

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. The North American Interfraternity Council "Health and Safety Standards (2019)" and rules expressed in the National Panhellenic Conference "Manual of Information" are hereby incorporated via reference.

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 Center for Fraternal Values and Leadership to provide the safest possible social atmosphere for members 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 or event with non-members sponsored or endorsed by a member chapter of IFC, NPHC, CCGC, Panhellenic, or PGC on or off university or chapter 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 the stated occupancy limit of the venue.
- 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 Notification & Management**

- A. Organizations are required to notify the Center for Fraternal Values and Leadership of all events with non-members that are social in nature.
- B. Every organization helping in the planning of or paying for the event is required to individually notify the Center of the event.
- C. All events must conclude by 2:00 a.m. If the organization is hosting an event where class will be in session the following day, the event must conclude by 11:00pm.
- D. Events cannot last longer than four hours and only one social event with alcohol can be held within 24 hours.
- E. No Restricted Events may be registered during finals week each semester, or other dates deemed appropriate by the Center for Fraternal Values and Leadership.
- F. Notification forms must be submitted by 9:00pm 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. Failure to notify the Center of an event may jeopardize the opportunity to have the event and will result in judicial proceedings as described in the Student Conduct Code.
- H. 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 Center for Fraternal Values and Leadership, WellWVU and/or University Police.

- I. In any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises:
  1. The organization, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, sell or be provided alcoholic beverages.
  2. Organizations, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on organizational/chapter premises or at any activity or event sponsored or endorsed by the organization.
  3. The organization(s) agrees to allow authorized University officials (Center for Fraternal Values and Leadership, 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.
  4. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage ("BYOB") system.
  5. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any organizational premises or at any event, except when served at an event by a licensed and insured third-party vendor.
  6. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
  7. Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
  8. No open containers of alcohol may leave the event venue at any time.
  9. An organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs or controlled substances.
  10. An organization must not co-host or cosponsor an event with a bar, event promoter, or alcohol distributor; however, an organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.
  11. Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization must utilize a system to track attendance.
  12. There is to be one single entrance to the event where substance-free monitors are checking ID's, identifying who is age 21 or older and verifying their invitation on the guest list.
  13. Access to any residential areas of the facility where an event is taking place are to be restricted to non-residents during the hours of the event.

14. Attendance at events with alcohol must not exceed local fire or building code capacity of the organizational premises or host venue.
15. Organizations, members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
16. Beverages may not be consumed out of glass containers.
17. Each chapter hosting or co-hosting an event must have event monitors who are substance free for the duration of the event. The ratio of 1 event monitor to 25 attendees which includes one officer is expected.
18. Event monitors must be easily recognizable.
19. 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.
20. All events must meet all fire code regulations, including the construction of temporary structures or decorations.
21. 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.
  - No one under 21 is allowed to consume alcohol.
  - No glass bottles.
  - Unruly guests may be asked to leave at any time.
22. All event themes, advertisements or announcements must follow the university's nondiscrimination policy.
23. Chapters are not permitted to co-host events with sororities, fraternities or other student organizations that are not recognized by the university, as defined in the policies of the Office of Student Engagement and Leadership.
24. All events occurring in a WVU-owned building must follow the relevant WVU event/building policies.
25. In the event of an incident, Chapter Leadership shall follow the following emergency response:
  - a. Call WVU Police/9-1-1 for help
  - b. Call the Director of the Center for Fraternal Values and Leadership
  - c. Call relevant chapter advisor(s)
  - d. An incident report shall be filed with the Center for Fraternal Values and Leadership by noon of the next business day. This can be submitted via E-mail to the Director with a summary of the incident and appropriate action steps taken in response