

# **WEST VIRGINIA UNIVERSITY**

## **Office of Fraternity & Sorority Life**



# **MANUAL OF OPERATIONS**

*REVISED JANUARY 2018*

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## NOTICE

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

The Office of 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.

## CHAPTER ADVISOR

Each fraternity and sorority must have a 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 2.50. Those organizations that are below a 2.50 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 2.50 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.
- 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. 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. 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.
- 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 2.50 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 2.50 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 eight (8) weeks of the end of the intake/recruitment period, including continuous open bidding unless otherwise approved by the Office of Fraternity & Sorority Life.
- 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 12:00am and 8:00am each day unless otherwise approved by the Office of Fraternity & Sorority Life.
- 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.

## 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 the number of people in attendance from any chapter leads people to believe that it is a function of that fraternity or sorority.

## Article III: Restricted Event Classifications

- 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. Invitation-List Event – An event where one organization sponsors the event with a guest list not to exceed the building occupancy.
- 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 Wednesday, 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 12:30AM. All other restricted events must end by 2:30AM unless an exemption is granted in writing by the Office of Fraternity & Sorority Life.
- E. No Restricted Events may be registered during 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 private residences, 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 five (5) initiated members who are non-drinking, sober, and not under the influence of any substance to serve as Event Monitors.
  - i. One (1) member roaming the entrance/exit areas;
  - ii. One (1) member roaming the residential entrances of the house (not necessary for Third Party Vendor locations).
  - iii. One (1) member roaming the perimeter of the house and/or party space.
  - iv. Two (2) members to manage alcohol (not necessary for Third Party Vendor locations where alcohol is managed by the vendor), for a total of five (5) people per chapter.
- 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.