



2018 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 calendar 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 calendar 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.

SUMMIT STANDARDS DUE DATE: NOVEMBER 16, 2018

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 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 seven (7) 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 (2 required)
 - 1. Alcohol & Drug Education
 - 2. Sexual Assault
 - 3. Anti-Hazing
 - 4. Diversity
- 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
- 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

EVALUATION AND ACCREDITATION RATINGS

Based on the evaluation, a chapter may receive an accreditation ranking as described below:

CHAPTER IN GOOD STANDING: The chapter has satisfactorily achieved or maintained all standards required of social or service fraternities and sororities and is in good standing.

CHAPTER NOT IN GOOD STANDING: The chapter has failed to meet the minimum standards required of social or service fraternities and sororities. The Office of Fraternity & Sorority Life, in conjunction with recommendations of the respective governing council, will outline the expectations a chapter must meet in order to fulfill the deficiency(ies) that resulted in the poor standing. Chapters in poor standing may receive stipulations for operation or sanctions that may include, but are not limited to the following: social probation, loss of recognition, academic achievement plan, or a probationary period.

CALENDAR OF DUE DATES

FEBRUARY

- 15 – Deadline for semester calendar submission
- 15 – Move any new transfers to “transferred” status, move any December graduates to “alumni” status, move fall initiates to “member” status
- 15 – Add any new members

MARCH

- 1 – Advisor List due

APRIL

- 30 – Final deadline for spring semester roster updates

MAY

- 1 – Deadline for Constitution/ Bylaws upload
- 1 – Officer update form due for spring-electing chapters

AUGUST

- 30 – Move any new transfers to “transferred” status, move any May graduates to “alumni” status, move spring initiates to “member” status

SEPTEMBER

- 1 – Deadline for semester calendar submission
- 15 – Fall new member education plan due

OCTOBER

- 15 – Add any new members
- 15 – Chapter House Information Form Due

NOVEMBER

- 16 – Summit Standards Accreditation Due
- 30 – Final deadline for fall semester roster updates

DECEMBER

- 1 – Officer update form due for fall-electing chapters

**** All new member education program / intake due dates vary based on council and chapter. Please see the NME/ Intake section on page 7 of this document.**

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 2017 or 2018 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.

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 by December 1 (for chapters with calendar-year election cycles) OR May 1 (for chapters with academic-year election cycles) 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 2.5 during each fall and spring semester.

- Spring:** chapter GPA above at or above 2.5
- Fall:** chapter GPA above at or above 2.5

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 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 rush/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 seven (7) programming expectations, including at least two educational program topics, two chapter development topics, and three additional programs in order to achieve "Chapter in Good Standing" status. Chapters who achieve at least eight (8) expectations will be eligible for awards in this category.

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 – TWO 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

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-rush meeting attendance

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

4. MANDATORY: Representation at rush kickoff event for PNMs

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

5. MANDATORY: Approved rush schedule

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

6. MANDATORY: PNM Eligibility forms submitted on time

The chapter submits PNM eligibility lists on time during rush 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 calendar year
- 3. **Co-sponsored event (IFC/PHA)**
The chapter co-sponsors an event with an IFC or PHA chapter during the calendar year
- 4. **Co-sponsored event (Student Organization)**
The chapter co-sponsors an event with a non-Greek Student Organization during the calendar 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 calendar 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 calendar 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 calendar 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 calendar year