



Fraternity &
Sorority Life

Fraternity & Sorority Life Handbook

TABLE OF CONTENTS

TABLE OF CONTENTS	2
FRATERNITY AND SORORITY LIFE STAFF	6
INTRODUCTION	7
Purpose of the Handbook	7
Relationship between the Fraternal Organization and the University	7
Liability, Insurance and Defense Notification	7
Taxes	8
Enforcement	8
Term of Agreement	9
RECOGNITION AND REGISTRATION	10
Recognition	10
Registration	10
Councils	10
Chapters in the College Panhellenic Council (CPC)	10
Chapters in the Interfraternity Council (IFC)	11
Chapters in the Multicultural Greek Council (MGC)	11
Chapters in the National Pan-Hellenic Council (NPHC)	12
ACADEMIC POLICY	13
Fraternity and Sorority Academic Policy:	13
Academic Excellence Recognition	13
Academic Performance Discipline	13
Academic Warning	13
Academic Probation	14
Academic Suspension	15
MEMBERSHIP VIABILITY POLICY	16
Philosophy	16
Standard	16
Process	16
Request for Membership Probationary Period	16
Loss of Recognition	16
Moratoriums	16
MEMBERSHIP RECRUITMENT/INTAKE POLICY	17
CPC/IFC MEMBERSHIP RECRUITMENT GUIDELINES, PROCEDURES	18
Pre-Recruitment/Recruitment and New Member Activity Documentation	18
Requirements for Recruitment Events Hosted by Chapters	19
New Member Education Process	19
Confidentiality	20
Violations	20

MGC/NPHC MEMBERSHIP INTAKE GUIDELINES, PROCEDURES	22
Pre-Intake / Intake and New Member Activity Documentation	22
Requirements for Intake Events Hosted by Chapters	23
New Member Education Process	23
New Member Show Guidelines and Procedures	24
New Member Show Expectations of the Sponsoring Chapter/Organization	26
Expectations of the Governing Council	27
Confidentiality	27
Violations	27
HAZING POLICY	29
Definition of Hazing:	29
Statement on Hazing:	29
Student Code of Conduct Statement on Hazing:	29
Virginia State Law on Hazing:	29
SOCIAL EVENT REGISTRATION POLICY	30
Guest Lists:	31
SOCIAL EVENT MANAGEMENT GUIDELINES & EXPECTATIONS	32
Virginia Commonwealth University Policies and Expectations for Third-Party-Vendor Events	32
Event Space Entrances and Exits:	32
Fire Safety:	32
Alcohol Management Policies:	32
BYOB Policies:	33
Sober Monitors:	34
Neighbors:	34
After the Event:	34
Chapter Tailgates:	34
PUBLIC RELATIONS & SPONSORSHIP EXPECTATIONS	35
Use of University Logos:	35
Chapter PR Materials:	35
Negative Publicity:	35
ALCOHOL AND OTHER DRUGS POLICY	36
Alcohol Policy	36
Other Drugs Policy	37
SEXUAL MISCONDUCT POLICY	38
Sexual Assault:	38
Sexual Exploitation:	38
Partner or Relationship Violence:	38
Sex or Gender-Based Discrimination:	39
Retaliation:	39
Complicity:	39

HOUSING POLICY	40
EXPANSION POLICY AND PROCEDURES	41
AUXILIARY/INTEREST GROUP POLICY	42
Interest Group:	42
CHAPTER ACCREDITATION PROGRAM	44
Accreditation Committee	44
Submission Materials	44
Programing Ideas:	45
Partnership & Collaboration Ideas:	45
Leadership Ideas:	45
Office Partnership Ideas:	46
Presentation	46
Chapter Standings	46
Award Nominations:	47
STUDENT ORGANIZATION AWARDS	49
FSL Specific Awards	49
Advisor Awards	49
Student Leader Recognition	49
Student Organization Recognition	49
Programming Awards	49
University Honors	49
APPENDIX A	50
CPC/IFC Recruitment Request Form	50
APPENDIX B	54
MGC/NPHC Membership Intake Request Form	54
APPENDIX C	58
FSL NEW MEMBER GRADE RELEASE STATEMENT	58
APPENDIX D	59
ADVERTISING AND PROMOTIONS REQUEST FORM	59
APPENDIX E	60
PHILANTHROPY EVENT REQUEST FORM	60
APPENDIX F	63
SOCIAL EVENT REGISTRATION FORM	63
APPENDIX G	64
THIRD PARTY VENDOR FORM	64

APPENDIX H	66
THIRD PARTY VENDOR AGREEMENT	66
APPENDIX I	67
CHAPTER OFFICER AND ADVISOR UPDATE FORM	67

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Please contact the Fraternity and Sorority life staff for any information regarding the policies in this document or any other program pertaining to Fraternity and Sorority Life at Virginia Commonwealth University.

INTRODUCTION

Virginia Commonwealth University acknowledges that fraternities and sororities are valuable to the campus community and have a positive impact on the educational and social experience for VCU students. As a department within the Division of Students Affairs, the Office of Fraternity and Sorority Life is committed to cultivating the intellectual, social, and ethical development of our members.

Purpose of the Handbook

The purpose of this handbook is to describe the entire relationship between the University and the Fraternal Organization, including the benefits the Fraternal Organization may receive from the University, if the conditions set forth in this document are met. The FSL Handbook is an educational document intended to guide individual fraternities and sororities in maintaining recognition at the university. It provides a framework of policies, guidelines and regulations that members of the fraternity and sorority life community, their chapters, and volunteers will abide by.

Relationship between the Fraternal Organization and the University

The University is a public corporation and the Fraternal Organization is not part of that corporation, but rather exists and operates independently of the University. The Fraternal Organization and the University acknowledge and agree that the Fraternal Organization is not an agent; servant or employee of the University and neither has authority to act for the other or commit the other to any activity, transaction or agreement. The Fraternal Organization and its members will be held accountable by their respective governing council judicial board and/or the office of Student Conduct and Academic Integrity for matters that might violate council, office or University policy.

Liability, Insurance and Defense Notification

The Fraternal Organization understands and agrees that the University, the Commonwealth of Virginia, and its employees and agents will not be liable for injuries or harm caused to anyone in connection with or arising out of the Fraternal Organization's activities, nor will it be liable for any of the Fraternal Organizations' contracts, torts, or other acts or omissions, or those of the Fraternal Organization's directors, officers, members, advisors, staff, activity participants, or any other persons associated with the Fraternal Organization. The Fraternal Organization understands and agrees that neither it nor its directors, officers, members, advisors, staff, activity participants, or any other persons associated with the Fraternal Organization are protected by the University's or the Commonwealth of Virginia's insurance policies or self-insurance plans, and that the University and the Commonwealth will not provide any legal defense for the Fraternal Organization or such person in the event of any claim against any of them. To ensure that all persons associated with the Fraternal Organization fully understand these terms, the Fraternal Organization President is responsible on their honor to issue this notification to all of the Fraternal Organization's current and prospective directors, officers, members, advisors, staff, activity participants and other persons associated with the Fraternal Organization or engaged in its activities:

NOTICE: You are either considering or currently participating in activities and/or affairs of a fraternal organization at the Virginia Commonwealth University. Although the fraternal organization has members who are University students, and may have University employees associated or engaged in its activities and affairs, the organization is not a part of or an agency of the University. The fraternal organization is a

separate and independent organization which is responsible for and manages its own activities and affairs. The University does not direct, supervise or control the organization and is not responsible for the organization's contracts, acts or omissions. The fraternal organization directs all of its own activities and affairs, including but not limited to transportation, travel, tournaments, fundraisers, or any other events. These activities or affairs may, at times, involve a certain amount of risk, and the fraternal organization assumes all responsibility for any such risk. All persons associated with the fraternal organization should ascertain whether they have adequate insurance independently or through the fraternal organization to cover any such risk. Neither the University nor the Commonwealth of Virginia provides insurance coverage or legal defense for any claims resulting from the affairs or activities of a fraternal organization.

Taxes

The Fraternal Organization shall not use the University's taxpayer identification number or the University's tax-exempt status in connection with any purchases or sales by the Fraternal Organization, any gifts to the Fraternal Organization, any interest or other income of the Fraternal Organization, or any other activity or purpose of the Fraternal Organization.

University Benefits

Assuming the conditions set forth in this Agreement are met, the Fraternal Organization is eligible to use certain University facilities and access the services and resources in the Office of Fraternity & Sorority Life, Office of Student Organizations and Leadership as well as the department of University Student Commons and Activities, subject to the policies and procedures or terms and conditions that the University and/or Student Council sets for such facilities, services, and resources. The Fraternal Organization is also eligible to access University server space subject to University guidelines and policies.

Organizations who meet and abide by this handbook are eligible to receive the following services from the university:

- Advice and counsel from university student affairs professionals, as well as referrals and resources, in the areas of chapter development and programming, leadership development, personal safety and risk management, alcohol and substance use and abuse, sexual assault and abuse, stress management, eating disorders, etc.
- Additional assistance and counsel may be available in the areas of chapter governance; judicial concerns; interpreting University policies, procedures and regulations; providing information on state and local law as they relate to membership activities (e.g., hazing); educational and social programming; general fiscal matters; emergency preparedness; etc.
- Upon request and consistent with student privacy laws, assistance or administrative support related to maintaining membership records and computing chapter grade point averages.
- The governing councils may develop and maintain a system for adjudicating violations of University policies and procedures under the direction of the University Student Commons and Activities staff responsible for student organization judicial action. All activities and decisions of the fraternity judicial committees shall be subject to review and final authority of the University judicial system for student organizations.

Enforcement

Affiliation with a fraternity or sorority comes with an implication of being held to a higher standard. Peer accountability and self-governance are key principles to the development of our members and the success

of the overall community; however, self-governance is a privilege. Failure to uphold expectations and comply with all university rules, including FSL policies, governing council policies, VCU student organization policies, VCU Student Code of Conduct, inter/national organization policies, domestic and international travel policies as well as local, state and federal laws risk jeopardizing this privilege. Chapter charters are franchise licenses and recognition as a university student organization is conditional.

The Fraternal Organization acknowledges that the University may file a complaint alleging that the Chapter or its members violated the commitments made in the Fraternity and Sorority Life Handbook and/or the applicable CPC/IFC/MGC/NPHC Standards of Conduct with CPC/IFC/MGC/NPHC for investigation and enforcement. The Fraternal Organization further acknowledges that the University may file a complaint for investigation and adjudication with an appropriate University hearing body or, in the case of a criminal matter, with local law enforcement.

Term of Agreement

This agreement becomes effective on the date it is executed by an authorized University official and must be renewed annually. The University and the Fraternal Organization each reserve the right to terminate this agreement at will upon written notice. The University also may issue a warning or suspend this agreement with or without conditions for good cause. Absent early termination or suspension, this agreement will automatically terminate in the spring of each year on the date of the University's Final Exercises.

RECOGNITION AND REGISTRATION

Recognition

For purposes of this handbook, fraternal organizations are those organizations governed by the National Pan-Hellenic Council (NPHC), the Interfraternity Council (IFC), the College PanHellenic Council (CPC), or the Multicultural Greek Council (MGC), which are comprised of University students and offer educational, service and social opportunities to their members.

Registration

Official registration of men's and women's fraternities and sororities will be conferred by the University Student Commons & Activities (USC&A) as part of the process of registering all student organizations at Virginia Commonwealth University. All fraternities and sororities must be registered through RamsConnect by the designated date each semester.

Additionally, all fraternities and sororities must place a copy of its inter/national and local governing documents on file with USC&A. These documents will be kept in confidence to the extent permitted by law and are generally subject to mandatory disclosure under the Virginia Freedom of Information Act. Any group whose inter/national organization prohibits filing their constitutive documents may request permission to provide them only for review by university officials at the time of seeking Official Recognition and upon request at any future time. Because records used in the transaction of public business and in the possession of VCU may be subject to disclosure under the Virginia Freedom of Information Act, the RSO should redact any confidential information before submitting documents. The governing documents shall include (if they exist):

- Inter/National Constitution and Bylaws.
- Inter/National Standing Rules and Policies.
- Local chapter Bylaws, Operating Procedures, and Chapter Code of Conduct. Virginia Commonwealth University Special Provisions for Fraternities and Sororities Special Provision for Fraternities and Sororities
- Local Articles of Incorporation (if they exist).

Please note that Title IX does not apply to the membership practices of a social fraternity or social sorority if the active membership consists primarily of students in attendance at an institution of higher education and the fraternity or sorority is exempt from taxation under the Internal Revenue Code. 20 U.S.C. §1681(a)(6)(A); 34 C.F.R. § 106.14(a). All other programs and activities of social fraternities and sororities are governed by Title IX if they receive any Federal financial assistance.

Councils

The Fraternal Organization understands and agrees that, as a condition of this handbook, it shall maintain active membership in the CPC, IFC, MGC, NPHC, and further agrees to abide by the rules and regulations of its applicable governing council.

Chapters in the College Panhellenic Council (CPC)

The College Panhellenic Council is the campus level organization of the National Panhellenic Conference (NPC), which is made up of 26 women's-only inter/national organizations. This organization is the world's largest umbrella organization specifically charged with advancing the sorority experience.

These values-based organizations make it their mission to provide millions of dollars in philanthropic support to a multitude of worthy causes. Chapters who are recognized by CPC can access the council bylaws [here](#) for more information on the rules and regulations of upholding membership in the council. CPC recognizes the following chapters:

Alpha Gamma Delta	Alpha Xi Delta	Phi Sigma Rho
Alpha Omicron Pi	Gamma Phi Beta	Sigma Sigma Sigma
Alpha Sigma Alpha	Phi Mu	Zeta Tau Alpha

Chapters in the Interfraternity Council (IFC)

The Interfraternity Council is the campus level organization of the North American Interfraternity Conference (NIC), which is made up of 60 men's-only inter/national organizations. IFC's purpose is to advance fraternity on campus and provide interfraternal leadership to the entire community. Members of this council and prospective organizations pride themselves on completing community services projects and raising philanthropic dollars. Chapters who are recognized by IFC can access the council bylaws [here](#) for more information on the rules and regulations of upholding membership in the council. IFC recognizes the following chapters:

Delta Chi	Pi Kappa Phi
Kappa Delta Rho	Pi Lambda Phi
Lambda Chi Alpha	Sigma Chi
Phi Gamma Delta	Sigma Phi Epsilon
Phi Kappa Psi	Theta Chi
Phi Mu Alpha	Theta Delta Chi
Pi Kappa Alpha	Triangle

Chapters in the Multicultural Greek Council (MGC)

The Multicultural Greek Council is the campus level organization of the National Multicultural Greek Council (NMGC), which is made up of 10 multicultural greek-letter organizations. MGC's purpose is to provide a forum that allows for the free exchange of ideas, programs, and services. Members of this council are charged with actively participating in community service initiatives and promoting the awareness of multicultural diversity within collegiate institutions and their surrounding communities. Chapters who are recognized by MGC can access the bylaws [here](#) for more information on the rules and regulations of upholding membership in the council. MGC recognizes the following chapters:

alpha Kappa Delta Phi International Sorority, Inc.	Lambda Theta Alpha Latin Sorority, Inc.
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Gamma Rho Lambda	Psi Sigma Phi Multicultural Fraternity, Inc.
Kappa Phi Gamma Sorority, Inc.	Sigma Lambda Upsilon/Señoritas Latinas Unidas Sorority, Inc.
Lambda Phi Epsilon International Fraternity, Inc.	

Chapters in the National Pan-Hellenic Council (NPHC)

The National Pan-Hellenic council is the umbrella organization for 9 historically black fraternities and sororities both on the campus level and national level. The mission of NPHC is to foster cooperative actions of its members in dealing with matters of mutual concern. As community leaders, members of these organizations work tirelessly on community service and ways to implement social change. Chapters who are recognized by NPHC can access the bylaws [here](#) for more information on the rules and regulations of upholding membership in the council. NPHC recognizes the following chapters:

Alpha Phi Alpha Fraternity, Inc.	Delta Sigma Theta Sorority, Inc.
Alpha Kappa Alpha Sorority, Inc.	Phi Beta Sigma Fraternity, Inc.
Kappa Alpha Psi, Fraternity, Inc.	Zeta Phi Beta Sorority, Inc.
Omega Psi Phi Fraternity, Inc.	Sigma Gamma Rho, Sorority Inc.

ACADEMIC POLICY

Academic success is a standard of Virginia Commonwealth University and is an essential element of a fraternity or sorority's contribution to and support of the University's mission. Academic excellence is emphasized by all fraternity and sorority chapters. Fraternity and sorority members should consistently achieve higher academically than non-members. The fraternity and sorority experience is designed to provide a community which supports the development and promotion of high academic achievement in a values based setting.

Fraternity and Sorority Academic Policy:

Every fraternity or sorority at VCU will meet or exceed a required 2.7 semester grade point average every semester for both the total chapter performance and the separate new member class performance.

The VCU Fraternity and Sorority Academic Report is produced by the Office of Fraternity and Sorority Life after both the fall and spring semester, and this report will be made available to all chapters and advisors. It will be the responsibility of the chapter to edit the roster appropriately and submit it each semester by the required date. Chapters who do not submit their roster will be listed as having a "0" (zero) GPA and will automatically be put on probation until the roster is turned in.

The Academic Policy will be implemented in addition to the guidelines established by each inter/national organization which specifies minimum grade point average requirement for membership, initiation, holding office, and good standing of a chapter.

Academic Excellence Recognition

The Office of Fraternity and Sorority Life will provide awards and recognition to chapters on an annual basis at the Spring Student Leadership Awards ceremony. The awards are designed to recognize chapters that excel academically and embody the academic mission of the university. Fraternity and Sorority Academic Award recognition will be given in the following areas:

- Highest Chapter GPA (1 Sorority, 1 Fraternity)
- Most Improved GPA (1 Sorority, 1 Fraternity)
- Highest New Member Class GPA (1 Sorority, 1 Fraternity)

More information on the Spring Student Leadership Awards can be found on page 41.

Academic Performance Discipline

Failure to meet the required minimum 2.7 grade point average for the semester by a chapter or a new member class will result in the chapter being placed on some level of Academic Warning/Probation/Suspension.

Academic Warning

Failure to meet the required minimum 2.7 grade point average for the semester by a chapter or a new member class for the first semester will result in the chapter being placed on Academic Warning. The

chapter will be notified in writing of the failure to meet the expectations of the Fraternity and Sorority Academic Policy and the placement of the chapter on Academic Warning, which will include the following:

- The chapter will complete a comprehensive review of their Scholarship Plan by September 1/February 1, depending on the appropriate semester.
- The revised Scholarship Plan must include two study skills/enhancement programs per semester, led by someone outside of the chapter.
- The revised Scholarship Plan must be signed by the chapter president, scholarship officer, and chapter advisor.
- The revised Scholarship Plan must include an academic calendar including events and presentations
- The revised scholarship plan must include incentives for members
- The chapter president and scholarship chair will meet with their Fraternity and Sorority Life advisor to review the Scholarship Plan.
- Chapter must have a GPA requirement to hold officer positions
- Chapter must have GPA requirement to attend social events
- The Office will inform the inter/national organization as to the Academic Warning status.
- The chapter will only be allowed to host two (2) social events, one of which may include alcohol, and a maximum of three (3) chapter events per week, to include chapter meetings, programs, community service, or required attendance at any other events.
- The chapter president and the scholarship chair must meet once a month to discuss successes and challenges of the new academic plan and inform the Office of any updates.

Failure to comply with any of the above conditions will result in the chapter being referred to the governing council Judicial Board.

Academic Probation

Failure to meet the required minimum 2.7 grade point average for the semester by a chapter or a new member class for the second consecutive semester will result in the chapter being placed on Academic Probation. The Office of Fraternity and Sorority Life will notify the chapter in writing of the failure to meet the expectations of the Fraternity and Sorority Academic Policy and the placement of the chapter on Academic Probation, which will include the following:

The chapter will complete a comprehensive review of their submitted Scholarship Plan by September 1 OR February 1, depending on the appropriate semester.

- The revised Scholarship Plan must include two study skills/enhancement programs per semester, led by someone outside of the chapter.
- The revised Scholarship Plan must be signed by the chapter president, scholarship officer, and chapter advisor.
- The chapter president and scholarship chair will meet with their Fraternity and Sorority Life advisor to review the Scholarship Plan.
- The Office will inform the inter/national organization as to the Academic Probation status.
- The revised Scholarship Plan should provide an assessment of the two academic success workshops hosted the previous semester and a description of what two scholarship programs will

be implemented during the upcoming semester. The revised Scholarship Plan must be signed by the chapter president, scholarship officer, and the advisor.

- Chapter leadership is encouraged to collaborate with the Campus Learning and Writing Center, their inter/national organization, graduate chapter and/or advisors and the governing council when revising the Scholarship Plan.
- As a result of Academic Probation, the chapter will be placed on social restriction. During the Academic Probation period the chapter may not host or participate in any social events or participate in any of the following: VCU Intramurals, Greek Week, step shows, stroll-offs, Homecoming Tailgate, or banquets. *If unclear of what constitutes a social event, chapter leadership must consult with the Office of Fraternity and Sorority Life.*
- The chapter will submit a chapter calendar of all meetings, events, and programs for approval by the Fraternity and Sorority Life Advisor.
- The President, Scholarship Chair, and Chapter Advisor must meet once a month to discuss the on-going efforts to bring the chapter and/or new member class GPA to the required 2.7 semester grade point average. Any updates must be relayed to the Office of Fraternity and Sorority Life.
- Chapters can present documentation that their chapter is above the 2.7 GPA at the semester mid-term with a request to be removed from Academic Probation. This request must include documentation, mid-semester grades, and any other accompanying materials. This may result in moving the chapter back to an Academic Warning status.

Failure to comply with any of the above conditions will result in the chapter being referred to the governing council Judicial Board.

Academic Suspension

Failure to meet the required minimum 2.7 grade point average for the semester by a chapter or a new member class for the third consecutive semester will result in the chapter being placed on Academic Suspension. The Office of Fraternity and Sorority Life will notify the chapter in writing of the failure to meet the expectations of the Fraternity and Sorority Academic Policy and the placement of the chapter on Academic Suspension, which will include the following:

- All social, philanthropic, service, recruitment/intake, and educational programs and events are suspended until after a judicial hearing is held. Such events include, but are not limited to:
 - Intramurals, Greek Week, Fall Block and other step shows, stroll-offs, banquets, Homecoming Tailgate, recruitment/intake/rush

Failure to comply with any of the above conditions will result in the chapter being referred to the governing council Judicial Board in addition to a hearing pertaining to the chapter's academic suspension status.

MEMBERSHIP VIABILITY POLICY

Philosophy

Virginia Commonwealth University values a strong fraternity and sorority community, but also recognizes that the community must have sufficient numbers to provide membership opportunities for every student who has the desire and means to join.

Standard

Per the policies for Registered Student Organizations, a minimum of five (5) currently enrolled VCU students are required to form and maintain a fraternal organization. This is to ensure that registered fraternities and sororities possess the ability to meet performance expectations and for the continued health of the community.

Process

1. New Membership Acceptance
 - a. All Grade Release Forms must be submitted 24 hours after signatures are collected.
 - b. All Anti-Hazing Forms must be submitted 48 hours after membership is accepted.
2. Rosters will be reviewed in January and May to determine membership compliance.
3. Chapters that are projected to fall below five (5) full-time, active, undergraduate members (initiates/new members) for the upcoming semester must meet with their FSL advisor no later than two months into the semester to determine an action plan and submit an appeal.

Request for Membership Probationary Period

1. Chapters who project that they will fall below five (5) active members may work with their FSL advisor to outline an action plan to be approved for the following semester.
2. In creating a plan, possible courses of action include, but are not limited to:
 - a. Limited programming
 - b. Increased advisor involvement
 - c. Recruitment and intake plan
3. Without an approved plan, if the chapter falls below the minimum five (5) members, then it will automatically lose university registration.

Loss of Recognition

1. Chapters that fall below the five (5) member requirement will lose University Registration for three (3) semesters.
2. Chapters who would like to return after three (3) semesters, must reapply through the Fraternity and Sorority Life Expansion Process.

Moratoriums

In the event of a(n) (inter)national moratorium not at the fault of the local chapter, Fraternity and Sorority Life will meet with students and advisors to determine next steps.

MEMBERSHIP RECRUITMENT/INTAKE POLICY

In order to lessen the disruption of the University's academic functions, the Fraternal Organization agrees, as a condition of this handbook, not to engage recruitment or membership intake until the date determined by the University. Councils and chapters will be notified of the determined date by the first week of classes for the academic term. All recruitment and intake paperwork must be completed and approved by the Office of Fraternity and Sorority Life at least 10 business days prior to the process beginning. Please see pages 15 to 25 for council specific recruitment/intake guidelines and procedures.

CPC/IFC MEMBERSHIP RECRUITMENT GUIDELINES, PROCEDURES

The Office of Fraternity and Sorority Life at Virginia Commonwealth University encourages the growth and development of our fraternal community by ensuring a safe and educational environment for membership selection. Each organization conducting recruitment shall keep the Fraternity and Sorority Life Office informed of all recruitment activities each semester. This reporting is mandatory and may be available for review and revision each semester as needed.

Members, new members, alumni and members of the graduate or alumni chapters will be held responsible individually for their actions during the new member process. It is important that everyone understand that their actions may have repercussions on the undergraduate chapters.

The steps and guidelines listed below must be completed each semester in addition to the inter/national organization's policies and procedures for recruitment. These items are required in order to ensure the safety of all members and aspirants, while preserving the traditions of the organizations.

Pre-Recruitment/Recruitment and New Member Activity Documentation

1. Prior to any recruitment activities (formal/council coordinated, continuous recruitment, any recruitment activities or other), and prior to any new member education activities taking place (meetings, retreats, team building activities, or other), all proper documentation needs to be submitted 10 business days prior to any activity.
2. Any national or regional paperwork that needs to be signed by the fraternity & sorority life staff.
3. The [Membership Recruitment Request Form](#) must include the dates, times and locations of recruitment events or interest meetings (formal or informal), the date of the start of the new member process, the anticipated end date of the new member process, and the expected date of initiation. It also must include all required signatures and supporting documentation.
 - a) All activities must take place between the hours of 7am to 11pm.
 - b) No new member program should extend beyond eight (8) weeks.
 - c) **Note: When filling out the request form, chapters must provide FSL staff with each virtual platform link in place of the physical location.**
4. A recruitment calendar including the times of any recruitment activities with as much information as possible: date, time and location. Dates are not limited to "formal" periods of membership recruitment for chapters who conduct year-round recruitment. Year-round events may be included on a "formal" recruitment calendar or submitted at a later date following the same requirements. The Fraternity & Sorority Life staff must approve activities before they commence. Activities to include on the calendar, if applicable:
 - a) Recruitment events/interest meetings and/or informational meetings
 - b) Selection date(s)
 - c) Extension of Membership
 - d) Formal acceptance of Membership
 - e) Start date of the new member's official education/ process
 - f) Expected Initiation Date

5. The chapter officer must also supply a copy of the formal/informal event or interest meeting flyer to be approved by the office of fraternity and sorority life. The recruitment paperwork will not be approved without a flyer.
 - a) Please note all forms of advertising must be approved through the fraternity and sorority life staff. Please also attach any flyers or copies of promotional items to the form. If students contact the office, we will give out dates of recruitment events or interest meetings.
 - b) All flyers must be posted in both the Fraternity and Sorority Life Office and in the University Student Commons.
 1. ***Note: This will not apply for Fall 2020 due to COVID-19. Social media platforms are a great alternative if members are not comfortable with physically hanging flyers.***
 - c) All flyers must be posted for a minimum of 7 business days.
6. If the chapter would like to continue with the process, grade checks are required for all potential members or aspirants. Grade checks must be complete before extending an invitation of membership.
7. Within 24 hours of the recruitment event, the chapter must turn in an attendance/grade checklist to the office of fraternity and sorority life. This must include the signatures and student ID (V#) numbers of all attendees. The grade check form can be found [here](#) on RamsConnect. Please give the fraternity and sorority life staff three (3) business days to return grade checks
8. Within 48 hours of being accepted for membership, all new members must complete, sign, and submit the Anti-Hazing Card to the Fraternity and Sorority Life Office. Failure to turn in these cards will result in an immediate cease and desist of all recruitment activities.

Requirements for Recruitment Events Hosted by Chapters

1. All organizations must adhere to the following requirements when conducting recruitment events:
 - a) No alcoholic beverages will be permitted.
 - b) All National Policies of the organization and governing Council must be met.
 - c) Excessive vulgarity and profanity will not be tolerated; neither will language or activities that create an atmosphere of discrimination or intolerance.
 - d) No inappropriate or revealing attire.
 - e) Any event that poses a threat of danger to individuals who participate will not be allowed.
 - f) Any event that would be perceived by a reasonable observer as a membership recruitment event is subject to these rules.
2. Chapters found in violation of these requirements will have their event stopped immediately. Referrals to the chapter's council judicial board will be made, if necessary.

New Member Education Process

1. A new member education calendar must be submitted on the Membership Recruitment Request Form. All activities must end one week prior to finals and must take place between the hours of 7:00 am. to 11:00 pm. No new member program should extend beyond eight (8) weeks to be

consistent with national standards and VCU policy. Activities that must be included on the calendar, if applicable, include:

- a. New Member formal acceptance of membership
- b. Information on all New Member Education sessions, including:
 - i. Time
 - ii. Date
 - iii. Location
 1. **Note: Chapters must provide FSL staff with each virtual platform link in place of the physical location.**
- iv. Description of what will be covered
- c. Initiation Ceremony Date, Time and Location
 - i. Chapters must initiate new members within 8 weeks of beginning their process. c. Any additional dates pertinent to a specific organization
 1. **Note: Chapters must have approval from FSL staff to host an in-person initiation ceremony during Fall 2020 due to COVID-19.**
- d. Details of any other activities exclusive to, or expected of, new members with dates, times, and locations

*In the event that any dates and times need to be changed on the calendars of events, chapter members should notify their council advisor (in writing) as soon as the event has been updated.

2. Without the submission of the above paperwork, recruitment will not be approved. In the event that the recruitment or new member activities begin without the knowledge and signed approval of the council advisor, and/or the chapter has not adhered to these written recruitment procedures, recruitment and/or new member activities will cease immediately and the chapter may be placed on suspension. These sanctions will be initiated and/or imposed by the council advisor/s.

Confidentiality

1. All documents supplied to the Fraternity and Sorority Life Office are kept confidential. They may be shared with university officials, specific chapter officers, and national organization staff as needed and allowed by the academic waiver signed.

Violations

1. Violations of recruitment regulations may result in being recommended to the council judicial board. Chapters will receive notice of violation from their council, and their council procedures will be followed.
2. Violations include:
 - a. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
 - b. Holding membership recruitment activities or events without conforming to the recruitment guidelines and procedures set by the Fraternity and Sorority Life Office.
3. Any violations of the Hazing Policy located on page 29 will be referred to the council's judicial board and possibly referred to the Office of Student Conduct & Academic Integrity, as well as any sanctions outlined by the national organization. The Office of Fraternity and Sorority Life will work

in partnership with both bodies to create a comprehensive plan that avoids duplication and may be both educational and punitive.

4. All questions and concerns must be expressed by the chapter president and officer responsible for recruitment. If any questions regarding the Regulations arise, they may be discussed between the members of the chapter and the council advisor/s. Final jurisdiction and decision-making authority rests in the hands of the council advisor/s and the council.

MGC/NPHC MEMBERSHIP INTAKE GUIDELINES, PROCEDURES

The Office of Fraternity and Sorority Life at Virginia Commonwealth University encourages the growth and development of our fraternal community by ensuring a safe and educational environment for membership selection. Each organization conducting intake shall keep the Fraternity and Sorority Life Office informed of all intake activities each semester. This reporting is mandatory and may be available for review and revision each semester as needed.

Members, new members, alumni and members of the graduate or alumni chapters will be held responsible individually for their actions during the new member process. It is important that everyone understand that their actions may have repercussions on the undergraduate chapters.

The steps and guidelines listed below must be completed each semester in addition to the inter/national organization's policies and procedures for intake. These items are required in order to ensure the safety of all members and aspirants, while preserving the traditions of the organizations.

Pre-Intake / Intake and New Member Activity Documentation

1. Prior to any intake activities (formal/council coordinated, continuous recruitment, any intake activities or other), and prior to any new member education activities taking place (meetings, retreats, team building activities, or other) all proper documentation needs to be submitted 10 business days prior to any activity.
2. Any national or regional paperwork that needs to be signed by the Fraternity & Sorority Life Staff.
3. The [Membership Intake Request Form](#) must include the dates, times and locations of intake events or interest meetings (formal or informal), the date of the start of the new member process, the anticipated end date of the new member process, and the expected date of initiation and new member show (if applicable). It also must include all required signatures and supporting documentation.
 - a) All activities must take place between the hours of 7am to 11pm.
 - b) No new member program should extend beyond eight (8) weeks.
 - c) ***Note: When filling out the request form, chapters must provide FSL staff with each virtual platform link in place of the physical location.***
4. An intake calendar including the times of any intake activities with as much information as possible: date, time and location. Dates are not limited to "formal" periods of membership intake for chapters who conduct year-round intake. Year-round events may be included on a "formal" intake calendar or submitted at a later date following the same requirements. The Fraternity & Sorority Life Staff must approve activities before they commence. Activities to include on the calendar, if applicable:
 - a) Intake events/interest meetings and/or informational meetings
 - b) Selection date(s)
 - c) Extension of Membership
 - d) Formal acceptance of Membership
 - e) Start date of the new member's official education/ process
 - f) Expected Initiation Date

- g) New Member Show Date
5. The chapter officer must also supply a copy of the formal/informal interest meeting flyer to be approved by the office of fraternity and sorority life. The intake paperwork will not be approved without a flyer.
 - a) Please note all forms of advertising must be approved through the fraternity and sorority life staff. Please also attach any flyers or copies of promotional items to the form. Please note if students call the office, we will give out dates of intake events or interest meetings.
 - b) All flyers must be posted in both the fraternity and sorority life office and in the University Student Commons via the television screens.
 1. ***Note: This will not apply for Fall 2020 due to COVID-19. Social media platforms are a great alternative if members are not comfortable with physically hanging flyers.***
 - c) All flyers must be posted for a minimum of 7 business days.
 6. If the chapter would like to continue with the process, grade checks are required for all potential members or aspirants. Grade checks must be complete before extending an invitation of membership.
 7. Within 24 hours of the interest event, the chapter must turn in an attendance/grade checklist to the office of fraternity and sorority life. This must include the signatures and student ID (V#) numbers of all attendees. The grade check form can be found [here](#) on RamsConnect. Please give the fraternity and sorority life staff three (3) days to return grade checks.
 8. Within 48 hours of being accepted for membership, all aspirants must meet as a group with an FSL office staff member and sign the Anti-Hazing Agreement. Failure to turn in these cards will result in an immediate cease and desist of all intake activities.

Requirements for Intake Events Hosted by Chapters

1. All organizations must adhere to the following requirements when conducting intake events:
 - a) No alcoholic beverages will be permitted.
 - b) All National Policies of the organization and governing Council must be met.
 - c) Excessive vulgarity and profanity will not be tolerated; neither will language or activities that create an atmosphere of discrimination or intolerance.
 - d) No inappropriate or revealing attire.
 - e) Any event that poses a threat of danger to individuals who participate will not be allowed.
 - f) Any event that would be perceived by a reasonable observer as a membership intake event is subject to these rules.
2. Chapters found in violation of these requirements will have their event stopped immediately. Referrals to the chapter's council judicial board will be made, if necessary.

New Member Education Process

3. A new member education calendar must be submitted on the Membership Recruitment Request Form. All activities must end one week prior to finals and must take place between the hours of

7:00 am. to 11:00 pm. No new member program should extend beyond eight (8) weeks to be consistent with national standards and VCU policy. Activities that must be included on the calendar, if applicable, include:

- a. New Member formal acceptance of membership
- b. Information on all New Member Education sessions, including:
 - i. Time
 - ii. Date
 - iii. Location
 1. **Note: Chapters must provide FSL staff with each virtual platform link in place of the physical location.**
- iv. Description of what will be covered
- c. Initiation Ceremony Date, Time and Location
 - i. Chapters must initiate new members within 8 weeks of beginning their process. c. Any additional dates pertinent to a specific organization
 1. **Note: Chapters must have approval from FSL staff to host an in-person initiation ceremony during Fall 2020 due to COVID-19.**
- d. Details of any other activities exclusive to, or expected of, new members with dates, times, and locations

*In the event that any dates and times need to be changed on the calendars of events, chapter members should notify their council advisor (in writing) as soon as the event has been updated.

2. Without the submission of the above paperwork, intake will not be approved. In the event that the intake or new member activities begin without the knowledge and signed approval of the council advisor, and/or the chapter has not adhered to these written intake procedures, intake and/or new member activities will cease immediately and the chapter may be placed on suspension. These sanctions will be initiated and/or imposed by the council advisor/s.

New Member Show Guidelines and Procedures

1. If new members would like to have a new member show/presentation, they may do so, but they are not mandated by the University. The following procedures must be used and failure to do so will result in the new member show/presentation being cancelled indefinitely.
 - a) Notify the MGC/NPHC advisor of the date of the new member show.
 - b) The space reservation must be made by the chapter president or intake coordinator, and the chapter must meet with the advisor to review the details of the show.
 - i. These reservations will be made as "general events" in order to protect the organizations anonymity prior to the show.
 - ii. If the chapter wishes to host a reception on campus following the new member presentation, this space must be reserved by the chapter president or intake coordinator.
 - c) All University policies and procedures must be followed.
 - d) All presentations must be respectful, supportive of the fraternal community, family-oriented and portray a positive image of Fraternity and Sorority Life at VCU.

2. Presentation of new members should take place no more than seven (7) calendar days after the members have been initiated into the chapter.
3. New member shows will not be a part of any other program or event (i.e. not during a step show, educational program, or social event.)
4. The duration of the show should be no longer than one (1) hour if there are fifteen (15) or less members presenting. For each additional new member beyond fifteen (15), the show may be extended five (5) minutes per member.
 - a) For example, a new member presentation with fifteen new members cannot extend beyond an hour. A new member presentation with sixteen new members cannot be longer than one hour and five minutes, and a new member presentation with twenty new members cannot extend longer than one hour and twenty-five minutes.
6. The clock starts at the advertised time of the event. If the organization starts later than the advertised time, the show still must end on time.
7. The organization will have 30 minutes from the time of completion to clear the plaza. Failure to do so will result in an immediate disciplinary action in addition to paying for police officers and any other applicable fees and/or fines from Event Planning.
8. No show shall commence without a member of the Fraternity & Sorority Life Staff.
9. All university and event planning policies and procedures must be followed.
10. Restricted Area Management:
 - a) The Commons Plaza or the Larrick Center Plaza will be the locations for all new member shows unless weather conditions interfere.
 - i. No new member show will take place on top of the VCU bricks in the Commons Plaza. This means that chapters will not enter, step, or present their new members on top of this space of yellow bricks. The shows can take place in the middle of the Commons plaza.
 - b) The area where the new member show takes place will be blocked off with barricades provided by the University Student Commons.
 - c) The internal area will provide space for families and members of the organizations in which the show associates. There will be chairs for the family members and space reserved in front of the chairs, on the ground, for the members of the organization hosting the new member show.
 - d) There will be space inside the area in front of the families and members of the organization for the new members to complete their presentation.
 - e) No one inside of the restricted area may stand on the chairs or other objects to be able to see.

11. Outside restricted area:

- a) People attending the show will be permitted to stand outside the restricted area. No one will be permitted to stand behind the new members. The only exception to that rule is if the people viewing the show are watching from the staging area.
- b) No one outside of the restricted area will be permitted to stand on tables, chairs, or other property in the Commons Plaza. This will be managed by the USC&A Student Manager and/or the VCU Police.

New Member Show Expectations of the Sponsoring Chapter/Organization

1. The MGC or NPHC on-campus advisor will meet with the fraternity/sorority representative(s) to discuss the following:
 - a) Inter/National, Regional and/or chapter guidelines regarding New Member Shows
 - b) Definition of Hazing and perceptions of Hazing
 - c) Risk Management
 - d) Content and Presentation
 - e) Logistics, Time and Date
 - f) Crowd Control
2. To be approved, the fraternity/sorority must meet the following minimum requirements:
 - a) Submit the VCU Fraternity and Sorority Life Office intent for intake paperwork.
 - b) Meet all deadlines for the event approval process.
 - c) Guarantee the active presence of the chapter advisor or non-student representative of the organization serving in an advisory capacity.
 - d) Demonstration of adequate plan for crowd control and safety. The plan for crowd control must include the use of physical barriers, and identifiable crowd control staff.
3. Any changes to the event, including content, location, and/or date, must be communicated to the MGC/NPHC on-campus advisor at least 5 business days in advance of the event date.
4. The MGC/NPHC on-campus advisor may require changes to the event date, location, and/or time due to potential problems with crowd control, safety, and access to surrounding facilities.
5. If the event is approved, the event planning office staff will communicate the details of the event to the University Student Commons and Activities staff and VCU Police.
6. Any props, outfits, and accessories to be used in the show must also be approved (i.e. clothing, shields, staffs, masks, etc.). In general paddles, bricks, and other outward symbols of "pledging" are not allowed.
7. If chapter assigns line numbers to new members, the numbers should accurately represent the numbers of new members being presented (i.e. if there are five men being presented, the numbers should be 1-5, not 1,2,4,5, etc.) Any exceptions must be approved 48 hours in advance of the presentation.
8. No inappropriate or revealing attire.

9. No Alcoholic beverages are permitted - this includes chapter members, new members, alumni, students, and guests.
10. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm another individual.)
11. The management of the organization members inside of the restricted area is the responsibility of the chapter. This includes alumni, members from other campuses, families, and current members.
12. The chapter is to ensure that all members of the organization are sitting on the ground at all times during the show.
 - a) Special arrangements can be made with the NPHC/MGC Advisor if there are members of the chapter and/or family members who will participate in the revealing of new members.
 - b) If the chapter is not able to manage their guests inside of the restricted area then all future new member show privileges will be revoked and the chapter will be referred to the NPHC/MGC Judicial Board.
13. The chapter will notify the NPHC/MGC Advisor of the estimated time of arrival of the new members in order to prepare appropriately.
14. The chapter, in combination with the NPHC/MGC Advisor, makes the rain call. In the case of any lightning the new member show will be cancelled.
15. Any additional dates pertinent to a specific organization must be communicated to the fraternity and sorority life staff.

Expectations of the Governing Council

1. Two police officers will be provided for each show. The costs associated with the police will be paid by the governing councils.

Confidentiality

1. All documents supplied to the Fraternity and Sorority Life Office are kept confidential. They may be shared with university officials, specific chapter officers, and national organization staff as needed and allowed by the academic waiver signed.

Violations

1. Violations of intake regulations may result in being recommended to the council judicial board. Chapters will receive notice of violation from their council, and their council procedures will be followed.
2. Violations include:
 - a. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)

- b. Holding membership intake activities or events without conforming to the intake guidelines and procedures set by the fraternity and sorority life office.
- 3. Any violations of the Hazing Policy located on page 29 will be referred to the council's judicial board and possibly referred to the Office of Student Conduct & Academic Integrity, as well as any sanctions outlined by the national organization. The Office of Fraternity and Sorority Life will work in partnership with both bodies to create a comprehensive plan that avoids duplication and may be both educational and punitive.
- 4. All questions and concerns must be expressed by the chapter president and officer responsible for intake. If any questions regarding the Regulations arise, they may be discussed between the members of the chapter and the council advisor/s. Final jurisdiction and decision-making authority rests in the hands of the council advisor/s and the council.

HAZING POLICY

Definition of Hazing:

Hazing and abusive conduct is defined as recklessly or intentionally subjecting a person(s) to any mental or physical requirement, request, or obligation that could cause discomfort, pain, fright, disgrace, injury, that is personally degrading, or that violates any federal, state, or local statute or University policy in connection with initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, fraternity, sorority, or other group; the willingness of the individual to participate in such activity notwithstanding.

Statement on Hazing:

All Virginia Commonwealth University students, fraternities and sororities must adhere to all policies outlined in the Student Code of Conduct as well as local, state and federal laws.

Student Code of Conduct Statement on Hazing:

Hazing and abusive conduct is prohibited for all students and student organizations and is subject to disciplinary sanctions. In the event that a conduct violation has occurred, University disciplinary proceedings may be instituted against a student or student organization charged with conduct that potentially violates criminal or civil law and the Student Code of Conduct. The information collected from the proceedings will determine the consequences.

Virginia State Law on Hazing:

Virginia Statute 18.2-56 states that:

- "It shall be unlawful to haze so as to cause bodily injury, any student at any school or institution of higher education."
- Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.
- Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.
- The president or other presiding official of any school or institution of higher education receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school or institution of higher education receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school or institution of higher education is, who shall take such action as he deems appropriate.

Students or student organizations who have inflicted acts of hazing can endure consequences through the state and federal government simultaneously with the University disciplinary proceedings.

SOCIAL EVENT REGISTRATION POLICY

All chapters who plan on hosting social events or mixers must submit two formalized risk management plans to the Office of Fraternity and Sorority Life at the beginning of each semester. All social events and mixers must be registered online via the Fraternity and Sorority Life RamsConnect Page, which can be found [here](#). In order to be eligible to fill out the social event registration form, the chapter president, social chair, risk management chair, and new member/recruitment/intake chair must complete the Risk Management Training prior to submission. Fraternity and sorority organizations who host social events or mixers that are not registered may subject the organization to University disciplinary action when such conduct violates University standards. A student group/organization and its officers may be held collectively or individually responsible for violations of the Student Code of Conduct and/or University policies and procedures.

The plans must include:

1. A current proof of insurance on file within the Office of Fraternity and Sorority Life.
2. Safety procedures for events hosted before daytime (before 9:00 pm) and after nighttime (after 9:00 pm).
3. Emergency management procedures.
4. A list of pre-determined houses that the chapter will use to register events. Each house must include:
 - a. Building address
 - a. Names of Leaseholders and signatures acknowledgement that the house is a location at which the chapter may host events
 - b. Names of Landlords
 - c. Fire code capacity

In order to register a social event, the following must be met:

1. The chapter president, social chair/risk management chair, and new member/recruitment/intake chair, must attend the risk management training to sponsor/co-sponsor, social events of any kind (party, presentation to campus show, concert, etc.).
2. The chapter must be a recognized student organization per the University and FASA policies and standards.
3. The chapter must be in good standing with all national, regional, and local guidelines.
4. The chapter must be in good standing with the University.
5. The chapter and/or provider of the premises must have up-to-date fire insurance/inspection certificate from the Richmond Fire Department.
6. No event can happen before the first day of classes or after the last class of class for the fall or spring semester.

Social Event Registration Procedures:

1. All social events with alcohol must be registered through RamsConnect under the Office of Fraternity and Sorority Life page. They must be registered at least 7 business days in advance.

2. If there is a co-sponsorship, both organizations must separately register the event.
3. Events that are registered at third-party venues must also submit the supplemental documentation 7 business days prior to the event.
4. Events may be registered on Thursday, Friday and Saturday days/evenings and must start after 7:00 pm. There may not be more than one event registered in a day.
5. Events may also be registered on Sunday; however, they must be over by 8:00 pm.
6. Events may be no longer than 4 hours in duration.
7. Chapter guest list must be typed and numbered with guests under the age 21 clearly identified. They must be turned in on Thursday (for Thursday events) or Friday (for Friday, Saturday or Sunday events) before the event.
8. The maximum number of attendees cannot exceed fire safety regulations and is encouraged not to exceed 100 guests, including chapter members. If the event exceeds 100 guests, security must be hired to supervise the event.

Guest Lists:

1. The pre-event guest list must contain
 - a. First name
 - b. Last name
 - c. Birthdate
 - d. Indication of over or under 21
2. They must be turned into the the Office of Fraternity and Sorority Life by:
 - a. Thursday at 12:00pm for Thursday evening events
 - b. Friday at 12:00 (noon) for Friday, Saturday or Sunday events
3. The post-guest list (guest list sign-in):
 - a. Must be submitted to the Office of Fraternity and Sorority Life by 5:00pm:
 - i. Friday for a Thursday evening event
 - ii. Monday for a Friday, Saturday, or Sunday event

SOCIAL EVENT MANAGEMENT GUIDELINES & EXPECTATIONS

To ensure the safety of chapter members, new members, and the VCU community, the following guidelines must be followed for all social events and mixers where alcohol is being served. Please note that open parties are prohibited. Open parties are those with unrestricted access by non-members of the fraternity, without specific invitation, and where alcohol is present.

Virginia Commonwealth University Policies and Expectations for Third-Party-Vendor Events

The Fraternal Organization shall take affirmative steps in all of its recruitment, business, and other dealings with their parties (including, for example, prospective members and businesses) to properly explain its relationship with the University as described in this Agreement. The Fraternal Organization shall not hold itself out as being a part of, controlled by, or acting on behalf of the University. Third Party-Vendor Events must uphold the following:

1. These events must have a ratio of one member per guest (formals), with a maximum guest list of twice the membership.
2. In addition to registering as a social event with the Office of Fraternity and Sorority Life, third-party vendor forms (see above – registration section) and proof of insurance (if alcohol is served) must be provided at least seven (7) business days in advance of the event.
3. It is recommended that any chapter event that is out of state should utilize buses from a company approved by the Office of Fraternity and Sorority Life or the chapter's Headquarter staff.

Event Space Entrances and Exits:

1. Chapters must designate one clearly defined entrance where IDs are checked, guests sign in, and wristbands for drinking guests are distributed.
2. There must be two (2) event managers checking IDs.
3. Only VCU students, on the guest list, should be admitted with a valid ID. Anyone under the age of eighteen (18) will not be admitted unless they are a VCU student. Guests and attending chapter members must sign in at the entrance.
4. The chapter has the right and responsibility to deny admittance to anyone impaired by alcohol and other drugs, even if the person is on the invitation.

Fire Safety:

1. Decorations must meet all fire code regulations.
2. The maximum number of attendees cannot exceed fire safety regulations.

Alcohol Management Policies:

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must

comply with either the BYOB or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of the same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter.
3. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited; including, but not limited to party juice, jungle juice, etc.
4. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
5. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
6. The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
7. All drinking games are prohibited. The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

BYOB Policies:

1. Guests, who are of age and choose to drink, may bring their own alcoholic beverages. Guests may bring a maximum of six (6) beverages, none of which may exceed a 7% alcohol content. This is limited to six (6), 12-ounce cans of beer or four (4), ten-ounce wine coolers.
2. Pre-mixed drinks, punches, or any other common source of alcohol are prohibited. Hard liquor is also prohibited.
3. Upon arrival, each guest must give their name and their alcohol to the event manager. There must be a system established (bracelets with tabs, etc.) to identify the number of drinks that the guests have brought.
4. Chapters must establish one clearly defined area where alcohol is collected and distributed to the event guests who brought it. All drinks must be served unopened, in the original can.
5. Chapters must post clearly visible signs at each alcohol distribution center that indicate:
 - a. The names of the event managers for the event
 - b. The name and phone number of at least three local taxi services
 - c. That drinking alcohol under the age of 21 is against state law.

- d. That providing alcohol to anyone under the age of 21 is against state law.
6. The chapter must provide non-alcoholic drinks and beverages equal to the number of guests at the event. This station must be clearly labeled and in a common location where all guests can access the non-alcoholic beverages provided.

Sober Monitors:

1. A minimum of three (3) brothers or sisters must be sober monitors at each function. These may not be members new to the fraternity/sorority during the given semester. At least one sober monitor must be at the point of alcohol distribution and another at any entrance to a second story of the house.
2. In addition to the three (3) monitors, the chapter must provide an additional sober monitor for every thirty (30) members of the chapter, as derived by adding the number of active brothers and new members.

Neighbors:

Chapters must handle complaints from neighbors and police in a courteous, cooperative and respectful manner.

After the Event:

The post-list (guest list sign-in) must be submitted to the Office of Fraternity and Sorority Affairs by 5:00 pm on Friday (for a Thursday event) or by 5:00 pm the Monday after Friday and Saturday events.

Chapter Tailgates:

1. Chapters are allowed to tailgate on their respective property
2. Tailgate events must be registered.
3. They must begin after 2:00pm and end before 7:00pm.
4. Tailgate events can be no longer than 2.5 hours in duration.
5. All other BYOB and Event Management procedures apply.

PUBLIC RELATIONS & SPONSORSHIP EXPECTATIONS

Use of University Logos:

The fraternal organization understands and agrees, as a condition of this handbook, that it may not use any University marks, symbols, logos, mottos or other indicia of the University without the express prior written approval of the University through its Vice President and Chief Student Affairs Officer or their designee; provided that the University will permit use of its name as a part of the Fraternal Organization's name exclusively and only in the form of "The XYZ Fraternal Organization at Virginia Commonwealth University." The fraternal organization must obtain the express prior written consent of the University to use the University's name in any other form. "Virginia Commonwealth University XYZ Fraternal Organization" or any similar use of other University marks (e.g., "Virginia Commonwealth University Fraternal Organization") is not acceptable and can never be used in any form including as part of a top-level domain name.

Chapter PR Materials:

Any public relations material (flyer, t-shirt, etc.) design that will be representative of any chapter, group, or council must be approved by the Office of Fraternity or Sorority Life, as soon as it is available. Designs may not make any reference to alcoholic beverages, drugs, or bars. This also includes but is not limited to offensive or inappropriate slogans, pictures, or themes.

Negative Publicity:

All chapters will refrain from any negative publicity concerning their chapters or the fraternity and sorority community. This includes social networking sites, posted photos, and other media that represent the fraternity and sorority community.

ALCOHOL AND OTHER DRUGS POLICY

Alcohol Policy

1. Members of the FSL community are reminded that the state laws of Virginia pertaining to alcohol beverages are applicable to campus. In addition, all members of the university's FSL community are required to adhere to all federal, state and university policies regarding individual, group or organization events at which alcohol is present.
2. The minimum legal drinking age at all functions or activities on or off Virginia Commonwealth University campus is 21. Possession or consumption of alcohol by any person who is a student or a guest of a student, under the age of 21, is strictly prohibited. All students and/or guests of a student must be able to provide university officials with identification upon request.
3. Any person under the age of 21 who misrepresents their age to obtain alcohol or any person who supplies or makes alcohol available to someone under 21 has violated Virginia state law and university policy.
4. The possession and/or use of alcohol in University facilities and at University events by those individuals 21 years of age or older, may be subject to additional University regulations and restrictions.
5. For University-Sponsored Events where alcohol is served, students and guests must conduct themselves in accordance with the laws of the Commonwealth of Virginia and assume full responsibility for their activities while sponsoring or attending university-sponsored events where alcohol is served. Note: This applies for students and guests who are 21 years old and above.
6. Any publication, advertisement or announcement of any university sponsored event distributed or intended to be distributed primarily to persons under 21 years of age must not mention or depict alcoholic beverages. Distribution of any publication, advertisement or announcement that mentions or depicts alcoholic beverages must be limited primarily to persons 21 years of age or older and such publication, advertisement or announcement must contain a requirement of proof of age and VCU identification.
7. As a result of any violation of this policy, a student may be referred to an appropriate educational, evaluation or rehabilitation program or offered community service, in lieu of suspension or dismissal. Satisfactory participation in any such program is to be determined by the appropriate university official who may consult with the individual or organization providing the evaluation or rehabilitation program, coordinating the community service, and/or conducting the educational program. Participation in any such program may postpone completion of degree requirements. In addition, convictions for unlawful conduct under local, state, or federal criminal drug laws may result in penalties such as fines, imprisonment, and loss of driver's license.
8. When students under the age of 21 are found responsible for violating alcoholic beverage and/or controlled substance laws or policies while on campus or at university activities, VCU may notify

their parent or guardian of such violations at the time of the notification, in accordance with the Family Educational Rights and Privacy Act (FERPA).

Other Drugs Policy

1. Illegal possession, use, manufacture, sale, dispensation, or distribution of any controlled substance (including prescription drugs/medication) are prohibited except as expressly permitted by law.
2. Possession of paraphernalia used to consume illegal drugs is not permitted on university property. Paraphernalia includes but is not limited to roach clips, bongs, pipes, blow tubes, bowls, and any type of water pipe or object filled with water through which smoke is drawn.
3. Any student who violates this policy is subject to disciplinary action up to and including termination or expulsion from the university. In addition, to protect the safety of members of the university community, VCU may refer information related to such violations to appropriate law enforcement officials and/or require satisfactory participation in an appropriate evaluation or rehabilitation program.

SEXUAL MISCONDUCT POLICY

1. Chapters will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, which includes any action on or off campus. Sexual Misconduct is prohibited under this policy regardless of the sex, sexual orientation, gender identity or gender expression of the complainant or respondent. The consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation of this policy.
2. The prohibited conduct addressed by this policy covers various forms of sex/gender discrimination and includes the following specifically defined forms of behavior: Sexual Assault, Sexual Exploitation, Partner or Relationship Violence, Sex or Gender-Based Discrimination, Retaliation and Complicity.

a. Sexual Assault:

- i. *Non-Consensual Sexual Penetration:* Any act of vaginal or anal penetration by a person's penis, finger, other body part or an object, or oral penetration by genitalia, without consent.
- ii. *Non-Consensual Sexual Contact:* Any sexual touching without consent, other than non-consensual sexual penetration. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks or genital area, including over clothing; removing the clothing of another person; and kissing.

b. Sexual Exploitation:

- i. Sexual Exploitation occurs when one person takes non-consensual abusive sexual advantage of another person, whether for their own benefit or the benefit of another person. Examples include but are not limited to:
 1. Recording or photographing private sexual activity and/or a person's intimate parts, including genitalia, groin, breasts or buttocks, without consent
 2. Disseminating or posting images of private sexual activity and/or a person's intimate parts, including genitalia, groin, breasts or buttocks, without consent
 3. Sexually-based stalking, hazing and/or bullying
 4. Intentionally exposing another person to a sexually transmitted infection or virus without the other's knowledge

c. Partner or Relationship Violence:

- i. *Intimate Relationship Violence (also known as dating violence or intimate partner violence):* Acts of violence, threat or intimidation that harm or injure a partner in a current or former intimate relationship (defined below). These acts may be physical, emotional/psychological, sexual or economic in nature. Intimate relationship violence can be a single act or pattern of behavior. Intimate Partner Violence includes "dating violence" and "domestic violence."
- ii. *Intimate Relationship Violence (also known as dating violence or intimate partner violence):* Acts of violence, threat or intimidation that harm or injure a partner in a current or former intimate relationship (defined below). These acts may be

physical, emotional/psychological, sexual or economic in nature. Intimate relationship violence can be a single act or pattern of behavior. Intimate Partner Violence includes “dating violence” and “domestic violence.”

- iii. *Stalking in the Context of Intimate Relationships:* A course of conduct (i.e., more than one act) directed at a partner that would cause a reasonable person to feel fear, to experience emotional distress or to fear for the safety of a third person. Acts that together constitute stalking may be direct actions or may be communicated by a third party, and can include, but are not limited to: threats of harm to self or others; pursuing or following; non-consensual (unwanted) communication by any means; unwanted gifts; trespassing; and surveillance or other types of observation.

d. Sex or Gender-Based Discrimination:

- i. Sex or gender-based discrimination is adverse treatment of an individual based on sex or gender, rather than individual merit. Sex or gender-based discrimination encompasses sexual misconduct but also includes other discriminatory behavior that does not constitute sexual misconduct. Sex or gender-based discrimination also may include harassment and other abusive behavior, whether verbal or physical, that is based on sex or gender, including actual or perceived gender roles, including seeking sex or sexual favors. **Please note:** Title IX does not apply to the membership practices of a social fraternity or social sorority if the active membership consists primarily of students in attendance at an institution of higher education and the fraternity or sorority is exempt from taxation under the Internal Revenue Code. 20 U.S.C. §1681(a)(6)(A); 34 C.F.R. § 106.14(a).

e. Retaliation:

- i. Retaliation is any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including abuse or violence, threats, harassment and intimidation.

f. Complicity:

- i. Complicity is any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act of Prohibited Conduct by another person. Individuals can be charged with complicity in aiding, facilitating, promoting or encouraging others to engage in Prohibited Conduct under this policy.

Prohibited Conduct involving force, duress or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another person’s state of incapacitation, will be deemed especially egregious and is likely to result in expulsion from the university and/or termination of employment. In most cases, the university will treat attempts to commit Prohibited Conduct as if those attempts had been completed.

HOUSING POLICY

Virginia Commonwealth University does not recognize or provide specific housing for fraternities and sororities on-campus or off-campus. In addition, there are currently no facilities that are sponsored by the organization's headquarters for member usage. Since the university and/or national headquarters have not sponsored these facilities, fraternities and sororities are prohibited from promoting specific housing on or off campus that suggest it is a recognized fraternal dwelling. In the event that a fraternity organization is found promoting a facility, they will be sent to their prospective council's judicial board as well as the Office of Student Conduct.

Any member or group of members who acquire off-campus housing or a facility together must follow local laws, city ordinances, lease agreements/addendums, etc. These persons are solely responsible for the property and do not have any affiliation with the prospective organization(s) or the Office of Fraternity and Sorority Life.

EXPANSION POLICY AND PROCEDURES

The establishment of any new fraternity/sorority chapter at Virginia Commonwealth University must follow the procedures of the FSL office as well as the appropriate governing council.

AUXILIARY/INTEREST GROUP POLICY

Interest Group:

VCU Fraternity and Sorority Life does not support or recognize the creation of interest groups. An interest group is defined as a student-lead movement, with or without the support of national headquarters, petitioning to create a new social fraternity or sorority chapter.

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CHAPTER ACCREDITATION PROGRAM

Each year, the Office of Fraternity and Sorority Life evaluates its fraternity and sorority chapters, to determine the impact that each chapter has on its members, council, the fraternity and sorority community as a whole, as well as the Virginia Commonwealth University (VCU) and Richmond community. In the past, this program was formalized into a process that was known as “Shared Standards.” To complete the Shared Standards program, chapters submitted information every spring outlining what their chapter had accomplished for the academic year, through a binder. Based on a review of the chapter’s binder, the chapter would be awarded a standing: gold, silver, or bronze. This year, we will begin a new “Chapter Accreditation” program. This program will be tailored to each chapter’s individual needs and will allow for conversation surrounding the chapter’s contributions, or failures over the past year.

The purpose of this program is to better understand if a chapter is an asset, or a hindrance to the Fraternity and Sorority, VCU, and greater Richmond community. A recommendation will be made as to the chapter’s standing, based on what the Accreditation Committee feels is appropriate. In addition to re-evaluating each chapter’s standing within the community, this process will allow chapter’s to be nominated for Fraternity and Sorority Life Awards.

Accreditation Committee

The Committee will be a group of twenty VCU faculty and staff members, brought together with a fraternity and sorority background. There will be 3-4 Committee members in each chapter presentation. In addition to taking notes and determining a chapter’s Accreditation standing, the Committees will be nominating chapters for Greek Awards, based on what is presented to them.

Submission Materials

There will be certain information that will need to be submitted ahead of time – such as chapter service hours, chapter philanthropy money raised, and chapter grade point average. This will be a minimal amount of information, compared to the entire presentation. Additional materials will be provided through the chapter’s respective Council and the Office of Fraternity and Sorority Life, including chapter GPA and any judicial incidents that the chapter may have had. The chapter may ask to see any information ahead of time that will be submitted on their behalf.

Additional documentation that should be included:

1. Headquarter Compliance
 1. Letter from Headquarters of good financial standing
 2. Letter from Headquarters of good standing
2. Chapter Service Events:
 1. Name of Events
 2. Members who participated
 3. Hours of service given for each event
 4. Letter from community partners who benefited from service
3. Chapter Philanthropy Events:
 1. Name of Events
 2. Members who participated
 3. Amount of money raised

4. Letter from community partners who benefited from philanthropy
4. Chapter Programing:
 1. Name of Events
 2. Members who participated
 3. Value of Event (educational, risk management, sister/brotherhood, etc.)
 4. Were the events open to community members outside of FSL?
 5. Were the events collaborative with another chapter, council, or student organization?
5. Leadership
 1. Letter from Advisor with suggestion for chapter standing
 2. Information about any leadership academies attended (date, location, who attended, etc.)
 3. Number of chapter members who hold leadership positions or are involved in other organizations on campus (name, organization, position held).

Below are some ideas for some of the things that you can showcase throughout your Accreditation review. These are also good goals for you, in planning your chapter calendar. Please see "Submission Materials" for further information on how to correctly document these programs for Accreditation.

Programing Ideas:

- Hosting one program highlighting a controversial issue (one that has multiple points)
- Hosting educational programs
- Hosting philanthropic programs
- Hosting a Wellness or Safety Program
- Hosting a program on Academic Success for members
- Hosting a program on Career Development

Partnership & Collaboration Ideas:

- Programing with chapters outside of your council (NPHC, IFC, MGC, CPC)
- Partnering with a non-Greek organization to host an event
- Partnering with an Office on campus outside of FSL to host an event
- Partnering with an organization within the Richmond community

Leadership Ideas:

- Annual leadership training with headquarters
- Attending conferences, Lunch & Lead Series, etc.
- Executive Board Retreat
- Percentage of chapter members involved in something outside of membership in the chapter
- Having an active presence within your respective Council
- Holding leadership positions within your respective Council

Office Partnership Ideas:

- Chapter attendance at all FSL mandated programs
- Regularly scheduled meetings with FSL advisor
- Turning in all office documentation on time

Presentation

The chapter will be given times and dates to sign-up to present to the Accreditation Committee. The chapter representatives should include the current chapter president along with anyone else the chapter deems necessary. The chapter advisor may be present at the meeting, but may not speak during the presentation. The chapter leadership will have a maximum of 20 minutes to speak on the chapter's behalf, to help the Committee better understand why the chapter is an asset to the VCU community. The representatives will engage in dialogue with the Accreditation committee, who will be provided with any documentation that the chapter has submitted on its behalf. The Accreditation committee will have access to the materials submitted ahead of time, as well as materials submitted by the respective Council and Office of Fraternity and Sorority Affairs.

Presentation Prompts: It is highly recommended that the chapter representatives pick two of the following prompts to touch-upon during the Accreditation presentation (Adopted from Drexel University, Fraternity & Sorority Life, Chapter Achievement Plan):

1. **Improvement:** Discuss the current strengths and weaknesses of your chapter, areas in which you have improved over the past year, or challenges you have faced this year. Share specific examples of how you worked to address weaknesses or challenges.
2. **Innovation:** Describe any new ideas or programming your organization has implemented this year. How has this new initiative impacted your organization?
3. **Collaboration:** Describe the collaborative efforts your organization has made in the past year (ex. Other fraternities/sororities, councils, student organizations, university offices, chapters at other campuses, community partners, etc.). What worked? What would you do differently next year?
4. **Accountability/Bystander Intervention:** Discuss what your organization has done this year to ensure members are aware of, and held accountable to, their responsibilities as a member of your chapter. How have you worked to install the notion of "be your brother/sister's keeper" in your organization?
5. **Relevance:** Explain how your organization contributed to the University's strategic initiatives over the last year. The University strategic plan (Quest for Distinction) can be found at:
<http://www.quest.vcu.edu/>.

Chapter Standings

Based on the presentation and materials, the committee will be recommending the following chapter standings:

1. *Excellent Standing:* Chapters who meet an excellent standing have gone above and beyond in giving back to the community. These chapters have had little to no issues throughout the year and

their members are striving for fraternal excellence, as shown through their actions. These chapters have above the average chapter GPA and are committed to membership development. These chapters have at least 50% membership involvement in other leadership positions on campus and are in good financial standing with their council and headquarters.

2. *Good Standing:* Chapters who achieve a good standing are an asset to the community. They are accomplishing their goals as a chapter, as well as giving back to the campus. These chapters are improving yearly and have a positive presence on campus. They have some things to work on, but strive to provide their members with a positive fraternal experience.
2. *Fair Standing:* Chapters who achieve a fair standing are not contributing to the fraternity and sorority community, but are not specifically viewed as a hindrance. These chapters are meeting the bare minimum expectations within their councils and are providing little to no programming, community service, and/or membership development opportunities for chapter members. It is highly encouraged that chapters with this standing meet with the FSL staff to gain an understanding and the support needed to grow and excel as a chapter.
3. *Poor Standing:* Chapters who earn a poor standing are seen as a potential hindrance to the community. These chapters are not giving back – whether through programming, involvement within their council, or overall presence on campus. These chapters are not providing their members with membership development and might not be in good standing with their headquarters. Chapters meeting this standing will need to meet with the FSL staff to determine appropriate steps, moving forward. Some consequences of achieving a poor standing might include, but not limited to: social probation, limited number of programs hosted per semester, membership achievement program, etc.
4. *Suggestion of Removal:* Chapters who are suggested for removal are chapters who are potentially detrimental to the fraternity, sorority, and VCU community. These chapters have potentially broken University or headquarter policy on a number of instances and do not seem to understand the ramifications for their actions. These chapters are not providing a well- rounded, positive experience for their members and are not good representatives of the fraternity and sorority community. These chapters are not able to articulate the benefits of membership in their organization. Any chapter on this status will be referred to their respective council president, the Assistant Director of Fraternity and Sorority Life, as well as the Director of University Student Commons and Activities for further review on their status as a recognized fraternity or sorority chapter.

Award Nominations:

In addition to recommending chapter standings, the Accreditation Board will recommend chapters to be considered for the following Fraternity and Sorority Life Awards, based on the Accreditation presentations that they review:

1. *Diversity & Global Engagement Award:* Awarded to a chapter who supports and/or implements programming centered on diversity awareness and global experiences in the VCU community.

2. *Academic Support Award:* Awarded to a chapter who implements programming that supports academic improvement and GPA maintenance for its members. Chapter GPA may be taken into account; however, substantial chapter improvement, strong academic plans, and other factors will also be considered.
3. *Outstanding Philanthropy Award:* Awarded to the chapter who displays creativity, programming strength, and connection to the philanthropic cause in planning and executing their chapter philanthropy event. Philanthropic donations (measured by dollars per member) will also be taken into account.
4. *Outstanding Community Service Award:* Given to the chapter with the highest number of hours per member (average) for community service efforts during the 2014-2015 Academic Year. Information or feedback on community impact on behalf of the partnering community organization will also be taken into account.
5. *Greek Collaboration Award:* This award is designed to recognize chapters that have collaborated with one or more fraternities or sororities to accomplish a stated goal or program. Multiple awards could be presented to multiple chapters within the FSL Community, or the award may be given to one event that involves numerous chapters.

STUDENT ORGANIZATION AWARDS

Chapters are eligible to apply for the Spring VCU Student Leadership Awards through the Division of Student Affairs and the department of University Student Commons and Activities. The awards presented are considered the premiere awards at VCU for student leadership and service. Fraternity and Sorority organizations and leaders are encouraged to submit a nomination to be considered for the awards. Information on the Student Leadership Awards will be announced every Spring semester and can be found [here](#). The student leadership award categories and awards are as follows:

FSL Specific Awards

- Academic Awards - No Application
- Chapter of the Year
- Outstanding Chapter President of the Year
- Greek Member of the Year
- Greek Emerging Leader of the Year
- Greek Life Hall of Fame Induction
- Challenge the Process Award

Advisor Awards

- Advisor of the Year Award
- William R. Auchmoody Chapter Advisor of the Year

Student Leader Recognition

- University Emerging Leader Award

Student Organization Recognition

- Student Organization of the Year
- Most Improved Student Organization
- Outstanding New Student Organization
- Outstanding Graduate and Professional Student Organization
- Outstanding Health Science Organization
- Creativity at Work Business Student Organization

Programming Awards

- Outstanding Community Service Award
- Outstanding Student Organization Program Award
- Student Organization Diversity and Inclusion Award
- Student Organization Advocacy Award
- The Lynne Chambers Alumni Involved Award

University Honors

- Dr. Henry G. Rhone Excellence in Student Affairs Award
- Dr. Richard I. Wilson University Science Award
- William H. Duvall Award
- University Leadership Award

APPENDIX A

Virginia Commonwealth University Office of Fraternity and Sorority Life CPC/IFC Recruitment Request Form

This packet is due back to the Office of Fraternity and Sorority Life 10 business days before the start of any activities. Please ensure that a copy of informational meetings or event flyers as well as an outline of content/activities that will be covered in new member education sessions are attached. This request form can also be filled out on the Fraternity and Sorority Life RamsConnect Page, which can be found [here](#).

Chapter Information:

Organization: _____

Chapter: _____

Recruitment Officer Information:

Name: _____

Position: _____

Phone Number: _____

VCU Email: _____

New Member Educator Information:

Name: _____

Position: _____

Phone Number: _____

VCU Email: _____

Recruitment Advisor Information:

Name: _____

Name: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

Recruitment Timeline:

Recruitment Events/Meeting(s):

Date: _____

Date: _____

Time: _____

Date: _____

Location: _____

Location: _____

Flyer Postings: *Flyers must be posted for a minimum of 7 business days

Dates: _____

Locations: _____

Grade Check Form will be turned into the FSL Office on: **(24 hours after interest/informational)**

Date: _____

Grade Checks will be given back to chapter by: **(72 hours after receiving the Grade Check Form)**

Date: _____

Membership Offers will go out:

Date: _____

Time: _____

Time: _____

Location: _____

Aspirants will meet with FSL Staff Member:

Date: _____

Location: _____

Educational Meetings: **(Must be held On-Campus)**

Date: _____

Time: _____

Time: _____

Location: _____

Date: _____

Location: _____

Date: _____

Time: _____

Time: _____

Location: _____

Date: _____

Location: _____

Date: _____

Time: _____

Time: _____

Location: _____

Date: _____

Location: _____

Date: _____

Time: _____

Time: _____

Location: _____

Date: _____

Location: _____

Date: _____

Date: _____

Time: _____

Time: _____

Location: _____

Location: _____

New Members will be initiated on:

Date: _____

Time: _____

Location: _____

Statement of Acknowledgement:

By signing below, I am agreeing to the statements below and acknowledging that the above information is accurate and correct to the best of my knowledge. If anything should change, I will submit it in writing to the fraternity & sorority life staff as soon as possible.

-I understand that if this form and the accompanying documents (flyer and/or calendar) are not approved, then intake will not be allowed. Forms need all required signatures.

-I declare that all information submitted on this form is true to the best of my knowledge, as well as that of the entire chapter membership, and hereby give permission to the fraternity and sorority life office and the council advisor to verify the validity of this information.

-If any of this information is found to be false or misleading, the fraternity and sorority life office and the council advisor reserves the right to suspend the intake process pending full investigation of false statements.

-I understand that all intake activities will conform to the policy of the inter/national organization.

-I understand that auxiliary groups (little sister, little brother groups) are inconsistent with the purpose and philosophy of single-gender fraternal organizations and are not allowed to be associated in any way with member chapters of the Virginia Commonwealth University fraternity and sorority community.

-I understand that any deviation from the policy of my inter/national organization must be supported in writing from the national headquarters.

-I understand that hazing is defined as the following and is considered a felony in the Commonwealth of Virginia and can be prosecuted as such if the chapter is found in violation. I understand that it is my responsibility as a chapter officer, member, and/or advisor to ensure that my chapter is creating a safe environment and abiding by all local and national laws.

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy.”

-I understand that in the event of any illegal activity perpetrated against potential or prospective new members taking place before, during, or after the time period specified for intake, liabilities as a result of those actions will be the sole responsibility of the chapter. The faculty/campus advisor, council advisor, the fraternity and sorority life office, and Virginia Commonwealth University will NOT be held liable nor considered responsible for any illegal activities.

_____ Recruitment Officer's Name (Printed)	_____ Recruitment Officer's Signature	_____ Date
_____ President's Name (Printed)	_____ President's Signature	_____ Date
_____ Advisor's Name (Printed)	_____ Advisor's Signature	_____ Date

APPENDIX B

Virginia Commonwealth University Office of Fraternity and Sorority Life MGC/NPHC Membership Intake Request Form

This packet is due back to the Office of Fraternity and Sorority Life 10 business days before the start of any activities. Please ensure that a copy of the informational meeting flyer and an outline of content/activities that will be covered in new member education sessions are attached to this packet. If your organization's headquarters requires paperwork to be completed by the FSL staff in order to conduct intake, please attach that as well. This request form can also be filled out on the Fraternity and Sorority Life RamsConnect Page, which can be found [here](#).

Chapter Information:

Organization: _____

Chapter: _____

Intake Officer Information:

Name: _____

Position: _____

Phone Number: _____

VCU Email: _____

New Member Educator Information:

Name: _____

Position: _____

Phone Number: _____

VCU Email: _____

Intake Advisor Information:

Name: _____

Name: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

Intake Timeline:

Interest/Informational Meeting(s):

Date: _____

Date: _____

Time: _____

Date: _____

Location: _____

Location: _____

Flyer Postings: *Flyers must be posted for a minimum of 7 business days

Dates: _____

Locations: _____

Grade Check Form will be turned into the FSL Office on: **(24 hours after interest/informational)**

Date: _____

Grade Checks will be given back to chapter by: **(72 hours after receiving the Grade Check Form)**

Date: _____

Membership Offers will go out:

Date: _____

Time: _____

Time: _____

Location: _____

Aspirants will meet with FSL Staff Member:

Date: _____

Location: _____

Educational Meetings: **(Must be held On-Campus)**

Date: _____

Time: _____

Time: _____

Location: _____

Date: _____

Time: _____

Time: _____

Location: _____

Date: _____

Location: _____

Date: _____

Location: _____

Date: _____

Time: _____

Time: _____

Location: _____

Date: _____

Location: _____

Date: _____

Time: _____

Time: _____

Location: _____

Date: _____

Location: _____

Date: _____

Date: _____

Time: _____

Time: _____

Location: _____

Location: _____

New Members will be initiated on:

Date: _____

Time: _____

Location: _____

New Member Show:

Date: _____

Time: _____

Preferred Locations: (in order)

1. _____

2. _____

3. _____

Preferred Rain Locations: (in order)

1. _____

2. _____

3. _____

Preferred Reception Space:

1. _____

2. _____

3. _____

Statement of Acknowledgement:

By signing below, I am agreeing to the statements below and acknowledging that the above information is accurate and correct to the best of my knowledge. If anything should change, I will submit it in writing to the fraternity & sorority life staff as soon as possible.

-I understand that if this form and the accompanying documents (flyer and/or calendar) are not approved, then intake will not be allowed. Forms need all required signatures.

-I declare that all information submitted on this form is true to the best of my knowledge, as well as that of the entire chapter membership, and hereby give permission to the fraternity and sorority life office and the council advisor to verify the validity of this information.

-If any of this information is found to be false or misleading, the fraternity and sorority life office and the council advisor reserves the right to suspend the intake process pending full investigation of false statements.

-I understand that all intake activities will conform to the policy of the inter/national organization.

-I understand that auxiliary groups (little sister, little brother groups) are inconsistent with the purpose and philosophy of single-gender fraternal organizations and are not allowed to be associated in any way with member chapters of the Virginia Commonwealth University fraternity and sorority community.

-I understand that any deviation from the policy of my inter/national organization must be supported in writing from the national headquarters.

-I understand that hazing is defined as the following and is considered a felony in the Commonwealth of Virginia and can be prosecuted as such if the chapter is found in violation. I understand that it is my responsibility as a chapter officer, member, and/or advisor to ensure that my chapter is creating a safe environment and abiding by all local and national laws.

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy.”

-I understand that in the event of any illegal activity perpetrated against potential or prospective new members taking place before, during, or after the time period specified for intake, liabilities as a result of those actions will be the sole responsibility of the chapter. The faculty/campus advisor, council advisor, the fraternity and sorority life office, and Virginia Commonwealth University will NOT be held liable nor considered responsible for any illegal activities.

Intake Officer's Name (Printed)

Intake Officer's Signature

Date

President's Name (Printed)

President's Signature

Date

Advisor's Name (Printed)

Advisor's Signature

Date

APPENDIX C

FSL NEW MEMBER GRADE RELEASE STATEMENT

This form must be completed 24 hours after each recruitment or information event. It can also be completed on the Fraternity and Sorority Life RamsConnect page, [here](#). Grades will be emailed back to the chapter 72 hours after submission.

Organization Information:

Organization: _____

Chapter: _____

Semester: _____

Today's Date: _____

Consent to Release Student Records:

With my signature, I hereby authorize the Office of Fraternity and Sorority Life Staff to verify my enrollment, membership eligibility, and grade information. I also authorize the designated staff member to release this information to the chapter advisor, chapter president, scholarship officer, and international headquarters of the organization listed above for the duration of my membership in this chapter. In addition, I understand that this authorization allows the FSL staff to use my grade/enrollment information for computation of system-wide statistics. If I no longer wish to have my records released, I understand that I must request in writing to the Coordinator of Fraternity and Sorority Life to conclude the release of records.

First Name	Middle Initial	Last Name	Signature	V Number	Class Standing

APPENDIX D

ADVERTISING AND PROMOTIONS REQUEST FORM

This form is to accompany all advertisements, promotions, and other requests of publicity. All chapter submissions must come with an example of the material (proof of design, sketch, drawing, the quote or slogan used as well as colors of printing and shirt style). Advertisements or Promotions involving more than one chapter must be signed by all participating organizations. Please submit the form and all attachments to the Vice President of your governing council at least 2 weeks before you plan to start advertising. The governing council reserves the right to approve or not approve any and all designs. Any member chapter not approving their t-shirts through the governing council will be referred to the respective governing council's Judicial Board process. This form can also be completed on the Fraternity and Sorority RamsConnect Page, which can be found [here](#).

Organization: _____

Chapter: _____

Date Submitted: _____

Estimated Cost: _____

Date Approval is needed: _____

(You must obtain approval before making any purchases or completing orders)

What form will the promotion material be?: (Select all that apply)

_____ T-Shirt

_____ Handbill

_____ Flyer

_____ Advertisement

_____ Banner

_____ Other Merchandise

How will you distribute the promotion material?

_____ Physical Distribution

_____ Electronic Distribution

_____ Both

Briefly describe the advertisement/promotion (Please attach proposed image): _____

Name of Officer(s) Responsible for Submission: _____

Position of Officer(s): _____

Officer(s) Signature: _____

Officer(s) Email: _____

Chapter President: _____ President's Email: _____

For Office Use Only:

Approved: ____ Yes ____ No Reason: _____

APPENDIX E

PHILANTHROPY EVENT REQUEST FORM

Philanthropy events must be submitted to the Officer of Fraternity and Sorority Life at least two weeks prior to the date of the event for approval. Proposals turned in after the 14-day period will **not** be accepted. These events, regardless of location, must **not** involve alcohol and must be registered and approved. No guest list is required for philanthropy events, but a list of participating chapter members must be submitted with the event. Please note that there should be no philanthropy and service events that are planned and hosted solely by new members. This form can also be completed on the Fraternity and Sorority RamsConnect Page, which can be found [here](#).

Chapter Information:

Hosting Organization(s): _____

Philanthropy Chair's Name: _____

Philanthropy Chair's Phone Number: _____

Philanthropy Chair's Email Address: _____

Philanthropy Chair's Mailing Address: _____

Event Information:

Event Name: _____

Event Date: _____

Event Time: _____

Event Location: _____

Event Description: _____

Event Purpose: _____

Beneficiary Information:

Name of Agency Receiving Donation: _____

Name of Agency Contact Person: _____

Agency Phone Number: _____

Goal Donation Amount: _____

How will the event Fundraise?: _____

What method of money collection will be used? (Presale tickets, tickets at the door, Venmo) _____

Expenses Associated with the Event?

What are the operating costs associated with the Event? _____

How will such expenses be paid for? _____

Participants

How will participants be educated about the beneficiary?: _____

What organizations are anticipated on participating? _____

Marketing and Promotion

Please attach a detailed marketing and promotion plan, including dates and deadlines. Promotion materials must be submitted 14 days before the intended advertising date.

Rules/Standards for Event *(If there is more than one event, please provide information for each event.)*

List all event rules and standards: _____

How will rules be enforced? _____

How will violation of rules/standards be resolved? _____

Judges and Coaches *(if applicable)*

Describe how judges and/or coaches are selected: _____

Describe the responsibility of the judge/coach: _____

Announcement of Winners *(if applicable)*

How will the winners of the event be selected: _____

How will the winners of the event be announced? _____

What prize, if any, is provided to the winners? _____

Acknowledgement

_____ With my initials, I am indicating that I understand that all philanthropy events will be alcohol-free. I also recognize that if members of the host organization, and/or participating organization(s) do not meet these standards, the hosting organization and participating organization(s) may be referred to the respective council's Judicial Board.

Philanthropy Chair's Signature _____

Date: _____

Chapter President's Signature _____

Date: _____

For Office Use Only:

Approved: ____ Yes ____ No Reason: _____

Signature of FSA: _____

Date: _____

APPENDIX F

SOCIAL EVENT REGISTRATION FORM

This form is required for all social events and must be completed at least 7 business days prior to the event. A co-sponsored event must be completed by all participating organizations. Additional forms will need to be completed for events with alcohol. This form can also be completed on the Fraternity and Sorority Life RamsConnect page, [here](#).

Event Information

Organization: _____ Date of Event: _____

Venue: _____ Address of Venue: _____

Time Event Begins: _____ Time Event Ends: _____

Brief Description of the Event: _____

Theme of the Event: _____ Theme Attire: _____

How many people will be attending? _____

Will alcohol be served at this event? _____ Yes _____ No

(If the event is serving alcohol, the third-party vendor checklist, guidelines, ABC license and general liability insurance must be attached to this form.)

Event Guest List

To restrict access, a guest list must be presented at the social event entrance. Please select one of the following:

_____ The chapter has the document completed now and is attached to this document.

_____ The chapter will have this document finalized 48 hours prior to the event.

Officer Signatures

_____ Social Chair's Name	_____ Social Chair's Signature	_____ Date
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_____ Risk Management Chair's Name	_____ Risk Management Chair's Signature	_____ Date
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_____ Chapter President's Name	_____ Chapter President's Signature	_____ Date
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APPENDIX G

THIRD PARTY VENDOR FORM

This form is due in addition to the social event registration form, at least 7 business days in advance of the social function.

Your chapter will be in compliance with your inter/national policies if you hire a “third party vendor” to serve alcohol at your functions when you can document the following checklist items. Be sure to check with your Inter/National organization to make sure this checklist will be in compliance with your Inter/National Risk Management policy. Further, each chapter is expected to adhere to the laws of the Commonwealth of Virginia, Virginia Alcohol Beverage Control, City of Richmond, and Virginia Commonwealth University as they pertain to the consumption of alcohol and other substances as well as building and fire safety codes.

THE VENDOR MUST:

_____1. Be properly licensed by the appropriate local and state authority. They might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.

_____2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

The above “certificate of insurance” must also show evidence that the vendor has, as part of their coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.”

The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.

ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES

_____3. Agree in writing to cash sales only, collected by the vendor, during the function. (If Third Party Vendor Program Agreement is filled out properly, then requirements #3 and #4 will have been fulfilled.)

_____4. Agree in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- a) Checking identification cards upon entry;
- b) Not serving minors;
- c) Not serving individuals whom appear to be intoxicated;
- d) Maintaining absolute control of ALL alcoholic containers present;
- e) Collecting all remaining alcohol at the end of a function (no excess alcohol, opened or unopened, is to be given, sold, or furnished to the chapter)
- f) Removing alcohol from premises

**ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE
VENDOR STIMULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.**

This checklist must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with their risk management policy.

Chapter President's Name

Chapter President's Signature

Date

Vendor's Name

Vendor's Signature

Date

APPENDIX H

THIRD PARTY VENDOR AGREEMENT

(Name of Vendor) _____ will be operating as a "third party vendor" to serve alcohol at a social function on _____ (Date) at _____ (Location). Both the vendor and the chapter or chapters involved agree to the salary of \$_____ to be paid in full prior to the social function in question. This salary is designed to cover the costs involved with the hiring of _____ security persons and _____ bartenders and permit costs totaling \$_____. The aforementioned vendor agrees to cash sales only that will be collected by the vendor's employees only, during the function. The predetermined amount of beverages will be \$_____ well drinks to be served in _____ oz. cups, and \$ _____ drafts, to be served in _____ oz. cups. The aforementioned vendor also agrees to comply with the following risk management guidelines for third party vendors:

- check identification upon entry
- to serve alcohol only to persons of legal drinking age
- not to serve individuals who appear to be intoxicated
- to maintain absolute control of alcoholic containers present
- to collect all remaining alcohol at the end of the function
- and to remove all alcohol from premises

The form must be signed and dated by both the authorized chapter representative(s) and the authorized vendor representative. In doing so, all parties involved understand that only through compliance with these stipulations, and the additional requirements, and rules of the CPC Risk Management Guidelines, will the chapter(s) be in compliance with risk management requirements.

Chapter Name

Chapter President's Signature

Date

Chapter Risk Management's Signature

Date

Chapter Social Chair's Signature

Date

Authorized Vendor Representative's Signature

Date

Governing Council Vice President Signature

Date

APPENDIX I

CHAPTER OFFICER AND ADVISOR UPDATE FORM

This can also be completed on the Fraternity and Sorority Life RamsConnect page, [here](#).

Chapter:	Term:
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Position	Student's Name	Student's Email
President		
Vice President		
Vice President (Internal)		
Secretary		
Treasurer		
Historian		
Council Delegate		
Risk Management Chair		
Recruitment/Intake Chair		
Member Educator		
New Member Educator		
Scholarship Chair		
Philanthropy Chair		
Community Service Chair		
Social Chair		
Ritual Chair		
Alumni Relations Chair		
Intramural Representative		
Advisor		