



Fraternity & Sorority Life Expansion & Re-Activation Policy

Preamble

The University of Cincinnati recognizes that a strong fraternity & sorority community is a constructive element of campus life.

In overseeing the process of orderly expansion, there must be substantial evidence of the ability of the proposed organization to: positively contribute to the UC FSL community; show potential for recruiting, growth and success; and to conduct itself in a manner consistent with state laws, University, Council, and Fraternity & Sorority Life policies and procedures.

Organizations wishing to affiliate with the Interfraternity Council or the Panhellenic Council must adhere to those councils' planned expansion process, which is in place to ensure success for organizations seeking to colonize a new chapter at UC.

To insure that fraternities and sororities desiring to be registered at UC possess those qualifications deemed necessary for their success and for the continued health of the UC FSL community, the following standards and procedures shall apply:

Registration Criteria

Fraternities/sororities wishing to become a new registered student organization at UC and a member of CPC, IFC, NPHC, or MGC must meet the following criteria:

1. The organization must be affiliated with a parent organization that must show proof of 10 consecutive years of business operations and have undergraduate chapters (not colonies) at ten or more colleges/universities;
2. The organization must have policies that are congruent with the fraternity/sorority policies of UC. Policy information can be found on the Fraternity & Sorority Life web page.
3. The organization must follow all Student Activities & Leadership Development student organization policies and procedures to become a registered student organization.
4. The organization must show proof of General Liability insurance for bodily injury and property damage with a minimum of \$1,000,000 in Combined Single Limit. The General Liability insurance must include Host Liquor Liability. The General Liability insurance policy must name UC as an additional insured and the certificate must state that the insurance coverage is primary over other collectible insurance.

Application Deadlines for Organizations without an Agreed upon Return Date

1. March 1 – application deadline for organizations wishing to start in the fall semester.
2. September 1 – application deadline for organizations wishing to start in the spring semester. Application to include all qualification specifics and should be addressed to the Director of Fraternity & Sorority Life. (see page 2)

Application Deadlines for Organizations with an Agreed upon Return Date

1. Six (6) months prior to anticipated return, contact the Director of Fraternity & Sorority Life to begin discussions & establish a timeline for return.
2. Chapters that fall under this designation must complete application process numbers 1, 2, 3, & 6.

Application Procedure

1. Organizations wishing to open/re-colonize/re-organize/re-charter/re-activate chapters at UC must complete the application specifics found in this information packet.
2. Upon receipt of a registration application, the Director of Fraternity & Sorority Life, respective staff, and Council members (Review Committee) will conduct an initial review. The organization may be asked to provide additional documentation and/or more thorough documentation to support the request for university registration.
3. Once the entire application has been reviewed, the Review Committee will make a final determination and notify the organization of their status.
4. Official start dates will coincide with the beginning of either the fall or spring semester.
5. Upon acceptance, the organization will follow processes for the respective Council.
6. Agreed upon Returning Chapters will present the proposal project to the respective council the semester before returning.

Policies

1. Fraternities and sororities registered by UC are expected to comply with all university policies and procedures, particularly those specific to fraternal organizations.
2. Only undergraduate students, enrolled at UC may affiliate with the registered fraternities and sororities at UC.
3. Newly formed fraternities and sororities must have at least **five (5) full-time**, active, undergraduate members to begin a registered student organization. Following the first year, all registered fraternities and sororities must have at least five (5) full-time, active, undergraduate members (initiates/new members) on the roster at all times.
4. Organizations must be chartered no later than **two years** after the original date of approval.

Application/Qualification Specifics

Each of the following areas shall be documented within the application:

1. Declaration of Intent: Submit a written letter from the Inter/National President or Executive Director expressing a desire to form an undergraduate chapter at UC.
2. Constitution and By-laws of the organization.
3. Signed Policy Acknowledgement & Congruence Agreement (page five of this document)
4. The organization must show proof of General Liability insurance for bodily injury and property damage with a minimum of \$1,000,000.00 in Combined Single Limit. The General Liability insurance must include Host Liquor Liability. The General Liability insurance policy must name "University of Cincinnati" as an additional insured and the certificate must state that the insurance coverage is primary over other collectible insurance.
5. Organization Contact Information. Provide the following:
 - a. Inter/national Fraternity or Sorority mailing address
 - b. Headquarters phone number
 - c. Headquarters fax number
6. Indicate the category of registration desired and/or appropriate:

- a. Interfraternity Council
 - b. Panhellenic Council
 - c. National Pan-Hellenic Council
 - d. Multicultural Greek Council
7. Colonization Coordinator. Provide the name, email and phone of the alumni/ae who will coordinate the colonization effort as the official representative of the project.
8. Chapter Advisory Board. Provide the names, emails and phone numbers of three alumni/ae who will serve as the chapter advisory board. (page six of this document)
9. Describe the Advisory Board set-up and expectations of the volunteer advisors (chapter meeting attendance, convention attendance, advisor training attendance, etc.)
10. Outline the requirements that must be met before the colony will be chartered.
11. Provide copies of the following organization policies, procedures and programs:
 - a. Academic Policy (GPA, programming and study requirements)
 - b. Financial Policies (Dues, New Member Fees, Initiation fees, Chapter Budget)
 - c. Leadership Development Program
 - d. National Intake Process
 - e. Officer Training Program
 - f. Recruitment Program/Calendar
 - g. Risk Management Policy and Procedures to include Alcohol/Illegal Drugs/Sexual Assault/Hazing
12. The following are annual University Requirements:
 - a. Drug Free Policy (a drug-free policy for chapter houses and events with enforcement mechanisms and consequences for non-compliance and current compliance with their policy)
 - b. Alcohol Free New Member Recruitment/Education/Related Activities Policy
13. Provide a list of the five most recent colonizations/charterings to include numbers recruited and chartering dates.
14. Interest Group Roster (if applicable). Roster should include the following information:
 - a. Student Name
 - b. M #

Definition of Terms

1. **Colony:** a group of UC students who have been organized under the auspices of an inter/national fraternity or sorority for the specific purpose of being established as one of its undergraduate chapters.
2. **Fraternity/Sorority:** a group of UC students organized for social, professional, academic or extracurricular activities. These groups engage in membership selection, conduct ceremonies or rituals that are closed to non-members and offer lifetime affiliation to their membership. Fraternities can be single gender or co-ed.
3. **Fraternity & Sorority Life/FSL:** the department of UC whose primary responsibility is to advise all registered fraternities and sororities as well as the governing councils.
4. **Interfraternity Council (IFC):** IFC is a legislative and programming body for men's fraternities. The council consists of an executive board, programming cabinet and chapter delegates. The IFC coordinates joint activities, programming and provides support to member chapters.
5. **Inter/national Fraternity or Sorority:** an organization registered with the NAPA, NPC, NIC, NMGC, NPHC, NALFO or; an organization that can show proof of ten consecutive years of business operations and has undergraduate chapters (not colonies) at ten or more colleges/universities.
6. **Local Fraternity or Sorority:** a fraternity or sorority chapter that does not meet the definition of an inter/national fraternity or sorority.
7. **Multicultural Greek Council (MGC):** MGC is a legislative and programming body for multicultural fraternities and sororities. It consists of an executive board and chapter delegates. The Multicultural Greek Council coordinates joint activities, programming and provides support to member chapters.
8. **National Pan-Hellenic Council (NPHC):** NPHC promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions of intercollegiate Greek letter fraternities and sororities.
9. **Panhellenic Council (CPC):** CPC is a legislative and programming body for women's sororities. It consists of an executive board, programming cabinet and chapter delegates. The Panhellenic coordinates joint activities, programming and provides support to member chapters.
10. **Registered Fraternity/Sorority:** a fraternity or sorority which conducts its affairs in accordance with the policies of UC and Fraternity & Sorority. This chapter has been given official status as an UC registered student organization by Campus Life and Fraternity & Sorority.
11. **Review Committee:** The Review Committee is comprised of Fraternity & Sorority Life Staff, a staff member from the Division of Student Affairs, and a student representative from the IFC, MGC, NPHC, and CPC executive boards.

Policy Acknowledgement & Congruence Agreement

We acknowledge that we have received and reviewed the following UC or department policies:

- Academic (Student Organizations: Policies 3361:40-3-01)
- Good Standing Requirements (Student Organizations: Policies 3361:40-3-01)
- Membership Selection/Intake Process (Fraternity & Sorority Life)
- University Policies to Include:
 - Hazing (3361:40-3-12)
 - Alcohol (3361:10-17-07 & ORC 4301.69E)
 - Drugs (ORC 2925.11)
 - Sexual Misconduct (11-03)
 - Student Organization Violations of the Student Code of Conduct (3361:40-5-05)
 - New Member Education Policy

We further acknowledge that we have reviewed these policies with the officially appointed regional officers, chapter advisors and chapter officers.

We agree to instruct our collegiate/alumni/chapter/colony members to abide by each of these policies.

Inter/National Officer Print

Date

Regional Officer Print

Date

Chapter Advisor Print

Date



Accepted by Fraternity & Sorority Life

Date

Chapter Advisory Board Requirement Form

Please email to greeklife@uc.edu

_____ Fraternity/Sorority _____ Date

Serving as a chapter advisor requires skills, commitment and time. The University is grateful for your service to your undergraduate chapter. Please provide details for a minimum of three people who serve on the Advisory Board for the undergraduate chapter, with one living Cincinnati or a contiguous county.

Alumni must have graduated at least 3 years prior to serving as a chapter advisor.

Chapter Advisory Board Chair (Primary Advisor)

Name: _____ Email: _____

Home Address: _____

City, State, Zip: _____

Preferred Phone #: _____ Secondary #: _____

Term of Service (i.e Nov. 2017 thru Nov. 2018): _____

Biography/Information Relevant to Serving as an Advisor:

Universit(ies) Attended: _____ City/St: _____

Degree(s) and Dates Conferred: _____

Previous Chapter Advisor Experience (when/where/position): _____

Areas to be advised: _____

#2. Chapter Advisor

Name: _____ Email: _____

Home Address: _____

City, State, Zip: _____

Preferred Phone #: _____ Secondary #: _____

Term of Service (i.e Nov. 2017 thru Nov. 2018): _____

Biography/Information Relevant to Serving as an Advisor:

Universit(ies) Attended: _____ City/St: _____

Degree(s) and Dates Conferred: _____

Previous Chapter Advisor Experience (when/where/position): _____

Areas to be advised: _____

#3. Chapter Advisor

Name: _____ Email: _____

Home Address: _____

City, State, Zip: _____

Preferred Phone #: _____ Secondary #: _____

Term of Service (i.e Nov. 2017 thru Nov. 2018): _____

Biography/Information Relevant to Serving as an Advisor:

Universit(ies) Attended: _____ City/St: _____

Degree(s) and Dates Conferred: _____

Previous Chapter Advisor Experience (when/where/position): _____

Areas to be advised: _____

Please list other advisors serving on your board. Name, Address, telephone number, email address, & position advising. This list will provide help build an advisor list serve for general announcements and training opportunities.

Other Chapter Advisory Team Member

Name: _____ Email: _____

Home Address: _____

City, State, Zip: _____

Preferred Phone #: _____ Secondary #: _____

Other Chapter Advisory Team Member

Name: _____ Email: _____

Home Address: _____

City, State, Zip: _____

Preferred Phone #: _____ Secondary #: _____

Drug Free Policy

Sample language

_____Fraternity/Sorority has a “drug-free” policy that governs chapter houses and chapter events. All new members and actives shall be subject to this requirement. This policy is part of the Membership Contract.

Alcohol Free New Member Recruitment, Education, & Related Activities Policy

Sample language

_____Fraternity/Sorority requires all new member recruitment, new member education, and related activities to be alcohol-free. All new members and actives shall be subject to this requirement.