



Fraternity & Sorority Life Guidelines

Fall 2021

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Note – this document and its rules/regulations/policies are subject to change at the discretion of Rochester Institute of Technology, Center for Campus Life and/or Fraternity & Sorority Life at any time.

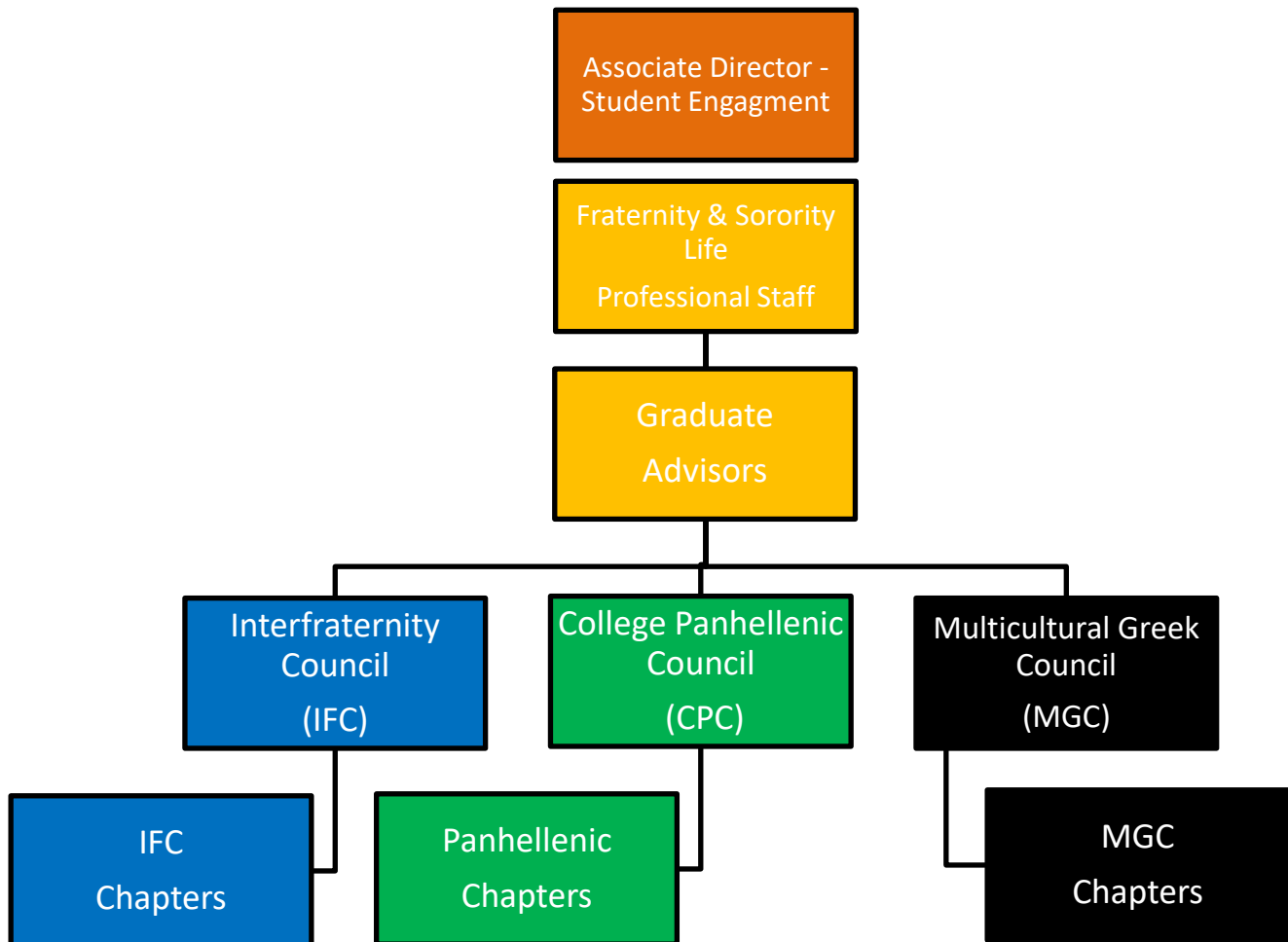
Fraternity & Sorority Life

What is Fraternity & Sorority Life?

The working relationship between the fraternity & sorority community and the University is the responsibility of the Campus Life – Fraternity & Sorority Life. FSL is under the direct supervision of the Associate Director of Student Engagement and Assistant Director for Fraternity & Sorority Life. In executing this responsibility, the staff shall:

1. Be responsible for University recognition for all social fraternities and sororities;
2. Be responsible for providing reports and statistics as related to all social fraternities and sororities;
3. Serve as the advisor to the three councils and two honor societies;
4. Offer programming and resources in areas such as academic performance, campus involvement, chapter leadership, personal development, community service, philanthropy, risk management, diversity & inclusion, wellness, etc.;
5. Meets with regional and/or inter/national representatives from inter/national fraternities & sororities;
6. Creates, implements, and interprets RIT policies and regulations to the fraternity & sorority chapters;
7. Administer the Greek Student Life Fund;
8. Administer Greek scholarships under the direction of RIT;
9. Reviews and evaluates petitions of fraternity & sorority interest groups which seek recognition from the University;
10. Serve as the liaison between the fraternity & sorority community and the remainder of the University.

The following is the hierarchy of the RIT Fraternity & Sorority Community:



Where is Fraternity & Sorority Life support staff?

FSL has an office located on the “A” Level of the Student Alumni Union in room 04-A510

Who is in the Office of Fraternity & Sorority Life?

Di'Monique George

Associate Director, Student Engagement

585-475-7651

dsgrla@rit.edu

*Office located in Campus Center (Tiger Suite, 03-1610)

Nicholas Morales

Assistant Director, Fraternity & Sorority Life

585-475-4039

nrmccl@rit.edu

*Office located in Campus Center (Tiger Suite, 03-1610)

Lia Horyczun

Graduate Advisor, College Panhellenic Council

585-475-6112

panhellenic_ga@rit.edu

Taylor Kozak

Graduate Advisor, Interfraternity Council

585-475-6112

txkccl@rit.edu

Daniel Ruano

Graduate Advisor, Multicultural Greek Council

585-475-6112

mgc_ga@rit.edu

Camille Sisto

SG Greek Senator

585-475-4043

sggreek@rit.edu

Chapter Contacts

While the FSL staff is here to help all members of all chapters, to ensure each chapter receives the attention it needs, each has been assigned a specific contact person in FSL. Each month, chapter presidents/contacts are expected to meet with a representative from FSL to do a check in on chapter operations, recruitment, new member education, and other items related to their respective organization. Attendance at these meetings is taken into consideration for the End of Semester Report. Chapters will have an assigned contact for the entire term. Chapter contacts for Fall 2021 are:

Chapter	Contact Person	Chapter	Contact Person
Alpha Epsilon Pi	Taylor Kozak	Alpha Kappa Alpha	Daniel Ruano
Delta Sigma Phi	Taylor Kozak	alpha Kappa Delta Phi	Daniel Ruano
Theta Chi	Taylor Kozak	Alpha Phi Alpha	Daniel Ruano
Kappa Delta Rho	Taylor Kozak	*Delta Sigma Theta	Daniel Ruano
Pi Kappa Phi	Taylor Kozak	*Zeta Phi Beta	Daniel Ruano
Sigma Alpha Mu	Taylor Kozak	Lambda Alpha Upsilon	Daniel Ruano
Sigma Nu	Taylor Kozak	*Lambda Pi Chi	Daniel Ruano
Sigma Chi	Taylor Kozak	Lambda Sigma Upsilon	Daniel Ruano
Tau Kappa Epsilon	Taylor Kozak	Lambda Upsilon Lambda	Daniel Ruano
Phi Delta Theta	Taylor Kozak	Lambda Phi Epsilon	Daniel Ruano
Phi Kappa Psi	Taylor Kozak	*Sigma Lambda Upsilon	Daniel Ruano
Phi Sigma Kappa	Taylor Kozak	Sigma Psi Zeta	Daniel Ruano
Alpha Xi Delta	Lia Horyczun	Phi Beta Sigma	Daniel Ruano
Alpha Sigma Alpha	Lia Horyczun	*Chi Upsilon Sigma	Daniel Ruano
Delta Phi Epsilon	Lia Horyczun	*Omega Phi Beta	Daniel Ruano
Zeta Tau Alpha	Lia Horyczun		
Sigma Sigma Sigma	Lia Horyczun		
Subject to Change		*= No active members at RIT at start of Fall 2021 semester	

Governing Councils

RIT has three governing councils that provide direction to the fraternity & sorority community. All chapters are required to maintain membership in a governing council to remain in good standing with the University:

INTERFRATERNITY COUNCIL (IFC)

The Interfraternity Council (IFC) is the governing body of 12 social fraternities at RIT. Every person who joins one of these groups is a member of the IFC. Every organization has two delegates that attend bi-weekly IFC meetings. These individuals are the communication link between the IFC and their chapters. The IFC leadership is composed of a President and 6 Executive Officers. The IFC provides opportunities for interaction among chapters with events such as Greek Week, various social and community service programs, educational speakers and workshops, and much more.

Graduate Advisor: Taylor Kozak Alpha Sigma Alpha txkccl@rit.edu

President: Grant Franko Sigma Chi ifcpresident@rit.edu

<https://campusgroups.rit.edu/ifc/about/>

COLLEGE PANHELLENIC COUNCIL (CPC)

The College Panhellenic Council (CPC) is the governing body of 5 social sororities at RIT. The CPC serves as a liaison between the National Panhellenic Conference (NPC) and RIT Greek Life. The CPC is responsible for enforcing the bylaws set forth by the council, NPC, and the University, as well as pursuing initiatives on campus such as philanthropy, academic excellence, and school spirit. CPC governs five national sororities at RIT, and are comprised of 8 executive board positions.

Graduate Advisor: Lia Horyczun Sigma Sigma Sigma panhellenic_ga@rit.edu

President: Natasha Richard Sigma Sigma Sigma cpcpresident@rit.edu

<https://campusgroups.rit.edu/cpc/about/>

MULTICULTURAL GREEK COUNCIL (MGC)

The Multicultural Greek Council (MGC) is the governing body of 6 fraternities and 9 sororities at RIT. MGC serves as a liaison between the National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO), National APIDA Panhellenic Association (NAPA), and RIT Greek Life. The purpose of MGC is to govern and promote Greek organizations that contribute specifically to diversity and inclusion on RIT's campus. The council addresses, coordinates, and develops strategic action plans to unify affiliations, promote higher education, provide community service, enhance leadership and serves as a liaison between the MGC, the student body, and administration; thereby improving the campus climate. The MGC focuses on spreading cultural awareness to ensure diversity and unity within Greek life at RIT.

Graduate Advisor: Daniel Ruano Lambda Upsilon Lambda Fraternity, Inc. mgc_ga@rit.edu

President: Kimberly Mac Sigma Psi Zeta Sorority, Inc. mgcpcpresident@rit.edu

<https://campusgroups.rit.edu/fsl/multicultural-greek-council/>

President & Chapter Contact Information – Fall 2021

Organization Letters	Organization Name	First Name	Last Name	Email Address
ΑΕΠ	Alpha Epsilon Pi	Jon	Goldberg	jmg7897@rit.edu
ΑΚΑ	Alpha Kappa Alpha	Edilia	Bueno	omicronbetaaka@gmail.com
αΚΔΦ	alpha Kappa Delta Phi	Wendy	Liu	rit.akdphi.president@gmail.com
ΑΞΔ	Alpha Xi Delta	Briana	Davis	alphaxiritpresident@gmail.com
ΑΣΑ	Alpha Sigma Alpha	Grace	Reinartz	Asa.gammainiota@gmail.com
ΑΦΑ	Alpha Phi Alpha	Killiaun	Blatche	kdb3348@rit.edu
ΔΣΘ*	Delta Sigma Theta	N/A	N/A	Pibeta84@gmail.com
ΔΣΦ	Delta Sigma Phi	Rafael	Montez	dsphh.pt@gmail.com
ΔΦΕ	Delta Phi Epsilon	Grace	Olive	president.dphie.bu@gmail.com
ΖΤΑ	Zeta Tau Alpha	Katie	Chrisbacher	zta.pres.rit@gmail.com
ΖΦΒ*	Zeta Phi Beta	N/A	N/A	zphib.chilambda@gmail.com
ΘΧ	Theta Chi	Jake	Reno	jcr9635@rit.edu
ΚΔΡ	Kappa Delta Rho	Jordan	O'Brien	consul@kdrib.org
ΛΑΥ	Lambda Alpha Upsilon	Martin	Sosa	beta@lambdas.com
ΛΠΧ*	Lambda Pi Chi	N/A	N/A	lambda@lambdapichi.org
ΛΣΥ	Lambda Sigma Upsilon	Irving	Arenas	Alkimia.lsu@gmail.com
ΛΥΛ	Lambda Upsilon Lambda	Mateo	Alexander	Lul.omega97@gmail.com
ΛΦΕ	Lambda Phi Epsilon	Wen	Wu	ritlambdas@gmail.com
ΠΚΦ	Pi Kappa Phi	Jack	Doren	jrd2523@rit.edu
ΣΑΜ	Sigma Alpha Mu	Nathyn	Castor	Nac1803@rit.edu
ΣΛΥ*	Sigma Lambda Upsilon	N/A	N/A	Psichapter.roc@gmail.com
ΣΝ	Sigma Nu	Nick	Bialka	Nxb5760@rit.edu
ΣΣΣ	Sigma Sigma Sigma	Kaitlyn	DeCola	sigma3president@gmail.com
ΣΧ	Sigma Chi	Tristan	Turner	consul@sigmachirit.com
ΣΥΖ	Sigma Psi Zeta	Nicole	Pratt	syzrit@gmail.com
ΤΚΕ	Tau Kappa Epsilon	Toby	Kiebala	Tmk9592@rit.edu
ΦΒΣ	Phi Beta Sigma	Jordan	Whiteside-Johnson	iotaphisigmas@gmail.com
ΦΔΘ	Phi Delta Theta	Ben	Clements	Bdc8408@rit.edu
ΦΚΨ	Phi Kappa Psi	Richard	Cheung	Rdc2038@rit.edu
ΦΣΚ	Phi Sigma Kappa	Daniel	Bailey	Dhb8750@rit.edu
ΧΥΣ*	Chi Upsilon Sigma	N/A	N/A	Beta.sigma@justbecus.org
ΩΦΒ*	Omega Phi Beta	N/A	N/A	eta@omegaphibeta.org

*= No active members at RIT at start of Fall 2021 semester

Social Fraternity & Sorority Fall 2021 COVID-19 Guidelines

Expectations of RIT Fraternities & Sororities:

It is expected that all recognized fraternities and sororities follow and abide by all safety guidelines and procedures set by their governing councils, inter/national headquarters, inter/national governing organizations, Fraternity & Sorority Life (FSL), the Center for Campus Life (CCL), RIT, New York State (NYS), and the Center for Disease Control (CDC), and affirm the implementation of which ever guideline or recommendation is most conservative.

All guidelines and recommendations have been established with the health and safety of our community at the forefront. It is expected that all members of the fraternity and sorority community read and understand the following guidelines:

RIT Safety Plan: [HERE](#)

NYS Department of Health: [HERE](#)

CDC Considerations for Events & Gatherings: [HERE](#)

Any chapter found in violation of these guidelines may be subject to disciplinary action. This could result in the organization being placed on hold, frozen, and/or referred to the Office for Student Conduct and Conflict Resolution under [RIT's D18.0 Refusal to Comply](#) policy.

Please note, these guidelines reflect the current situation of COVID-19 and may change at any time depending on the health of the community.

Privileges, Expectations, & Requirements for Good Standing

Privileges of Recognition by the University

It is expected that the University will grant privileges to recognized fraternities and sororities in good standing, therefore the Institute will:

1. Allow fraternities and sororities to use the name of the Rochester Institute of Technology (RIT), along with, but not in place of, identification of the sponsoring body. This includes endorsement by the University of the positive aspects of Fraternity & Sorority Life;
2. Support and participate in activities of the Interfraternity, Panhellenic, and Multicultural Greek councils as well as the individual chapters;
3. Allow access to, and use of, University facilities for official chapter functions as approved by the appropriate office/department/college, or approval from RIT Events (reserve.rit.edu) online reservation system;
4. Facilitate participation as a group in all athletic, social, service, or other group activities or programs sponsored by or under the auspices of RIT;
5. Provide the services of the Alumni Office to help communicate with chapter alumni/ae;
6. Provide advice and assistance of the FSL staff to help coordinate programs for chapter development, operations, business affairs, membership recruitment, educational programs, etc.;
7. Assist in protecting the organization and its property from disruptions, theft, damages, and other intrusions by persons who are not members or guest(s) of the chapter;
8. Sponsor programs to promote effective leadership, chapter maintenance, etc.;
9. Maintain and update records for membership, scholarship, and community service;
10. Provide information regarding fraternities and sororities to interested students and their parents/guardians;
11. Maintain contact with regional and inter/national offices of the fraternities and sororities.

Chapter Expectations

It is expected that a recognized fraternity and sorority will support the interests of the University by:

1. Encouraging and stimulating intellectual growth by promoting participation in the intellectual and cultural life of RIT;
2. Providing an environment in which learning takes place through free exchange of ideas and beliefs among members;
3. Promoting academic achievement and scholarship through tutoring, study skill and scholarship development programs, and by rewarding outstanding achievement;
4. Promoting campus involvement and encouraging members to become involved with other student organizations;
5. Providing a forum for social interaction that permit individuals to become involved with other student organizations;
6. Providing valuable experience in group living;
7. Educate members to know that individuals are responsible for one another, knowing that what each member does or what each member fails to do affects themselves and the entire organization;
8. Providing valuable leadership experience and opportunities for developing fiscal management skills;
9. Existing as communities which through the communal efforts of staff, student, and faculty may serve as the focal point to help bridge the gap between the intellectual and social life of the community;
10. Providing a support system for individuals as they proceed through significant developmental changes;
11. Promoting an individual's lifelong obligation to serve the community by attending/hosting service projects;
12. Providing individuals the opportunity to participate in a variety of recreational activities;
13. Providing a safe and habitable facility for its members, if applicable;
14. Maintaining membership in one of the three governing councils;
15. Adhering to the standards set for continued recognition for fraternities and sororities by RIT;

16. Upholding the student policies.

Requirements for Good Standing

In order for a chapter to be in good standing and retain its University recognition, the following requirements must be met:

1. Have required advisor (see below);
2. Meet the minimum chapter GPA of 2.500;
3. Have at least 3 full-time (or co-op) RIT students on the roster;
4. Be up to date on all finances;
5. Follow the policies of RIT, FSL, their national governing organization, national organization, and council;
6. Have an up to date certificate of liability insurance;
7. Turn in all forms and documents by the dates set by FSL.

Advisor Requirements

All RIT recognized chapters are required to have an RIT Faculty/Staff Advisor – who has formally agreed through the [RIT Faculty/Staff Advisor Agreement](#). Additional, non-RIT Faculty/Staff advisors may complete the [FSL Advisor Recognition Form](#). These forms collect important information, stored with CCL and FSL. These forms ask for information such as name, phone number, email address, and preferred method of contact, which ensures open communication with chapters and FSL. Individuals may advise more than one chapter but can only hold one advisory role per organization.

The following are RIT recognized Advisor titles and descriptions:

1. ***RIT Faculty/Staff Advisor** – a permanent RIT employee who serves as a liaison between the chapter and RIT (adjunct instructors/professors or temporary staff are not permitted to serve as advisors).
2. **Primary Chapter Advisor** - an alumnus/alumna member of the chapter or organization who serves as the liaison between the chapter and the inter/national organization.
3. **Scholarship Advisor** – a full-time RIT employee or alumnus who serves to enhance the academic endeavors of the chapter.
4. **Alumni Relations Advisor** - an alumnus member of the chapter or organization who assists the chapter in connecting with their alumni/ae.
5. **Community Service Advisor** - either an RIT employee or an alumnus who assists the chapter with community service and/or philanthropy.
6. **Financial Advisor** - either an RIT employee or an alumnus who assists the chapter treasurer in overseeing the chapter's finances.
7. **Housing Advisor** - either an RIT employee or an alumnus who assists the chapter with the management of their chapter house.
8. **Membership Advisor** - either an RIT employee or an alumnus who assists the chapter with the membership of the chapter.
9. **Recruitment Advisor** - either an RIT employee or an alumnus who assists the chapter with recruitment.
10. **Risk Management Advisor** - either an RIT employee or an alumnus who assists the chapter with risk management.
11. **Ritual Advisor** - an alumnus who assists the chapter with ritual.
12. **Social Advisor** - either an RIT employee or an alumnus who assists the chapter with social programs.
13. **Judicial Advisor** - either an RIT employee or an alumnus who assists the chapter with their standards/conduct board and is aware of RIT code of conduct policies.

In the event that a chapter does not meet the minimum advisor requirement, they will be given one semester to fill the vacant position, after which time their RIT Events (reserve.rit.edu) access will be frozen until an advisor is appointed. FSL understands that the titles/descriptions used will not fit with all chapters so titles will be assigned at the discretion of FSL based upon the criteria provided by the chapter and will be matched to the appropriate FSL approved title.

Academic Policy

The Division of Student Affairs expects fraternities and sororities to promote the academic achievement of its members. With this in mind, the following academic policies must be followed:

Chapter Requirements

1. Each chapter must develop, implement, and maintain a written, comprehensive scholarship development program. The program should include the following components:
 - a. Skill building
 - b. Incentives
 - c. Tutoring
 - d. Use of Campus Resources
2. Chapter presidents must maintain a cumulative GPA of at least 2.500 during their term of office.
3. If a chapter's semester GPA falls below 2.500, the chapter shall be placed on academic probation and a notification will be sent to the organization's inter/national office. Chapters on academic probation are limited to holding chapter meetings, community service/philanthropic events, and academic activities. All other types of chapter activities are prohibited.
 - a. If after three consecutive semesters the chapter fails to meet the required chapter GPA of 2.500, their University recognition will be withdrawn.
4. Each chapter is recommended to achieve a semester GPA equal to or above the all men's or all women's GPA, as applicable, for each semester.

Governing Council Requirements

1. Governing council officers must have above a 2.000 semester GPA the semesters before and during their term of office, and maintain a minimum cumulative GPA of 2.500 before and during their term of office. If the member fails to meet this GPA, they will be required to resign.
 - a. If the student was on Co-Op during the semester prior to holding an officer position, FSL will utilize the most recent semester & cumulative GPA on record. If the member fails to meet this GPA, they will be required to resign.

Chapter Viability & Inactive Chapter Policy

RIT values a strong fraternity and sorority community as a constructive element of campus life. The University recognizes that the community must have sufficient membership numbers in order to provide membership opportunities for every student who has a desire and the means to join.

Recognition by RIT is a privilege. Recognized chapters must be able to show substantial evidence of the organization's ability to contribute to the fraternity and sorority community. Chapters are expected to meet expectations with respect to academic success, community service, campus involvement, and support of community-wide and council programs.

RIT has established a minimum membership number as a way to ensure healthy groups and community dynamics. These standards exist for all recognized chapters regardless of governing council. The membership standard and procedures have been established to ensure that recognized fraternities and sororities possess the ability to meet performance expectations and set a standard for the continued health of the fraternity and sorority community.

Standard

1. All recognized fraternities and sororities are required to have one RIT full-time or co-op, active undergraduate member (initiates or new members) on the roster at all times to maintain recognition; three members (RIT full-time or co-op students) are required to be in good standing with the University.
2. Non-RIT students, who are members of City-Wide chapters or active alumni are not included in the minimum requirement, but must be listed on the roster and meet the RIT eligible member standard.

Process

1. All chapters will be required to review their roster with their respective council's Graduate Advisor by the date established by FSL (September 3rd, 2021).
2. All interested students/potential new members must complete the [Grade Release Form](#) before they are eligible to receive a bid or invitation of membership from any chapter.
3. All chapters must submit a "bid list" or a list of potential new members who they plan to extend an invitation of membership to by the date set by FSL (September 12th), via the [Bid List Submission Form](#) unless otherwise designated by their governing council or discussed with the Assistant Director of Fraternity & Sorority Life.
4. All new members must complete the fraternity or sorority "New Member Form" in person*, in the date range set by FSL (September 16th – September 22nd):
 - a. Following RIT guidelines for reopening in fall 2021, all new members will complete their new member forms via CampusGroups until further notice. The required forms will be sent to each new member after bid lists are approved by FSL.*
5. Each semester, a Viability Policy reminder will be sent via email to all chapters, their advisors and inter/national organizations that list 3 or fewer RIT students on their membership roster.
6. Chapters that fall below 3 RIT full-time or co-op, active undergraduate members (initiates and new members) will be placed on probation for the following semester.
 - a. Probation is defined as limiting chapter activities with the Assistant Director of Fraternity & Sorority Life's or their designee's approval to the following:
 - i. Chapter meetings
 - ii. Academic Programs
 - iii. Recruitment/Informational Programs
 - iv. Community Service/Philanthropic Events
 - b. Some events shall be prohibited including but not limited to dance parties, social programs, etc. unless they are co-hosted* with an RIT recognized organization.
 - i. *All programs must be approved at the discretion of the Assistant Director of Fraternity & Sorority Life or their designee.
 - c. In addition to a limit on chapter activities, a plan of action to increase and achieve the minimum number of members must be developed by the chapter with assistance from their chapter advisor(s).
 - i. A copy of this plan of action must be given to FSL, the governing council advisor, and the governing council graduate advisor.
 - ii. The chapter president or RIT contact will meet on an on-going basis with the Assistant Director of Fraternity & Sorority Life or their designee to track the progress made on the plan of action.
 - d. A chapter will remain on probation until their membership has met or surpassed the minimum requirement.

No Members at RIT

1. If at the end of six consecutive semesters a chapter has no active RIT members listed on their roster, the chapter shall lose their University recognition, shall forfeit all privileges associated with University recognition, and have to reapply for recognition in the future.
2. Those chapters that lose recognition may reapply three years from the date recognition was revoked.
 - i. See Expansion Process section for details.

Appeal

1. Chapters notified that University recognition has been withdrawn may submit a written appeal to the Assistant Vice-President of Student Affairs within five business days of notification.
2. The Assistant Vice President of Student Affairs, in consultation with the Associate Director of Student Engagement, will review the request to determine if granting the appeal is appropriate.
3. A decision will be made within two weeks of receipt of the appeal letter; chapters are granted one opportunity to appeal.

Executive Board Eligibility

Any Active or Co-Op members who meets the chapter's GPA requirement and has a clean judicial record (no higher than "Warning"), as verified by the Center for Student Conduct & Conflict Resolution is eligible to serve on a chapter's executive board. Chapters found to have elected an individual who does not meet the eligibility requirements will be contacted via email with the advisor(s) copied on all correspondence. The chapter will be required to remove that individual from office and hold a new election for that position. If the chapter is found to have disregarded the eligibility requirements and/or ignored the notification of ineligibility, that chapter shall be sent to the Center for Student Conduct & Conflict Resolution for a hearing.

Finances

RIT does not allow for individual chapters to have accounts through the University. Each chapter is required to have an external, non-RIT account that is actively monitored and balanced. Each chapter is required to pay all council and University bills on time and in full. Chapters may be required to show budget and financial statements if there is a request for funds from Student Government's Greek Finance committee.

University/FSL/Governing Council Rules & Policies

In accordance with RIT's Student's Rights and Responsibilities, all chapters and their members must comply with all University and FSL rules, regulations, and policies as they apply to recognized fraternities and sororities.

As a requirement for recognition, all chapters must maintain membership in one of RIT's three governing councils (Interfraternity Council, Multicultural Greek Council, or College Panhellenic Council). Failure to maintain membership could result in University recognition being suspended or revoked.

In addition to RIT and FSL rules and policies, each chapter must adhere to the rules and policies of their respective governing council and inter/national governing organization. The hierarchy of policy shall be the following:

1. **RIT**
2. **Center for Campus Life - Fraternity and Sorority Life**
3. **Inter/national Governing Organization**
4. **Governing Council**
5. **National Headquarters**
6. **Chapter**

Failure to abide by any of these entities rules and policies may result in judicial charges being brought up against the chapter from the proper entity.

Insurance

<https://www.rit.edu/fa/grms/content/fraternity-and-sorority-insurance-requirements>

Greek organization shall, at its own expense, maintain Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate written on an occurrence basis. Rochester Institute of Technology shall be named as an additional insured. These coverages and limits are to be considered minimum requirements and in no way limit the liability of the Greek organization. This insurance shall be written by a company licensed to do business in New York State with a minimum A.M. Best rating of A-VII. Each policy shall provide for notification to RIT thirty (30) days prior to termination, material change or restrictive amendments. The insurance companies issuing the policies shall have no recourse against RIT for payment of any premiums or for any assessments under any form or policy. RIT reserves the right to request copies of insurance policies. The insurance policies referred to above shall be primary insurance ahead of any insurance carried by RIT. Greek organizations shall provide a certificate of insurance to RIT evidencing this coverage annually. Failure to provide the Office of Fraternity & Sorority Life with an up to date certificate of liability insurance will result in the organization being frozen through RIT Events (reserve.rit.edu).

Community Service & Charitable Donations

Overview:

All chapters are required to submit their community service hours and philanthropic donations no later than 30 days after the date the event was held, or the last day of an event held on consecutive days, via the [Community Service & Charitable Donations Form](#). These will be totaled at the end of each semester for a cumulative report and at the end of each calendar year for a cumulative RIT Fraternity & Sorority Life Community Service and Charitable Donations Report.

Hours and donations are only to be submitted to the RIT Center for Leadership and Civic Engagement (CLCE) and FSL will provide each chapter a report at the conclusion of the academic year.

Hours and donations not submitted to the CLCE will not be included in the FSL Community Service & Charitable Donations Report and will not be verified should any organization require it.

Fraternity & Sorority Life follows the Center for Leadership & Civic Engagement's guidelines for calculating service hours, charitable contributions, and non-profit compliance with 501(c)(3) of the Internal Revenue Code, RIT Core Values, and lack of political or legislative activities.

Restrictions

Service hours and/Philanthropic donations cannot be earned for the following:

1. Driving to and from a service site
2. Service that is completed due to a mandate from the Center for Student Conduct, or a local, state, or federal court or agency.
3. Attending an educational program
4. Participating in another chapter's program (i.e. Mud Tug)
5. Funds raised in support of another chapter's program
6. Attendance/participation or other fees associated with entry into an event
7. All monetary amounts must be in, or converted to, USD(\$) to be counted

Documentation

- Service hours and charitable donations must be submitted via CLCE's Community Service & Charitable Donations Form (<http://cglink.me/s15357>)
- This is the only form of submission that will be accepted. Information not included or completed with CLCE will not be tallied in the monthly, semester, and yearly Service & Charitable Donations Report.

Direct Service

- Active, physical, and/or hands-on work on site with an organization.
- 1 hour of Direct Service = 1 Hour
 - Examples: Tutoring or mentoring, gardening or landscaping, building or renovating, cleaning or janitorial services, preparing and/or serving food, assisting a helpline or staffing a crisis center, firefighting or auxiliary policing, caring for animals, hospital or long term care services, set up, tear down, and/or staffing of a fundraising event with a non-profit, Serving on a board for a non-profit, Pro bono services.

Monetary Donations

- Direct funds given to a non-profit
- \$1.00 given = \$1.00
 - This excludes admission, attendance, and purchase fees

Non-Monetary Donations

- Donations of goods to a non-profit that have a monetary value
- Conversions
 - Canned or Boxed Items = \$1.00
 - Clothing: Use Goodwill's posted conversation rates or receipt from receiving agency
 - Books: 30% of retail value
 - Humanitarian Items: 30% of retail value
- An item is defined as the entire retail sale size/package in new or slightly used condition
- A copy of a receipt from a receiving agency for a larger amount than converted here will be counted for the higher amount

Advocacy

- Educating, advocating, or instructing people on a certain cause or about an organization where more than half the time spent in the activity is doing one of the three things listed.
 - Tabling for a non-profit
 - Tabling in support of a cause
 - Hosting seminars/talks
 - The hours a Chapter hosts a seminar or talk is credited to the Chapter as a whole rather than the individuals of the Chapter who attend
 - This can be adjusted if there was significant planning, set up, tear down, or staffing required for the seminar/talk
- 1 Advocacy hour = 1 hour

Special Cases

- Blood Donations
 - Counted by pints donated.
- Written Cards
 - Cards written to organizations that distribute them to elderly, soldiers, etc. are counted by number of cards written
- Proceeds of Purchase Events (Gala's)
 - Events where it is advertised that an amount of purchase or proceeds go towards another cause
 - If an item is purchased and the amount that is being given as a donation is advertised then that amount can be claimed under Monetary Donations
 - If the amount is not listed then you can claim 10% of purchase price under Monetary Donations

Standards of Excellence

Introduction

Modeled after inter/national fraternity & sorority accreditation programs, RIT Fraternity & Sorority Life utilizes the following program as a way to better connect with the fraternities and sororities at RIT while recognizing and rewarding them for their contributions to the University, campus community, and greater Rochester community. The Standards of Excellence will be utilized to provide valuable information to help all chapters strive to be their very best.

Purpose

The purpose of the Standards of Excellence is the following:

1. Provide FSL with chapter related information
2. Identify finalists for President's Cup
3. Self-study for chapter goal setting
4. If applicable – identify appropriate candidates for on-campus living options

Composition of Program

The Standards of Excellence shall consist of four parts:

1. *Chapter Questionnaire* - to be completed by the chapter president or their designee at the beginning of each semester by the date specified by FSL.
2. *Roster Review* – to be completed by the chapter president or their designee in person at the beginning and end of each semester by the dates specified by FSL.
3. *Document Submission* – the following documents must be submitted at the beginning of the fall semester, after any changes are made, or before the expiration date. Documents do not need to be resubmitted* in the spring unless changes have been made:
 - a. Chapter Constitution and/or Bylaws for 2021-2022
 - b. Current Inter/national Constitution and/or Bylaws
 - c. Chapter Risk Management Policy
 - d. Chapter Scholarship Development Program
 - e. Chapter New Member Program Calendar*
 - i. *Needs to be submitted both semesters
4. *End of Semester Report* – to be completed by the chapter president or their designee at the end of each semester by the date specified by FSL (January 2nd, 2022).

Chapter Questionnaire – Due September 3rd, 2021

The Chapter Questionnaire has been designed to provide FSL with information to help publicize RIT's fraternities and sororities to prospective students, parents, and other interested parties. The information provided is vital to the accurate reporting of fraternity and sorority statistics to RIT, inter/national organizations, and other interested parties. All information requested is non-ritualistic in nature and would be shared with any potential new member.

Failure to submit the chapter questionnaire may result in sanctions being placed on the organization including but not limited to RIT Events (reserve.rit.edu) restrictions, room cancellations, SG funding denial, and notification of inter/national headquarters.

The Chapter Questionnaire (<https://cglink.me/2d1/s50854>) consists of the following questions:

Organization Information:

- Organization Name
- National Chapter Identifier
- Day, Time, and Location/Address of Chapter Meetings

Chapter Officer Information:

- Current Chapter President
- Current Vice President (if more than one list in "Other" Lines with title)
- Current Treasurer
- Current Secretary/Communications
- Current New Member Educator
- Current Recruitment Chair
- Current Community Service and/or Philanthropy (if more than one list in "Other" lines with title)
- Current Scholarship Chair
- Current Public Relations Chair
- Current Risk Management Chair
- Current Judicial Chair
- Current Ritual Chair/Officer
- Current Alumni/ae Relations Chair
- Current Programming Chair
- Current Diversity & Inclusion Chair
- Current House Manager (if applicable)
- Current Council Meeting Delegate(s)

Membership and Retention (RIT Students Only)

- Current chapter size (Active Members Only)
- Number of deaf/hard of hearing members
- Number of members on Co-Op, Clinical, or Study Aboard

Membership Dues & Fees

- Chapter New Member Fee (if applicable)
- Inter/National New Member Fee
- Chapter Initiation Fee (if applicable)
- Inter/National Initiation Fee
- Badge/Pin Fee (if applicable)
- Active Member Chapter Dues per Semester
- Inter/National Dues per Semester
- Inter/National Insurance Cost (per member)

- Total Dues per semester

Chapter Academic Standards

- National Minimum GPA needed to be extended a bid/invitation for membership
- Local Minimum GPA needed to be extended a bid/invitation for membership
- Minimum GPA to serve on Executive Board

Chapter Social Media

- Chapter Website
- Facebook Page
- Twitter
- Instagram

Community Service & Philanthropy

- Name of local philanthropy/philanthropies
- Name of national philanthropy/philanthropies
- Name of local community service organization(s) the chapter supports

Roster Reviews – Due Twice per Semester

All recognized chapters are required to update their chapter roster at the beginning and end of each semester to ensure that FSL has the most up to date listing of members. Roster updates are done by appointment with their respective governing council's graduate advisor. Rosters must be updated by the following dates:

- Beginning of Spring – September 3rd, 2021
- End of Spring – November 19th, 2021

Chapters are able to update their roster at any time if the need arises. This can be done via the [Change in Membership Status Form](#) and [Change of Officer Form](#) on the FSL CampusGroups Page.

The following statuses will be used for all RIT-recognized fraternities and sororities:

1. **Active (A)** – Any full-time undergraduate member of the organization that has been ritually initiated in to the chapter, on the national roster, actively involved and participating.
2. **Co-op (C)** – Any full-time undergraduate member of the organization that has been ritually initiated into the chapter, on the national roster, and is registered as a full time co-op student with RIT. A member on Co-op can be considered active if they are actively involved and participating in the chapter.
3. **New Member (NM)** – Any individual that is not yet initiated and is affiliated with the chapter through the New Member education process.
 - a. *All new members must be ritually initiated during the semester they take part in New Member Education; "Holdovers" are not permitted*
4. **Inactive for Semester (I)** – Not active, participating and/or paying dues;
 - a. Organizations are only able to put individuals on "Inactive for Semester" status with verification from their inter/national organization.
5. **Study Abroad (SA)** – Any member who is enrolled in the RIT Study Abroad program; you must also include the length of the time they will be away from campus (used for Panhellenic Total calculation).

Failure to review your chapter's roster before the deadlines will result in no points being awarded and will result in sanctions being placed on the organization including but not limited to RIT Events (reserve.rit.edu) restrictions, room cancellations, Greek Finance Committee Funding denial, and/or notification of inter/national headquarters.

Document Submissions – Due September 3rd, 2021

In order to ensure that FSL has the most accurate information regarding chapter operations and governance, the following documents will need to be submitted each fall semester. Documents do not need to be resubmitted in the spring unless changes have been made with the exception of the New Member Program Calendar and Letter of Good Standing (see below):

- Chapter Constitution and/or Bylaws for 2021-2022
- Current Inter/national Constitution and/or Bylaws
- Chapter Risk Management Policy
- Scholarship Development Program
- Chapter New Member Program Calendar - *SUBMISSION REQUIRED EACH SEMESTER*
- Completed Advisor Agreements for all advisors
- Certificate of Liability Insurance (when expired, chapter specific)

In the event that an inter/national headquarters does not comply with the request for any of the aforementioned documents, the chapter's status will be frozen until they are received. It is not the responsibility of RIT or FSL to communicate these requests to inter/national headquarters - that responsibility lies with the chapter.

An up to date certificate of insurance is required for all recognized fraternities and sororities at RIT. Failure to submit or providing an updated version will prohibit organizations from registering any events through the RIT Events (reserve.rit.edu) system.

Failure to submit your chapter's documents by the deadlines will result in sanctions being placed on the organization including but not limited to RIT Events (reserve.rit.edu) restrictions, room cancellations, Greek Finance Committee funding denial, and notification of inter/national headquarters.

End of Semester Report – Due January 2nd, 2022

***For all chapter operations between June 8th, 2021 – December 31st, 2021 (Fall)*

The End of the Semester Report has been designed to provide FSL with a progress report for all chapters at the conclusion of each semester. Each item in the End of the Semester Report will be assigned a point value and a chapter will be given a total score based upon all questions and sections of the report.

The End of Semester report is comprised of questions regarding many facets of chapter operations. Some questions will require short answers and will require verification to be uploaded. Verification can be in the form of letters, emails, documents, list of attendees, or other items that can accurately verify attendance and/or participation related to a particular item. Acceptance of verification is at the discretion of FSL – pictures are not acceptable verification unless noted. In order for an event/program to be used, the event/program must be registered in RIT Events (reserve.rit.edu).

FSL will be able to provide some information (for example – academic performance) and will not require the chapter to answer any questions. Possible Points refers to completing only the items that mentioned. Each area (with the exception of Risk Management & Wellness) have opportunities for “bonus” points by going above and beyond. These are signified by asterisks (**).

Scoring is at the discretion of FSL staff. At no time shall points be deducted once they have been awarded.

The End of Semester Report is comprised of the following sections:

- *Academic Performance – Points for this section will not be distributed for the 2021 year due to the pass/fail option being offered*
 - Chapter's semester GPA is above the all fraternity or sorority average – 20 points
 - Chapter's semester GPA is above their governing council's average – 20 points
 - Chapter's semester GPA is above the all men's or women's average – 10 points
 - Chapter's semester GPA is above the all campus average – 10 points
 - Chapter is expected to attend/host at least one academic support program (i.e. Study Jam, Study Skills Assessment & Development, Test Prep, Tutoring) - 20 points per program (up to 2 program submissions with a minimum 35% of RIT chapter members in attendance. Date and description of the program, name and title of the presenter and attendance list must be submitted)
 - *Academic Performance Bonus Points –*
 - Chapter Members on Dean's List (3.500 or above) ** - add 1 point per member
 - Members with 4.000 ** - add 2 points per member
-
- *Chapter Advisors –*
 - Chapter is expected to have at least one RIT Faculty/Staff Advisor – 20 points
 - *Chapter Advisors Bonus Points –*
 - Chapter has additional advisors as defined by FSL Advisor definitions ** - add 2 points per advisor
-
- *Alumni, Campus Faculty/ Staff and Family Outreach –*
 - Chapter is expected to create and distribute an alumni newsletter – 10 points per newsletter (up to 5 submissions, PDF of newsletter must be submitted)
 - Chapter is expected to host at least one alumni/ae event – 20 points per event (up to 2 event submissions. Date & description of the event, a picture from the event, an advertisement/CampusGroups confirmation of the event & attendance list distinguishing members/alumni/ae must be submitted)
 - Chapter is expected to host at least one family event – 20 points per event (up to 2 event submissions. Date & description of the event, a picture from the event, an advertisement/CampusGroups confirmation of the event & attendance list distinguishing members/family members must be submitted)
 - Chapter is expected to host at least one faculty/staff event – 20 points per event (up to 2 event submissions. Date & description of the event, a picture from the event, an advertisement/CampusGroups confirmation of the event & attendance list distinguishing members/faculty/staff must be submitted)
 - *Alumni, Campus Faculty/ Staff and Family Outreach Bonus Points –*
 - Homecoming event(s) are published on the Brick City Weekend Calendar (Fall Semester Only) ** - add 20 points
-
- *Campus Involvement –*
 - 50% of chapter members are involved in RIT recognized clubs, on- or off-campus jobs, honors societies, club sports, or intramurals – 20 points (list of members and name of campus involvement must be submitted)
 - Chapter is expected to co-host at least one program/event (open to the community) with another fraternity or sorority – 20 points per program/event (up to 4 submissions. Advertisement/CampusGroups confirmation for the event and picture(s) from the event must be submitted)*
 - Chapter is expected to co-host at least one program/event (open to the community) with a non-Greek organization – 20 points per program/event (up to 4 submissions. Advertisement/CampusGroups confirmation for the event and picture(s) from the event must be submitted)*

- *When submitting a program or event, no more than 2 events with the same organization will be counted.
 - Chapter is expected to host at least one public relations event/initiative (event cannot be a recruitment event or benefit for a philanthropy, and must be open to the community) – 20 points per event/initiative (up to 4 submissions. Date, description & picture from the event/initiative must be submitted)
 - *Campus Involvement Bonus Points –*
 - Chapter has a member who is a Resident Advisor ** - add 2 points per person (letter/roster from Residential Life must be submitted)
 - Chapter has a member who is an Orientation Leader (NSO, ISO or SVP) ** - add 2 points per person (Fall semester only – letter/roster from New Student Orientation, International Student Orientation, or Summer Vestibule Program must be submitted)
 - Chapter has a member who is a Varsity Athlete ** - add 2 points per person (letter/roster from Coach/RIT Athletics must be submitted)
-
- *Chapter Leadership & Personal Development –*
 - Chapter is expected to hold an executive board retreat – 10 points (agenda items and attendance list must be submitted)
 - Chapter is expected to review their constitution and/or bylaws with the chapter at least once during the semester – 10 points (meeting minutes and/or updated constitution/bylaws with date of implemented changes must be submitted)
 - Chapter member(s) attend a local/regional/national leadership program/conference (i.e. NGLA, UIFI, President's Academy, etc.) – 20 points (Summer programs/conferences are eligible for Fall submissions, registration confirmation/pictures from the event must be submitted)
 - Chapter members attend an RIT leadership program (i.e. Alternative Spring Break, Emerging Professionals Institute, Momentum, etc.) – 10 points (attendance list, name and description of program, and picture from the program must be submitted)
 - Chapter is expected to host/attend at least one diversity/inclusion program (i.e. LGBTQ+ inclusivity, BIPOC diversity & inclusion, Deaf & Hard of Hearing inclusivity, etc.) – 20 points per program (up to 5 program submissions with minimum 35% of RIT chapter members in attendance. Date and description of the program, name and title of the presenter and attendance list must be submitted. If the program or event is led by an undergraduate member of your chapter, please submit the materials used for the program (i.e. PowerPoint, pamphlets, etc.))
 - Chapter is expected to host/attend at least two chapter development programs – 20 points per program (up to 5 program submissions with minimum 35% of RIT chapter members in attendance. Date and description of the program, name and title of the presenter and attendance list must be submitted)
 - Examples of chapter development programs include but are not limited to:
 - Networking, Etiquette, Personal Finance, Chapter History, Personal Health/Wellness, Parliamentary Procedure, Resume Writing, or Time Management.
 - *Chapter Leadership & Personal Development Bonus Points –*
 - Chapter hosts a substance-free brotherhood/sisterhood event – 2 points per event, 5 points per event with at least 50% of the chapter in attendance (attendance list/picture(s) from the event must be submitted, maximum 40 bonus points)
-

- *Community Service & Philanthropy –*
 - Chapter is expected to host at least one philanthropic event per semester – 20 points per event (up to 5 event submissions. Philanthropy events are planned events where a monetary or non-monetary donation is made on behalf of your chapter to benefit a non-profit organization. Date & description of the event and name of the non-profit organization must be submitted.)
 - Chapter is expected to host/attend at least one community service event per semester – 20 points per event (up to 5 event submissions with minimum 25% of RIT chapter members in attendance. Date & description of the event and attendance list must be submitted)
 - Chapter is expected to submit all philanthropic donations to CLCE – 40 points
 - Chapter is expected to submit all community service hours to CLCE – 40 points
- *Community Service & Philanthropy Bonus Points –*
 - Add hours of service completed per member (based on service totals) ** - points vary
 - Add dollars per member donated (based on service totals) ** - points vary

-
- *Greek Community Involvement –*
 - Chapter president is expected to attend all regularly scheduled one on one meetings with their Graduate Advisor or Council Advisor – 10 points
 - Chapter president is expected to attend monthly President's Roundtable meetings – 5 points per meeting attended (up to 15 points)
 - Chapter is expected to co-host at least one social with another fraternity or sorority (i.e. bowling, community service, pumpkin carving, etc.) – 10 points per event (up to 4 event submissions, date, description, picture(s) from the event and attendance list must be submitted)
 - *Greek Community Involvement Bonus Points –*
 - Chapter has a member on IFC, CPC, or MGC executive board ** - add 20 points per member (maximum of 2 members)
 - Chapter has a member hold the position of Greek Senator ** - add 20 points
 - Chapter won a National Award ** - add 25 points (maximum of 1 award submission, picture of the award and date/term the award was won must be submitted)
 - Chapter was recognized in the organization's inter/national publication or social media account ** - add 25 points (maximum of 1 submission, picture of the page in the publication or screenshot of the social media post showing a date from the semester must be submitted)
 - Chapter submits a letter for verification of good standing with their inter/national organization **

-
- *Risk Management & Wellness –*
 - Chapter is expected to attend/host at least one educational program (i.e. Alcohol and Drug Education, Hazing Prevention, Sexual Assault and Harassment Prevention, Mental Health, etc.) – 20 points per program (up to 5 program submissions with minimum 35% of RIT chapter members in attendance. Date & description of the program, name & title of the presenter and an attendance list must be submitted)
 - To receive credit, all programs must either be presented by someone with professional credentials relating to the topic or utilize curriculum provided by inter/national headquarters – verification is required for both options.

Late submissions will receive zero points but still will need to be submitted. Failure to submit the End of the Semester Report and the proper verification will result in sanctions being placed on the organization including but not limited to RIT Events (reserve.rit.edu) restrictions, room cancellations, SG funding denial, and notification of inter/national headquarters.

Scoring:

Each section of the End of Semester Report shall be scored and the total score will be used to determine finalists for President's Cup, an award presented to the most outstanding Greek chapter. The End of Semester Report for Fall 2021 is out of 545 total points, with plenty of opportunities for chapters to go above and beyond this threshold. All organizations that achieve a Five Star status in both the Spring and Fall semesters will be eligible for President's Cup. Each eligible chapter will be asked to present to a panel of judges on how they've exceeded expectations to achieve excellence as an organization. Each presentation will be scored to determine the winner. In the event of a tie, a chapter's End of the Semester Report average score (between Spring & Fall) will be used to break the tie.

Chapters on sanction from the Center for Student Conduct & Conflict Resolution and/or their inter/national organization are not eligible to win the President's Cup, but are eligible to apply for additional FSL Greek Awards.

Based upon each chapter's cumulative score from all sections of the End of Semester Report, chapters will be given a ranking from one star to five stars:

- *Five Star Chapters* – received at least 85% of total points & achieve at least 5/9 Five Star Objectives;
- *Four Star Chapters* – received at least 85% of total points;
- *Three Star Chapters* – received between 70% and 85% of total points;
- *Two Star Chapters* – received between 60% and 70% of total points, must complete a Chapter Improvement Plan;
- *One Star Chapters* – received between 0% and 60% of total points, must complete a Chapter Improvement Plan.

Five Star Objectives:

1. ~~Chapter GPA is above the all-Greek average~~ – Objective removed for 2021 EOSRs
2. Chapter hosts an event with 10+ Alumni/Faculty/Staff/Family members in attendance
3. Chapter co-hosts more than 2 programs/events with a Greek or non-Greek organization
4. Chapter hosts a chapter retreat with minimum 50% chapter attendance (agenda, description, and pictures from the retreat must be submitted)
5. Chapter hosts/attends 2 or more diversity & inclusion programs with minimum 35% of RIT chapter members in attendance
6. Chapter hosts 2 or more philanthropic events
7. Chapter hosts/attends 2 or more community service events
8. Chapter has an average of 12 or more service hours per member
9. At least 50% of chapter members are Title IX trained during the semester
10. At least 50% of chapter members attend a hazing or hazing-related prevention workshop/program/training

All chapter inter/national headquarters shall, upon request, be provided with a copy of this program and will also receive a complete breakdown of its chapter's scores and ranking at the end of the year.

Fraternity & Sorority New Member Eligibility, Rules, and Reporting

New Member Eligibility

Chapters may extend offers of membership (“bids”) only to eligible students. Eligibility is defined as:

1. Only full time (12 credit hours or more), matriculated, undergraduate students with a minimum of a 2.500 cumulative GPA at the Rochester Institute of Technology are eligible to become New/Associate Members.
 - a. First semester students (i.e. – freshmen) are eligible to become new/associate members as long as they are not a part of the Higher Education Opportunity Program (HEOP).
2. A transfer student is eligible to become a new/associate member with at least a 2.500 cumulative grade point average from their previous undergraduate institution and a minimum of 12 credit hours completed.
3. Students must also meet the GPA requirements as outlined by each individual chapter’s inter/national organization or local constitution/bylaws. These requirements must be submitted to the FSL prior to any extension of bids.
 - a. The FSL shall enforce which ever GPA is higher (chapter or University).
4. Grades must be checked **before** any bids can be distributed.
 - a. Failure to have a person’s grades checked prior to distributing bids will result in that group’s status being frozen and the inter/national headquarters being notified of the unauthorized distribution of bids and unauthorized new member education.
5. Grades will only be checked from those individuals who have properly filled out the “Fraternity/Sorority Grade Release Form”. Inaccurate information will not be checked.
 - a. Grade Release Form: <https://cglink.me/2d1/s49426>

New Member Education/Intake Rules & Regulations

The following rules and regulations apply to all RIT recognized fraternities and sororities regardless of governing council affiliation:

1. Each chapter will abide by the RIT Policy on Hazing, educating all members on this policy at the onset of every new/associate member education program. Every member of the RIT Greek community is responsible for upholding a zero tolerance for hazing. The Policy on Hazing must be signed by each new/associate member before they begin a chapter’s new member education program.
2. No new/associate member activities can involve alcohol and/or drugs.
3. New/associate member programs may not last longer than eight (8) weeks. All new/associate member education programs must be completed by the deadline established and announced by FSL each semester.
4. Each chapter’s new/associate member education program must be submitted and approved by FSL.
5. Any changes to new/associate member calendars must be discussed and approved by FSL at least 72 business hours (Monday – Friday; 9:00 AM to 4:00 PM) in advance.
6. Scavenger hunts, or other similar activities by any other name are prohibited.
7. New/associate member activities must end no later than 12:00 AM (midnight) and begin no earlier than 8AM.
8. For organizations with organized study tables/hours, flexibility must be given to those individuals who need to study alone, in the library or computer lab, with a study group, or in a separate location. Only academic coursework may be completed during organized study hours (no fraternity/sorority information).
9. All chapters must follow their own inter/national new/associate member education programs.
10. Any organization found to have taken a new member class/line without the knowledge of FSL will immediately have their status frozen and shall be turned over to the Center for Student Conduct & Conflict Resolution for a Judicial Hearing. Additionally, the inter/national organization shall be made aware of the violation via email.

11. The first day all chapters may begin the New Member Education process for new/associate members:
 - a. **Fall: Sunday, September 26th, 2021**
12. All new members who cease participating in a chapter's new member education program must take part in an exit interview. Chapters must submit a Change in Membership Status Form via CampusGroups within one week of the new member dropping.
 - a. Form: <https://cmlink.me/2d1/s18591>
13. All new/associate members must be RITUALLY initiated as full members of the organization by
 - a. **Fall: Sunday, November 21st, 2021**
14. FSL reserves the right to interview any new/associate, active, co-op, etc. member associated with your organization to discuss the New Member Education Calendar or events.

This list is not all-inclusive. Chapters should familiarize themselves with the RIT Student Rights and Responsibilities (specifically the section on hazing), New York State Law, and their own inter/national policies related to new/associate member education.

New Member Reporting

All chapters must submit a list of names to whom they plan to extend bids (<https://cmlink.me/2d1/s32506>) and all individuals who have accepted a bid must complete the following documents:

1. The Fraternity or Sorority New Member Form
 1. **Fall: September 16th – 22nd, 2021**
2. RIT Policy on Hazing
 1. **Fall: September 16th – 22nd, 2021**

Following RIT guidelines for reopening in fall 2021, all new members will complete their new member forms via CampusGroups until further notice. The required forms will be sent to each new member after bid lists are approved by FSL.

Failure to submit either or all of these documents and continuation of the new member process for all new members will result in the chapter's status being frozen, your advisor and inter/national headquarters being notified, and the chapter shall be turned over to the Center for Student Conduct & Conflict Resolution for a Judicial Hearing.

New Member Education Program Calendar Requirements

New member education program calendars for the fall 2021 semester need to be submitted to FSL by **Friday, September 3rd, 2021**. The calendar must include all of the following:

1. New/associate member educator's name phone number, and email address.
2. Chapter president's name, phone number, and email address.
3. ALL new/associate member event dates including meetings, study hours, activities, etc.
4. Detailed description of events including those who will be attending (i.e. – just new/associate members, new/associate members and active members, entire chapter, etc.), objectives for event, beginning and ending time and location for the event. (calendar must identify in-person/virtual events)
5. Officer and/or member responsible for the management of the event.

Calendars should be reviewed with your RIT Faculty/Staff & chapter advisors prior to submission. You can submit all of these materials on the NME Program Calendar form (<https://cmlink.me/2d1/s50851>).

FSL will review your calendar and inform you prior to the start of the new/associate member education period if any events need to be modified or explained in more detail.

Failure to submit a New Member Program Calendar will result in the organization's status being frozen until FSL receives it.

Acceptable Membership Intake/New Member Process Activities

The list of activities below have been review and identified as acceptable or unacceptable membership intake practices:

1. Probate Shows: ACCEPTABLE

- a. According to the inter/national guidelines and the following conditions: Only if there is no physical, mental and/or verbal abuse and with proper and timely notification to FSL.
- b. Guidelines must be submitted to FSL before any Probate Show will be recognized.

2. Walking in Unison: UNACCEPTABLE

- a. Potential new members may not walk together in unison, unless included as part of a show (probate or step).
 - i. Note: Walking in unison is defined as walking together in/on the same stride. Not to be confused with marching. (See definition of marching.) Walking in unison, as an accidental occurrence is acceptable; however chapters shall refrain from mandating potential new members to walk in unison.

3. Uniforms: ACCEPTABLE

- a. Under the following conditions: As mandated by the inter/national organization and only if professional. Uniforms cannot interfere with academics or the student's ability to function within that University.
- b. Guidelines must be submitted to FSL before uniforms will be approved.

4. Power hierarchies: UNACCEPTABLE

- a. Hierarchies of any types create barriers between initiated and new members, which cause significant issues and raises the possibility of hazing within the organization.

5. Physical Activity: UNACCEPTABLE

- a. Because of the potential to use exercise as a punitive mechanism and because of concerns about a variety of physical limitations of new members, intake/NME programs should not include a physical element.
 - i. Note: physical activity includes but is not limited to exercise, work outs, running, etc.

6. Marching: UNACCEPTABLE

- a. Unless included as part of a show (probate or step). Marching is defined as but is not limited to potential new members linked arm in arm, stepping or stomping loudly in unison, dipping and/or chanting/singing.
- b. Guidelines must be submitted to FSL before any Probate Show will be recognized.

7. Walking in Line: UNACCEPTABLE

- a. Walking in line is defined as potential new members walking in front of each other in a line. This also includes cutting corners and any other structured form of walking in formation.

8. Mandating Social Probation: UNACCEPTABLE.

- a. Social Probation is defined as but is not limited to (1) not being able to socialize and or speak with friends, family, professors, employers, etc.; (2) not being able to attend social events such as parties, programs, etc.

9. Greetings: UNACCEPTABLE

- a. Unless included in a show (probate or step). Greetings are defined as formalized ways in which a potential new member is required to address a current member of the organization in which skits, songs, prose, etc. are incorporated to imply and/or define the amount of respect, admiration and/or appreciation of the current member the potential new member has.
- b. Guidelines must be submitted to FSL before any Probate Show will be recognized.

10. Viewings: UNACCEPTABLE.

- a. However, meetings with two or more organizations at which potential new members are present are acceptable with proper registration and notification to FSL. Viewings are defined as allowing members of other chapters or organizations to see, look, or view potential new members.

11. Cross pledging: UNACCEPTABLE.

- a. Cross pledging is defined as allowing members from another organization (fraternity and/or sorority) to view, question, pledge, come into physical contact, etc. with potential new members from your organization.

12. Sleep Deprivation: UNACCEPTABLE

- a. No activity should go past midnight nor begin prior to 8am.

13. Verbal, mental or physical threat: UNACCEPTABLE.

- a. This is against RIT Code of Conduct and New York State Law

14. Physical contact or violence: UNACCEPTABLE.

- a. This is against RIT Student's Rights & Responsibilities and New York State Law

15. Dietary restrictions and/or forced consumption: UNACCEPTABLE.

- a. Requiring a potential new member to limit their eating habits and/or forced consumption of any substances (including but not limited to water, food, alcohol, condiments, etc.).

** This is not an exhausted list. Please review the policy on hazing for more information.

New Member Presentation/Probate Show Governing Policy

It is understood that new member presentations/probate shows (or coming out shows) are an integral part of the multicultural fraternity and sorority experience. RIT recognizes that the participation in this tradition can have significant impact on the creation of community and sense of pride within the organizations who traditionally participate. Despite the generally positive nature of this practice, some issues related to hazing have been associated with these shows and their rehearsal processes. In an effort to provide guidance that will enable the successful and positive continuation of the tradition of probate shows, FSL has established the following guidelines to ensure the success of planning a probate show at RIT:

1. All probate shows must be registered with RIT Events (reserve.rit.edu).
2. All organizations hosting probate shows must submit written approval from a national or regional representative allowing the activity to take place.
3. For non-city-wide chapters, probate shows must take place on the RIT campus and must be submitted through the RIT Events (reserve.rit.edu) system. City-wide chapters may host shows at other campuses in accordance with their policies, but are required to notify all participating campus' Fraternity and Sorority Life offices about the details of the event.
4. Presentations may begin no later than 9:00 p.m. and last no longer than 2 hours.
5. For shows held after 7:00 pm or that expect an attendance of over 100 guests, the hosting organization is responsible for the hiring of a Public Safety Officer.
6. A staff member of FSL, the Governing Council Advisor, and/or Campus/Faculty Advisor MUST be in attendance at all new member presentations/probates. It is the responsibility of the presenting organization to coordinate with FSL to schedule a staff member to be present. Please note that significant notice may be needed in order to coordinate staff presence. Requests less than two weeks before the event will not be honored.
7. No alcoholic beverages or drugs are permitted at the event.
8. Participation in the show must be truly optional for neophytes/new members. Any pressure or coercion to participate in the show will not be permitted.
9. No hazing, as defined by the group's inter/national organization, the Institute and the State of New York, may occur prior to, during, or after the show.
10. Rehearsals for the show must be held at reasonable hours and be positive in nature. Forced calisthenics and physical demands outside of what is considered reasonable for practicing of the dance/step is not permitted.
11. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of the performance, but may not be used as a weapon to harm another individual.
12. Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
 - a. Groups or individuals who cause a disruption will be asked to leave the performance and may face judicial or conduct charges.
13. All shows must respect new members, members, alumni, other organizations, and the University.
14. Under no circumstances will degrading or negative sentiment towards another chapter or another chapter's members be permitted. This type of behavior includes mocking signature steps or calls in order to cause laughter or poke fun. Under no circumstances will profanity, racism, sexual innuendos, obscene gestures or hate towards another culture, gender, or identity be permitted.
15. All chapters must abide by current policies and guidelines regarding hosting events while COVID-19 remains a risk, please refer to page 8 for further clarification.

Hazing Policies

RIT Hazing Policy

RIT Student Conduct Process; IV. RIT Code of Conduct; 14. Hazing/Failure to Report Hazing

14. Hazing/Failure to Report Hazing. Behavior, regardless of intent, which endangers the emotional, or physical health and safety of a Student for the purpose of membership, affiliation with, or maintaining membership in, a group or Student Organization. Hazing includes any level of participation, such as being in the presence, having awareness of hazing, or failing to report hazing. Examples of hazing include, but are not limited to, beating or branding, sleep deprivation or causing excessive fatigue, threats of harm, forcing or coercing consumption of food, water, alcohol or other drugs, or other substances, verbal abuse, embarrassing, humiliating, or degrading acts, or activities that induce, cause or require the Student to perform a duty or task which is not consistent with fraternal law, ritual or policy or involves a violation of local, state or federal laws, or the RIT Code of Conduct.

NY State Hazing Law

§ 120.16 Hazing in the first degree.

A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Hazing in the first degree is a class A misdemeanor.

§ 120.17 Hazing in the second degree.

A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

Hazing in the second degree is a violation.

Fraternity & Sorority Life Expansion Process

Overview:

The purpose of this process is to determine that the requesting group actually gives promise of becoming successfully established and of contributing in worthwhile ways to the life of the Rochester Institute of Technology (RIT) fraternity and sorority community.

In order to ensure a fair and equitable process, any organizations wishing to join the RIT Multicultural Greek Council (MGC) or the RIT Interfraternity Council (IFC) must adhere to the process outlined below. For information related to College Panhellenic Council (CPC) Extension, please see the NPC Manual of Information. This process will be overseen by the Fraternity & Sorority Expansion Committee (FEC). The FEC requires representation from FSL, governing councils, and professional staff from the student affairs department. The FEC may have additional members depending on the expansion request.

The Center for Campus Life and Fraternity & Sorority Life staff will allow one expansion per council per academic year. Expansions will be scheduled up to five years in advance at the discretion of the Fraternity & Sorority Expansion Committee (FEC). Organizations wishing to expand must fill out and submit the Expansion form on the FSL CampusGroups page.

**** Applications for Fall 2021 are due by November 8th, 2021****

Expansion Preference:

RIT prefers the following expansion procedures (in preference order):

1. *Student Interest Group Colonization:* A group of enrolled students at RIT may choose to form an interest group that is affiliated with a national or international organization.
2. *Open Invitation to Colonize:* In the event the governing council wishes to seek expansion opportunities, a formal invitation shall be sent to the appropriate trade organizations requesting interested groups submit the application for expansion.
 - i. The Office of Fraternity & Sorority Life shall contact organizations affiliated with that particular trade organization.
3. *National or International Fraternity or Sorority Colonization:* If a national or international fraternity or sorority wishes to expand to RIT, they may indicate interest by submitting the application for expansion.

****All forms listed above, regardless of potential council affiliation, require a minimum of 10 RIT students (full-time or co-op, active undergraduate members) to be considered for expansion****

Policy on Local Organizations:

The University **will not** recognize any organization not affiliated with a national or international fraternity or sorority. Exceptions to this policy are not made. RIT defines an inter/national fraternity or sorority with the following criteria:

1. Have at least 5 chapters with at least 10 members per chapter in two states,
2. Have a national governing body composed of alumni members who are elected/appointed/hired as officers to supervise the affairs of the organization, and
3. Host a national convention on an annual/biannual basis to conduct fraternity/sorority business
4. If the application process proceeds to a selection RIT will show preference to organizations affiliated with one of the following trade associations:
 - a. North-American Interfraternity Conference (NIC)
 - b. The National Pan-Hellenic Council (NPHC)
 - c. The National Association of Latino Fraternal Organizations (NALFO)

- d. The National Asian Pacific Islander American Panhellenic Association (NAPA)
- e. The National Multicultural Greek Council (NMGC)

Expansion Process:

1. Interest Groups

- a. Interest groups, a group of students wishing to start a new fraternity/sorority at RIT, must contact Center for Campus Life - Fraternity and Sorority Life
 - i. Students should conduct no outreach to headquarters before consulting with FSL.
 - ii. If RIT Events (reserve.rit.edu) do so, the Inter/National headquarters (IHQ) staff must contact FSL promptly, before communicating anything other than receipt of the message to the interest group, or risk being denied an expansion slot by the FEC.
- b. FSL will cover the process with the leadership of the interest group, and begin identifying potential organizations to affiliate with based on the group's values and desired goals (if none has already been identified by the interest group).
- c. The interest group will complete the RIT Expansion Application with the information of the proposed group.
 - i. FSL will review application for RIT community fit, historical context, and current national standing before progressing in the expansion process.
- d. FSL will contact selected IHQs of interest directly and discuss potential for expansions and the congruence of the values of the interest group and the organization
- e. A meeting of the FEC will be scheduled for the interest group and representative from the IHQ to present.

2. Headquarters

- a. The IHQ must complete the RIT Expansion Application prior to the submission deadline.
 - i. IHQs should conduct an exploratory visit prior to submitting an application.
- b. After the submission deadline for each semester, the FEC will evaluate submissions and grant approval for presentations from groups who have expressed interest.
- c. If the organization is approved for expansion, the FSL will coordinate a schedule for when the expansion can begin
 - i. In the event that multiple groups have presented, an order of expansion will be created by the FEC and provided to all groups who presented.
 - 1. Groups can either accept or deny the proposed timeframe they are to expand at RIT.
 - 2. If a group denies their proposed timeframe, they must re-apply at a later date and go through process from the beginning.

After an organization is scheduled for expansion, they will be required to plan out a timeline of the expansion effort in coordination with a member of FSL staff. The following expectations are generally held, but may be negotiable if not compliant with the IHQs general expansion philosophy/operations (applicable to both Interest Groups and IHQs):

- Preliminary visits will be limited to one visit in the final 5 weeks of the semester prior to expansion
- Probationary recognition will be granted to all groups selected to expand for a period of time outlined in the approval letter.
- Expansion efforts may not begin prior to the close of the recruitment period outlined by the respective governing council.
 - The purpose for this is both to avoid creating unhealthy competition between the new colony and the existing IFC/CPC/MGC chapters, as well as to ensure that normal recruitment efforts of the existing organizations are not affected by the expansion effort.

Colonization

1. Colonies approved by FEC shall then be required to abide by all RIT Students Rights & Responsibilities, Fraternity & Sorority Life policies, and Center for Campus Life policies.
2. Upon approval of the FEC, the colony will become associate members of their respective governing council.
3. Colonies will be required to follow all governing council policies during their colonization period including but not limited to meeting attendance, program attendance, payment of dues, etc.
4. Failure to abide by any policies of RIT, the Office of Fraternity & Sorority Life, Center for Campus Life, and their respective governing council will be reported to the national or international headquarters, reviewed with Conflict Resolution & Student Conduct, and review by council judicial process.
5. Colonies are required to have regular communication with Fraternity & Sorority Life. The colony president must meet with a representative of the Office of Fraternity & Sorority Life at least once a month during the colonization process (exception being summer months).

Chartering

1. National or international organizations are required to inform Fraternity & Sorority Life in writing once the colony has been approved to charter.
2. The national or international organization shall work in conjunction with Fraternity & Sorority Life and the colony to coordinate the installation ceremony.
3. The Office of Fraternity & Sorority Life will notify the respective governing council upon a colony being approved for chartering.
4. The respective governing council shall follow their policies in regards to the transition from colony to chartered organization.

Unauthorized Expansion/Intake/New Member Activity

RIT defines this as, but not limited to, campus crashing, ghost lines, recruiting or soliciting membership, pledging, educating and/or initiating RIT students without organization recognition by RIT, or non-RIT students initiating the expansion process, etc.

First offense violations of this policy will prompt the following action to be enacted against the fraternity/sorority:

1. Inability to seek recognition of fraternity or sorority as a recognized student organization at RIT until, at least, two calendar years after there is clear and definite evidence that no RIT student has been initiated into the fraternity/sorority.
2. Inability to host or coordinate any events at RIT that, are affiliated in any way, to the fraternity/sorority.
3. Inability to participate as a co-sponsor of any student event hosted at RIT.

Without formal recognition at RIT via the FEC, the fraternity or sorority is not given permission to list RIT as a chapter/auxiliary on any materials, including, but not limited to, websites, chapter rosters, etc.

Voluntary Closure

A voluntary closure is when a chapter closes due to decreasing membership, graduation of all membership, or closes by no fault of the group, or any of its membership. A fraternity or sorority which was previously recognized at RIT and voluntarily closed shall return to full recognition by following the RIT Recognition Procedures with the following addendum:

1. All outstanding debts to RIT and the Governing Council must be settled prior to approval of colony status.
2. The fraternity or sorority must have been in good standing with the institute and Governing Council upon voluntary closure.

In the event of closure, the aforementioned expansion policy will be utilized to recolonize the chapter (if applicable).

Auxiliary Groups & Sweethearts

Auxiliary Groups

RIT does not recognize nor condone the creation and sustaining of fraternal auxiliary organizations (commonly referred to as “Little Brothers” or “Little Sisters”). These organizations have been prohibited by all inter/national organizations for the following reasons:

1. Title IX exemption for fraternities and sororities
2. Legal issues associated with insurance coverage

Social fraternities and sororities are exempt from Title IX which allows them to exist as single sex organizations. Little Brother/Little Sister groups have blurred those lines and caused national organizations to ban them outright. All NPC organizations adhere to the Unanimous Agreements that prohibit their chapters from partaking this practice. NIC organizations, as well as, Phi Delta Theta and Tau Kappa Epsilon also prohibit their chapters from having these type of organizations. Below are the associated links for each group:

1. NPC - <https://www.npcwomen.org/resources/pdf/Unanimous%20Agreements.pdf>
 - a. Section X (page 37 of Unanimous Agreements)
2. NIC - <http://www.nicstandards.com/fraternity-members/why-standards/>
3. Phi Delta Theta and Tau Kappa Epsilon – Phi Delta Theta and Tau Kappa Epsilon endorse the Fraternity Executives Association Resolution regarding "Little Sister" group.

While NPHC, NALFO, or NAPA organizations may condone the creation and sustaining of these groups, RIT does not and members of these councils/governing bodies must adhere to the universal RIT policy.

Groups found to be operating an auxiliary group (“Little Brothers” or “Little Sisters”) will subject to the following repercussions

- **1st Offense** - A meeting with the Assistant Director of Fraternity & Sorority Life to review the policy associated with these organizations.
- **2nd Offense** –Inter/national organization will be notified as well as activities be regulated.
 - The organization could be referred to the Center for Student Conduct & Conflict Resolution for a Judicial Hearing

Sweethearts

RIT recognizes the significance and important role a chapter sweetheart plays in our organizations and encourages all organizations that are permitted by their inter/national headquarters to have them. While RIT does support chapter’s having sweethearts, their inclusion in new member recruitment is strictly prohibited. Recruitment is intended to be a single-sex process and potentially can interfere with a fraternity or sorority’s Title IX exemption. Chapters found in violation of this provision will be subject to the following repercussions:

- **1st Offense** - A meeting with the Assistant Director of Fraternity & Sorority Life to review the policy associated with these organizations.
- **2nd Offense** –Inter/national organization will be notified as well as activities be regulated.
 - The organization could be referred to the Center for Student Conduct & Conflict Resolution for a Judicial Hearing

FSL Resources

Overview

All RIT-recognized governing councils, honorary organizations, and areas related to fraternity & sorority life are required to conduct all their financial transactions in accordance with RIT, CCL, and FSL procedures. Organizations are also responsible for adhering to their own internal financial policies as outlined in their respective constitution and/or bylaws.

Individual chapters are not eligible to have either on-campus accounts nor utilize any RIT, CCL, and FSL financial procedures unless utilizing funds from the Greek Student Life Fund (see Greek Student Life Fund Section).

The following privileges are granted to RIT-recognized governing councils, honorary organization, and areas related to fraternity & sorority life:

- Oversight of account by CCL Financial Staff
- Monthly Statements
- Use of the following payment options:
 - Credit Cards
 - Check
 - Purchase Orders – required for any purchase over \$1500.00
 - Fund Transfers (Internal Only)
- Use of RIT's Tax Exempt Status

All financial transactions must be approved by the Assistant Director of Fraternity & Sorority Life as well as the organization's treasurer in order to be processed.

Any violation of these procedures could result in the organization losing financial privileges for a period of time determined by the Assistant Director in consultation with the CCL Financial Staff.

Shipping Address

All items purchased are to be shipped to the following address:

RIT Campus Life
Attention – *OFFICER NAME, ORGANIZATION*
127 Lomb Memorial Drive
Campus Center – Building 3; Room 1610
Rochester, NY 14623

Tax Exempt Status

Governing councils, honorary organizations, and areas related to Fraternity & Sorority Life are covered by the Institute's status as a Tax Exempt entity. All purchases made under these designations must be free from tax. Individual chapters are not eligible to use the Institute's Tax Exempt status when making purchases.

If a purchase has tax included, the person who makes the purchase must have the tax removed by either going to the business where it was purchased or by speaking with customer service for on-line purchases.

Updated copies of the Institute's Tax Exempt Forms are available to be printed on the Finance & Administration's webpages:
<http://www.rit.edu/fa/controller/travel/taxexempt.html>

Deposits

All organization funds must be deposited into their organization's on-campus account no later than 24 hours after they have been received. This includes dues, fines, or other fees associated with the organization. All deposited funds must be accompanied by a signed Deposit Form available in the Tiger Suite.

Deposits may be submitted in person at the Tiger Suite (Campus Center 1st level) or dropped off using the drop box outside of the Center for Campus Life office on the Campus Center 1st level. Organizations must clearly list their name on the deposit slip so that the proper account is credited with the funds.

Greek Student Life Fund

Each RIT recognized chapter will be given a monthly update of their funds available in the Greek Student Life Fund (GLSF). These updates will be sent to the chapter presidents each month of the academic year (August - May). To utilize the funds, organizations must submit the **Greek Student Life Fund Chapter Request Form**. The funds can be utilized in the following ways:

1. **Leadership Training** – convention, regional and local conferences
2. **Scholarships** – will be restricted to wherever the donor requested but the amount donated will be available for students to apply for as long as there is money in the fund
3. **Book Fund** - a way to promote scholarship by providing financial assistance for purchasing text books
4. **Programming** – to offset promotion, supplies, etc. of community service, philanthropic endeavors, educational programs, etc.
5. **Capital Fund** - supports a purchase to upgrade and repair of our Greek student housing that is not covered by RIT

Chapters can obtain access to their funds one of four ways (all required a completed EAF):

1. **Invoice** - Provide an invoice that FSL can pay directly to the vendor
2. **Credit Card** - Purchase items using FSL credit card
3. **Journal Entry** - FSL can do a journal entry for on-campus vendors (i.e. FMS, Brick City, Tech Crew)
4. **Reimbursement** - Provide original receipts for purchases and be reimbursed

Once a GLSF request has been made, the **Assistant Director** will review and approve or deny the request. Turnaround time is dependent upon what is being requested, but FSL will do it's best to turn around any request in less than **7 to 10 business days**, but cannot guarantee all will fall within this timeframe.

Greek Finance Committee

The purpose of the Greek Finance Committee (GFC) is to provide a fair and simple means for members of the Fraternity and Sorority Life community at RIT to requests funds for chapter use in leadership development, philanthropic and community service events, conferences, and events that will better the RIT community.

In order to submit a request for consideration, fill out the following form: <http://cglink.me/s35523>

If the committee decides to grant funds requested, all funds will be processed in the form of **reimbursement**. Meaning no money will be paid up front.

For questions about GFC, please contact the Greek Senator, Camille Sisto at sggreek@rit.edu.

Checking Out Items from FSL

The FSL has three cash boxes and two folding tables for chapters, councils, or honorary organizations to borrow for a limited period of time. Cash boxes in the Tiger Suite are only for clubs and will not be lent to fraternities and sororities. In order to reserve one, please contact a member of the FSL staff.

Vans/Drivers Certification Policy

If chapters wish to use vans from Parking & Transportation Services or SG and need an account number to do so; the following process must be followed:

1. Greek chapter enters event in EMS and requests services from PATS for usage of PATS/SG vans. Driver certification may also be required, and can be confirmed by PATS.
2. Estimate for van usage and driver certification is posted in EMS by PATS, and relayed to fraternity/sorority chapter via email confirmation from EMS.
3. If fraternity/sorority chapter is responsible for paying above costs directly from their external off-campus bank account, they will be responsible for paying the full estimated cost to Campus Life.
 - a. This must be done BEFORE Campus Life will provide an account number for PATS in EMS. No exceptions.
 - b. Chapters must pay via a Nelnex link set up by CCL that accepts credit card payment. A new link will be set up individually for each chapter and for each instance vans and/or certification payments must be paid.
 - c. The estimated cost of the van usage and any driver certification costs must be paid, PLUS a \$50 deposit for gas to ensure the vans are brought back with full tanks.
 - i. Should the vans not be returned with full tanks, then the \$50 will be forfeited and used to fill the vans. No partial refunds will be given.
 - ii. Should the vans be returned with full tanks, then the \$50 will be refunded to the same credit card used to make payment.
 1. CCL will request credit be processed by SFS.
4. Once payment is made, CCL will post account number in EMS.

Student Affairs Bus Coverage

The office of the Senior Vice President for Student Affairs offers bus coverage once a year for each chapter. If you are interested in requesting funding for this bus, please visit <https://tinyurl.com/y4slanvk> to fill out the corresponding paperwork.

Flags in the SAU

Chapters may request to add or change their flag in the SAU by completing the form on the FSL website or following this link: <http://cglink.me/s13461>. Due to the cost of equipment, flags will only be hung when there are multiple requests. Chapters must provide their own flag.

RIT Dance Party Guidelines

Introduction:

The Rochester Institute of Technology (RIT) seeks to support a vibrant, diverse, and spirited campus life experience. The maintenance of appropriate safety and security for all students and visitors to the campus involved with recognized campus events is fundamental event hosting principle. One aspect of a dynamic campus life is the hosting of activities, which by definition below are considered *dance parties*. Recognized student organizations at RIT are permitted to host dance party events on campus when the specific conditions outlined in this document are met. RIT has established these guidelines to ensure that reasonable safety and security measures are employed by all organizations and departments involved in the development, review, and support of these events.

These guidelines are reflective of the collective expectations for safety and security from a number of RIT offices, and serve to support and protect the host student organizations, as well as those attending events. As such, RIT prefers that student organizations remain on campus for their dance parties and follow the guidelines and practices below. Should organizations choose to seek off campus locations for events of this nature, RIT reminds students and organizations that RIT's Code of Conduct includes an Off Campus Behavior policy. Should RIT be made aware of violations of the Code of Conduct at off campus dance parties, the host organization(s), and any specified individuals would be subject to report. This report may require review through RIT's Office of Student Conduct.

For complete information regarding RIT's Code of Conduct and the conduct process visit:

<http://www.rit.edu/studentaffairs/studentconduct/conductprocess.php>

Definition

1. An event will be considered a "dance party" if it meets the criteria as determined by the Event Coordination Committee. Criteria include but are not limited to the following:
 - a. Date/Time
 - b. Audience
 - c. Number of anticipated attendees
 - d. Associated risks

Eligibility

1. All Student Government recognized clubs, organizations and/or social fraternities/sororities in good standing are eligible to hold dance parties.
 - a. Good standing as defined by SG, CCL and/or Student Conduct
2. Social fraternities and sororities must meet the minimum membership size as defined by the "Chapter Viability Policy" in the Fraternity & Sorority Life Guidelines to be eligible to hold dance parties.
 - a. Social fraternities and sororities that do not meet the "Chapter Viability Policy" requirements may partner with other recognized social fraternities and sororities to host dance parties
 - i. Partnering is defined as two or more organizations (but no more than 3) hosting the event, being included on all promotional materials, and being held responsible in the event of an incident.
3. Social fraternities and sororities must have an up to date certificate of insurance on file with the Office of Fraternity & Sorority Life.

Organization Responsibility

1. The host organization(s) are responsible for the actions and behaviors of all attendees.
2. Any damages to RIT facilities will be the responsibility of the hosting organization(s).
 - a. This includes public spaces required to give access to the event (i.e. lounges, restrooms, parking lots)
3. Failure to follow the procedures outlined in this document can result in the revocation of the privilege of hosting dance parties at RIT for a period of time to be determined by the Event Coordination Committee and/or the Center for Campus Life.
4. The hosting organization(s) could also face disciplinary sanctions from the Center for Student Conduct.

Pre-Event Requirements

1. Dance parties can be held in the following locations and must be reserved with the proper office/department:
 - a. Clark Gym
 - b. Grace Watson Cafeteria
 - c. SAU Cafeteria/Davis Room
 - d. Student Development Center
2. All dance parties must be registered a minimum of eight weeks in advance prior to the event through RIT Events (reserve.rit.edu).
3. Only one (1) dance party can be registered per Friday or Saturday.
 - a. Priority will be given to the first student organization that registers their event through Event Registration (RIT Events (reserve.rit.edu))
4. Dance parties are only permitted on Fridays or Saturdays and cannot extend beyond 2:00 AM
 - a. Lights will be turned on at 2:00 AM and the room must be cleared by 2:30 AM.
 - b. Representatives from the student organization must assist with clearing the building or venue.
5. Organizations sponsoring weekend dance parties must meet with representatives from Public Safety a minimum of seven (7) business days before the event to review logistics and safety parameters.
 - a. Scheduling the meeting is the responsibility of the sponsoring organization.
 - b. Organizations who fail to meet with Public Safety may have their event cancelled.
 - c. Items to be discussed and/or reviewed include but are not limited to:
 - i. Anticipated Attendance & Occupancy Limitations
 - ii. Event floor plan diagram & event signage
 - iii. Organization Representative and work schedule
 - iv. Advertising (i.e. which methods will be used)
 - v. Pre-event meeting scheduling
 - vi. Safety precautions and equipment
6. With the approval of the Sr. Vice President for Student Affairs or their designee and in accordance with RIT policy, alcohol may be served at an event provided that:
 - a. Brick City Catering is the vendor chosen to provide food and alcohol
 - b. Individual organizations pay for the temporary liquor license and all catering costs
 - c. Organizations comply with the following alcohol policy (as per Brick City Catering)
 - i. Alcohol bars at student events are subject to the written approval of the Sr. VP for Student Affairs.
 - ii. Requests for alcohol at a student event must be submitted no later than ten weeks prior to the event date
 - iii. Bars at a student event must be cash bars only (no open bars)
 - iv. Brick City Catering staff will ID all guests
 1. It is the responsibility of the organization that holds the temporary liquor license to verify ID

- v. Brick City recommends one bar per 100 guests (of legal drinking age)
- vi. Brick City is required to apply for one temporary liquor license for each point of sale
 - 1. Example – if an event has three bars, Brick City needs to apply for three temporary liquor licenses for that event
 - 2. The current cost is \$55.00 per license
- vii. Brick City Catering has a minimum sales guarantee of \$125.00 per hour for cash bars
- viii. Whenever there is alcohol at an event, there must be substantial food available as well.
 - 1. Chips, popcorn, etc. are not considered substantial food items (we send a copy of the menu to the State Liquor Authority when we apply for the license(s)).
- ix. For large events with mixed audience (high proportion of under-age attendees) - a beer garden must be provided.

Admittance & Ticketing

- 1. All dance party attendees shall be 18 years of age or older.
- 2. All dance party attendees must show two forms of identification – a college ID as well as a government issued ID.
 - a. For non-college students, a government issued ID will be sufficient.
- 3. All dance party attendees will be screened by RIT Public Safety or their designee to ensure the safety of all attendees.
 - a. A person will be refused entry for failure to produce proper identification.
 - b. Bags will not be permitted into dances.
- 4. All dance parties must pre-sell their tickets and no tickets can be sold at the door.
 - a. Tickets must be numbered and may not exceed the capacity of the venue where the event will be held.
 - i. The capacity will be established by Public Safety in accordance with the set-up of the event.
 - b. Tickets can be sold until noon on the Friday before the dance party.
 - c. A representative from the Center for Campus Life will be on hand to collect tickets during the event
 - i. Scheduling a member from CCL will require advance notice of at least 2 week, but is not guaranteed.
 - d. Organizations are responsible for any and all costs incurred as a result of ticket sales.
- 5. An organization can only sell as many tickets as permitted by the “Member to Guest Ratio”.
 - a. Organizations that meet the minimum organization size (three members), FSL Chapter Viability Policy or those that are partnering to hold events may only invite 50 guests per active member recognized by RIT.
 - b. Organization sizes will be based upon Tiger Suite and/or FSL Rosters only; Non-RIT students are eligible to be included in a chapter’s roster.
 - c. Up to (2) RIT-recognized advisors may be included in the “Member to Guest Ratio”
 - i. Advisors must have completed the Advisor Agreement Form to be eligible to be included in the “Member to Guest Ratio”.
 - ii. Advisors must adhere to the stipulations listed in the “Event Management Requirements” sections (#1)
 - d. Examples of the “Member to Guest Ratio” are:
 - i. Lambda Alpha Upsilon has 9 members on their RIT roster so they are eligible to sell up to 450 tickets
 - ii. Delta Sigma Theta has 3 members & Alpha Phi Alpha has 4 members for 7 total members respectively on their RIT roster. If they were to partner, they would be eligible to sell up to 350 tickets
 - iii. Lambda Sigma Upsilon has 4 members on their RIT roster and 2 RIT recognized advisors have indicated they will be in attendance therefore they are eligible to sell up to 300 tickets
 - e. Organizations who are found to have sold more tickets than permitted by the “Member to Guest Ratio” may have their ability to hold dance parties revoked for a period of time to be determined by the Event Coordination Committee and/or Center for Campus Life.

6. Ticket costs must follow this format:
 - a. RIT students cannot be charged if additional funding has been received from the SG Finance Committee or Greek Finance Committee.
 - b. Escalating Fees
 - i. All attendees must be charged the same ticket prices with the following exceptions:
 1. Non-RIT students and non-college students may be charged higher ticket prices than RIT students
 2. “Early bird” prices can be utilized but end dates must be included in advertisement
 - ii. These are the only designations which will be permitted to create ticket cost differentials.
 - c. All ticket costs must be advertised in advance and costs may not increase beyond what is advertised.
7. All guests shall be provided with a wristband to verify they have a valid ticket.
 - a. Wristband colors shall be rotated at the discretion of the event coordinators on the night of the dance party.

Costs & Fees

1. All costs associated with a dance party shall be the responsibility of the hosting organization(s).
 - a. This includes but is not limited to the following services:
 - i. Tech Crew
 - ii. Facility Management Services (FMS)
 - iii. Public Safety
 - iv. RITA
 - v. Brick City Catering
 - b. Fees must be paid prior to the date of the event or risk cancellation.
2. Organizations may request funds for dance parties from Student Government Finance Committee or Greek Finance Committee.
 - a. Funding is not guaranteed therefore the organization(s) must have the ability to cover the full cost of the dance party internally.
3. Organizations that receive funds from either Finance Committee are prohibited from charging RIT students to attend their events.
4. Public Safety Fee - A flat fee of \$400 per late night dance party will be charged for Public Safety.

Event Management Requirements

1. An RIT approved advisor must be present for the duration of the event
 - a. The advisor must have completed the Advisor Agreement Form.
 - b. In the event that an advisor does not show up prior to the registered start time of the dance party, the party may be cancelled and guests will not be allowed to enter the premises.
 - i. In addition, the hosting organization(s) may have future dance party privileges revoked for a period of time to be determined by the Event Coordination Committee and/or the CCL.
 - c. In the event the advisor is not present for the duration of the dance party, the event may be shut down and guests will be asked to leave the premises.
 - i. In addition, the hosting organization(s) may have future dance party privileges revoked for a period of time to be determined by the Event Coordination Committee and/or the CCL.
2. A meeting of the organization’s contact person and event management staff (including Public Safety, a representative from the Center for Campus Life, or Institute personnel) must be held thirty (30) minutes prior to the door being opened.
 - a. The purpose of this meeting is the following:
 - i. Review logistics and details of the event
 - ii. Opportunity for event management staff to meet each other

- iii. Review expectations/protocol for the evening
 - b. Failure to coordinate this meeting could result in the event being cancelled.
- 3. A work schedule for organization members must be provided to Public Safety prior to the start of the dance party indicating each member's responsibilities before, during, and after the dance with a phone number they can be contacted at during the night
 - a. The work schedule must include the following:
 - i. Set Up – who will be on hand to set up for the dance and what time will they arrive
 - ii. Stations during Event with start & end times for shifts
 - 1. Door
 - 2. Dance Floor
 - 3. DJ
 - 4. Others as determined by Public Safety
 - iii. Clean Up- who will be on hand to clean up after the dance
- 4. Attendees are to remain in the designated areas at all times with the exception of using the restrooms.
 - a. Attendees are required to show their wristband to re-enter the dance.
 - b. Excessive entering and exiting can be grounds for not being let back into the dance party.
- 5. No entry will be permitted after 12:30 AM.
- 6. Event management and safety are at the discretion of RIT Public Safety or their designee and a dance party can be shut down at any time if the situation is deemed to be unsafe.

Approved – 7/28/2014

Revised – 8/19/2021 – DG/NM

RIT Center for Campus Life
Posting Procedures for Advertisement and Announcements

Please refer to the Center for Campus Life [Posting Procedures for Advertisement and Announcements 2021-2022](#) for any questions or concerns regarding posting procedures.

Appendix A: Important Dates Document

Date	Event	Notes
August 17 th , 2021	All-Greek Lawn Games	Greek Lawn @2pm
August 19 th , 2021	CPC Orientation Event (DIY Crafts)	1829 Room @9pm
August 20 th , 2021	MGC Orientation Event (Open Mic Night)	Global Village @ 9pm
August 21 st , 2021	IFC Orientation Event (Bubble Soccer)	SLC Lawn @2pm
August 23 rd , 2021	First Day of Classes	
August 24 th , 2021	IFC Meet-N-Greet	SAU Lobby @6:30pm
August 25 th , 2021	IFC Lawn Games	Greek Lawn @6:30pm
August 26 th , 2021	IFC Recruitment Begins	
August 26 th , 2021	Women & Gender Lighting the Way Ceremony	
August 27 th , 2021	RIT/NTID Apple Festival	Frisina Quad @4pm
August 28 th , 2021	Tiger Activities Fair	
August 30 th , 2021	FSL Guideline/EOSR Review	1829 Room @6pm
September 3 rd , 2021	Roster Review, New Member Education Calendar, Document Submissions, Chapter Improvement Plans, Intent to Intake, Advisor Agreement Form, & Chapter Questionnaire Due	
September 6 th , 2021	Labor Day (No Classes)	
September 7 th , 2021	CPC Recruitment Kickoff	
September 9 th , 2021	IFC Grade Release Forms Due	
September 10 th , 2021	Last Day of IFC Recruitment	
September 10 th , 2021	CPC Primary Recruitment Weekend	
September 12 th , 2021	IFC Bid Lists Due	
September 13 th , 2021	IFC First Day to Distribute Bids	
September 13 th , 2021	CPC Bid Night	
September 14 th , 2021	Title IX Training #1	@5pm
September 15 th , 2021	Title IX Training #2	@6pm
September 15 th , 2021	IFC Last Day to Distribute Bids	
September 16 th , 2021	IFC First Day to Accept Bids	
September 16 th , 2021	Title IX Training #3	@7pm
September 20 th – 24 th , 2021	National Hazing Prevention Week	
September 22 nd , 2021	Beer Never Broke My Heart: Fraternity Alcohol & Other Drug Training	Bamboo Rooms @3pm
September 22 nd , 2021	IFC Last Day to Accept Bids	
September 23 rd , 2021	Beer Never Broke My Heart: Fraternity Alcohol & Other Drug Training	Skalny Room @7pm
September 25 th , 2021	Mud Tug	
September 26 th , 2021	All-Council First Day of NME	
September 29 th , 2021	Career Fair	@10am-4pm
September 29 th , 2021	I'm Not Saying it's a Problem: Sorority Alcohol & Other Drug Training	Mosaic Room @5pm

September 30 th , 2021	I'm Not Saying it's a Problem: Sorority Alcohol & Other Drug Training	Skalny Room @7pm
October 6 th , 2021	Good, Bad & Ugly: New Member Alcohol & Other Drug Training	Skalny Room @3pm
October 7 th , 2021	Good, Bad & Ugly: New Member Alcohol & Other Drug Training	Skalny Room @7pm
October 10 th , 2021	Last Day to Submit Service Hours to CLCE for Summer & September	
October 11 th – 12 th , 2021	October Break (No Classes)	
October 15 th – 17 th , 2021	Brick City Homecoming Weekend	
November 19 th , 2021	Final Roster Review Due	
November 21 st , 2021	All-Councils Last Day to Initiate	
November 22 nd , 2021	Initiation Form Due	
November 24 th – 26 th , 2021	Thanksgiving Break	
December 6 th , 2021	Last Day of Classes	
December 7 th , 2021	Reading Day	
December 8 th – 15 th , 2021	Finals Week	
December 10 th , 2021	Last Day to Submit Service Hours to CLCE for Fall 2021	
January 2 nd , 2022	End of Semester Report Due	
January 2 nd , 2022	Greek Award Applications Due	

****Important - Dates may be updated as needed****

If you would like your chapter's event to be added to FSL calendar and weekly post, please submit the information to <http://cglink.me/s13248>

Link available on our Campus Groups page.