Albany State University Fraternity & Sorority Life Handbook



INTRODUCTION

Albany State University acknowledges that fraternities and sororities can have a positive impact on the educational and social experiences of members and others in the campus community. For this to happen, there must be consistency between the University goals and those of individual chapters. This Handbook provides a mechanism for encouraging consonance of goals and describes the relationship between fraternities and sororities and Albany State University.

Albany State University has a tradition of encouraging individual development through self-government by student groups. Fraternities and sororities recognized by Albany State University will be expected to create and maintain a governance system, which fosters individual and group growth and responsibility. The Fraternity & Sorority Community at Albany State University is dedicated to the ideals of scholarship, leadership development, community service/philanthropy, and lifelong brotherhood/sisterhood.

THE DIVISION OF STUDENT AFFAIRS & SUCCESS AND THE DEPARTMENT OF CAMPUS LIFE

Fraternities and sororities will have support from the Division of Student Affairs & Success via the Department of Campus Life. This support will include implementation of programs, advising the governance council, providing leadership training, and handling administrative policy matters. Campus Life provides support to all students, clubs, and organizations in event and program planning assistance, educational programming, and social events. In particular, members of fraternities and sororities can utilize Campus Life for guidance and support related to chapter business and governance, leadership training, community service projects, and academic success programs and recognition. Campus Life will serve as the liaison between the University and the National organization offices, and advise the National Pan Hellenic Council and the Council of Independent Organization. Campus Life will assist in promoting fraternity and sorority life to new students, their families, and the campus community. Campus Life has a designated space on its website for each organization recognizing the academic success of chapters and individuals. Fraternity & Sorority Life also hosts an end of the year banquet (Image Awards Show) which celebrates the achievements of the chapters and members.

PERIODIC REVIEW OF POLICY

All aspects of this policy manual will be subject to review at the end of each semester and may be amended, expanded, or withdrawn as is deemed necessary and appropriate by the Department of Campus Life.

MISSION STATEMENTS

ALBANY STATE UNIVERSITY

Albany State University, a proud member institution of the University System of Georgia, elevates its community and region by offering a broad array of graduate, baccalaureate, associate, and certificate programs at its main campuses in Albany as well as at strategically placed branch sites and online. Committed to excellence in teaching and learning, the University prepares students to be effective contributors to a globally diverse society, where knowledge and technology create opportunities for personal and professional success. ASU respects and builds on the historical roots of its institutional predecessors with its commitment to access and a strong liberal arts heritage that respects diversity in all its forms and gives all students the foundation they need to succeed. Through creative scholarship, research, and public service, the University's faculty, staff, students, and administrators form strategic alliances internally and externally to promote community and economic development, resulting in an improved quality of life for the citizens of southwest Georgia and beyond.

DIVISION OF STUDENT AFFAIRS & SUCCESS

With students at the heart of all that we do, the Division of Student Affairs & Success serves Albany State University in collaboration with academic programs by providing transformational opportunities for students.

CAMPUS LIFE

The Department of Campus Life is ready to serve and transcend students by promoting student recruitment, retention, and holistic learning through the establishment of a safe, secure, and inclusive environment. This environment consists of programs geared to developing impactful programs that will allow students to engage themselves in co-curricular programs and activities that encourage student leadership, ongoing development and total wellness in order to matriculate, graduate, and successfully progress into a competitive workforce that will challenge them their ability to succeed. This is accomplished through the promotion of student governance, cultural, intellectual, social, recreational, and leadership activities. Our service to students will always exemplify the University's motto, "Success Starts here / Potential Realized".

THE TRUTH ABOUT HAZING

"Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.

Georgia State Law on Hazing:

Georgia - § 16-5-61

As used in this Code section, the term:

- (1) "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.
- (2) "School" means any school, college, or university in this state.
- (3) "School organization" means any club, society, fraternity, sorority, or a group living together which has students as its principal members.
- (4) "Student" means any person enrolled in a school in this state.

(b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature

Misdemeanor of a high and aggravated nature - prohibits any possible activity which endangers the physical health of a student, regardless of a student's willing participation, in connection with initiation.

Albany State University Hazing Policy:

Hazing is against Georgia State law and will not be a part of any initiation practices, whether for new students, social clubs, athletic teams or Greek-letter organizations. Hazing in any form is illegal and prohibited in accordance with law as established by the State of Georgia. The scope includes activities that are planned and unplanned on or off the campus, and sponsored by fraternities, social fellowships, and other student organizations/groups recognized by the University. Examples of hazing include, but are not limited to paddling, physical, mental, psychological shocks, morally degrading or humiliating activities or games, post-midnight sessions of any kind, excessive physical activities, activities which interfere with one's scholastic pursuits, holding another against his/her will, activities which involve the removal of any property (personal or private) while in the possession of another without the proper authorization. Hazing also include activities, which destroys property (personal or private) for the purpose of, initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Those who willfully submit to hazing are also guilty of hazing as well and will be adjudicated. Any form of hazing, whether committed on or off of the premises of the University, will not be tolerated. Such conduct is subject to disciplinary action up to and including suspension from the university, expulsion from the university and/or civil or criminal prosecution as deemed appropriate.

Additional information can be found at: www.stophazing.org. Students who may have been subjected to hazing activities are encouraged to call the Coordinator of Fraternity & Sorority Life at 229-903-3602.

Greek-letter organizations at Albany State University are members of well-established and respected national organizations. Chapters and their members are mandated to adhere to their respective organizations' policies regarding anti-hazing precautions as well as local, state, and federal laws. The University's Student Code of Conduct explicitly prohibits hazing in any form. It is critical, necessary, and imperative that all new members are treated with respect by their peers and enjoy an educational experience when joining a fraternity or sorority. Hazing is unacceptable, unnecessary, and antithetical to the purpose of brotherhood and sisterhood.

MEMBERSHIP/CHAPTER EXPECTATIONS

To be an active member of a fraternity or sorority, a student must meet some preliminary expectations consistent with the mission of Albany State University, the Division of Student Affairs & Success, and the Department of Campus Life. The student's first priority should be academic success. While a co-curricular experience is a rich and essential component of one's educational experience at college, it is a privilege to participate in a Fraternity or Sorority.

MEMBERSHIP EXPECTATIONS

Prior to being eligible for membership a student must complete the Greek Curriculum, must have obtained 30 credit hours, be a full time student, sign information release form that remains in effect for the duration of membership in their organization. This form allows the University to check your grade point average and judicial status at any time.

Academic Standards

Chapters GPA

Recognized Organizations are expected to achieve and maintain a minimum cumulative GPA of 2.6 (NPHC) or 2.5 (Council of Independent Organizations) every semester. All individual members must also achieve at cumulative GPA of 2.6 (NPHC) or 2.5 (Council of Independent Organizations) every semester. Students underneath this minimum will be placed on inactive status and may not participate in chapter events or hold leadership positions until their GPA has risen. If the Chapters cumulative GPA drops below 2.6 (NPHC) or 2.5 (Council of Independent Organizations), that organization will be considered to have failed to meet Academic Standards. Please note that if your national's organizations GPA requirement is higher than this, they may place you on an inactive status and the Department of Campus Life will support this.

Failure to Meet Academic Standards

Organizations who fail to achieve the Fraternity and Sorority Academic Standards will receive focused attention, support, and if necessary, temporary loss of privileges (described below). The Greek Life Coordinator will communicate these terms and conditions to the chapter president, in writing via ASU email.

The conditions of groups who do not meet Academic Standards requirements may include, but are not limited to:

- The loss of the privilege for membership intake.
- Regular meetings and/or communication with the Office of Fraternity & Sorority Life to discuss progress.
- Chapter meetings with the Campus Advisor and/or Academic Advising staff to discuss strategies to improve academic success.
- Communication of the failure to meet Academic Standards and the subsequent conditions with the chapter's National Office.

The chapter president may be asked to create a comprehensive academic plan for their chapter.

Suggestions for the comprehensive academic improvement plan may include:

- Assigned tutors and/or study partners for individual members.
- Limited chapter social events/engagements for individual members.
- Meetings with Writing Center, Math Lab or other campus department.
- A review of the chapter's constitution regarding academic support.

In the case of a chapter's failure to meet Academic Standards for a second consecutive semester, the Greek Life Coordinator will notify the chapter, in writing, that they will be placed on academic suspension for semester. Decisions for extended/additional conditions will be based on observation of grade improvement and/or participation/initiative of chapter leadership during the previous semester. In the case that the Greek Life Coordinator did not observe productive effort by chapter leadership, he/she reserves the right to refer the case to the Director of Campus Life/Dean of Students as a policy violation. In the case that a chapter fails to meet Academic Standards for a third consecutive semester, the case will automatically be referred to the Director of Campus Life/Dean of Students as a policy violation.

MINIMUM CHAPTER MEMBERSHIP REQUIREMENTS

Each fraternity and sorority must maintain a minimum of six (6) active members (currently enrolled in a 4 year program, full-time). In the case that there are no active members due to the graduation of previous members or below the minimum GPA, the organization will have one academic year to recruit, educate, maintain active members. Campus Life will work with the national designee to complete new member education. It is the responsibility of the national representatives to initiate, plan, and conduct all aspects of the New Member Education Program. Failure to do so within two academic years (4 semesters) will result in the chapter's loss of college recognition.

RISK MANAGEMENT

Risk Management is a guideline in establishing and developing policies and practices for responsible behavior within the Fraternity & Sorority Life community. The policy of Risk Management reduces and limits liability by educating fraternal members of their responsibility to their fraternity/sorority, their campus and their community.

All fraternities and sororities are expected to practice sound risk management. Organizations should follow their national organizations' guidelines for risk management and observe all campus policies, and local, state, and federal laws. The Fraternal Information and Programming Group (FIPG) offer great guidelines for risk management. FIPG policy can be found online at http://www.fipg.org/.

NEW MEMBER RECRUITMENT AND EDUCATION

As of Fall 2017, Albany State University will allow students **transitioning**, within ASU, from a two year program to a four year program to be eligible for membership intake immediately if all other University criteria has been met. If an organization's national GPA requirement is higher, it is the higher GPA that will be used for membership eligibility. Please check with the specific organization for GPA information and additional criteria for membership. In order to be eligible for membership in a Fraternity or Sorority you must have the following:

- Be a full time (minimum 12hrs) matriculating, undergraduate student at Albany State University
- Overall cumulative Grade Point Average of 2.75 (NPHC) or 2.5 (CIO)
- Must be pursuing your 1st undergraduate degree
- Complete a full group of Greek Curriculum Classes
- Minimum of 30 semester hours
- No active judicial record

Transfer students must have earned (18) semester credits (not inclusive of learning support hours/credits) and have been in attendance at Albany State University 1 semester.

RECRUITMENT GUIDELINES AND EXPECTATIONS

The University recognizes as legitimate purposes of new member education/ intake the following:

- To inculcate the new members with the ideology, history, and ceremonies of the fraternity or sorority;
- To instruct new members on their purpose and responsibility to the fraternity or sorority, to the University and to the community;
- To broaden the understanding between active members and the new members, and to promote a sense of unity between active members and new members;
- To carry out activities of campus and civic value; and
- To continue the tradition of fraternity and sorority membership as a matter of special pride and achievement as long as these traditions do not violate these or other University policies, or place the prospective member in physical or emotional jeopardy.

The overarching goal of the new membership recruitment experience is to establish a recruitment and new member education process that is sensitive to the traditions of current chapters; does not interfere with the scholastic pursuits of students; does not interfere with the lives of students not wishing to affiliate with fraternities and sororities; does not interfere with the normal day to day operation of the University; allows students to make educated choices; promotes objective, non-discriminatory selection; promotes inter fraternity/sorority cooperation and a positive fraternity/sorority image; and is a positive experience for the recruitment member and intake member, the following guidelines must be adhered to:

- 1. All new member education/intake processes and activities can begin when:
 - All prospective members have signed the membership intake and eligibility form.

- A new member education calendar has been submitted and approved.
- The chapter has received written notification of approval from the Greek Life Coordinator.
- 2. The Greek Life Coordinator will annually determine when the membership intake period shall start and end. **Note**: *All New Membership Intake process must start and end in the same semester*.
- 3. New member education activities shall not interfere with classes, academic activities or requirements.
- 4. Alcohol or drugs should not be in any way a part of the recruitment or new member orientation process
- 5. Prospective members must be informed of financial and other obligations of membership prior to beginning the new member education process.
- 6. Prospective members may withdraw from the new member education process at any time without fear of harassment or ridicule.
- 7. Students may only join one fraternity or sorority for each type (ex. Honorary, Social, Service)

NEW MEMBER EDUCATION GUIDELINES

New Member Education is a pre-scheduled and pre-approved program through which students become active members of a fraternity or sorority. The process of choosing to join a particular organization is that of mutual selection. Eligible students are encouraged to learn as much as they can about each organization before they chose one to join.

All fraternity and sorority New Member Education programs must occur under the guidance of and with approval from the Office Campus Life. The Greek Life Coordinator will schedule the start and end dates for New Member Education, during which each organization's activities and initiation have to take place. New Member Education occurs once in the fall semester and once in the spring semester.

Note: Organizations cannot educate or initiate new members at any other time during the academic year.

If an organization is interested in having new members, during the designated intake period, the chapter will work closely with the Greek Life Coordinator to plan their process. The Advisor and President will submit a calendar proposal inside the Anti-Hazing and Compliance Packet to the Greek Life Coordinator. Programs will be reviewed and revised as deemed necessary by the Coordinator. Chapters will receive written permission to proceed with their approved New Member Education Program. Chapters choosing not to conduct a new member program must notify the Department of Campus Life. New Member Education Programs are meant to be an opportunity for new members to learn more about the fraternity or sorority, its' values, its' history, its' members, and its' philanthropies. A New Member Education Program should promote the ideals of citizenship and leadership, while supporting the academic mission of Albany State University.

EXPECTATIONS FOR CHAPTERS CONDUCTING INTAKE

- 1. Chapters must submit a Membership Intake Request Form.
- 2. Chapters must have participated in Anti-Hazing Workshop (Greek Leadership Conference).
- 3. Chapters must complete all required paperwork in a timely fashion.
- 4. Chapters must submit the following (Hazing Compliance Form with all signatures, Updated Roster, Membership Eligibility Form, Officer's List) to the office of Student Life & Activities.
- 5. Prospective members will be made aware of both university and national hazing policies.
- 6. Chapter must submit a copy of all updates associated with Intake from your national/regional office to the Greek Life Coordinator.
- 7. A list of ALL selected candidates must be submitted to the Program Coordinator prior to the start of the Membership Intake Process.

All documents submitted to the Office of Campus Life are kept confidential from students, student workers and student leaders, including the respective council officers. They may be shared with university officials and national organization staff as needed. In the event that any dates and times need to be changed on the intake calendar of events, the advisor, chapter president or intake chair must notify the Greek Life Coordinator via email.

NEW MEMBER PRESENTATIONS EXPECTATIONS

All organizations must adhere to the following guidelines when presenting new members to the campus community.

- I. Guidelines for those who present new members using a "show" (i.e. "presentation," "rollout," "neophyte show"):
 - A. Presentation "Shows" are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council, unless special permission is granted by the Department of Campus Life.
 - B. A facility request email must be sent to the Greek Life Coordinator 30 business days prior to the event (bgoins@asurams.edu). A copy of the APPROVED reservation form will then be submitted to the Vice-President for Student Affairs & Success.
 - C. No explicit or revealing attire is to be worn by new members or other "show" participants.
 - D. No alcoholic beverages will be permitted.
 - E. No physical or mental abuse will be tolerated. This includes, but is not limited to: yelling, screaming, 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). ABSOLUTELY NO PROFANE LANGUAGE WILL BE TOLERATED. THIS IS INCLUSIVE OF MUSIC, CHANTS, ETC.
 - F. In the event there is a fight during the presentation, those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.
 - G. Disruptions by other organizations will not be tolerated. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, yelling out crude & rude statements to the participants, etc.

- H. The duration of the presentation show should be no longer than ONE hour total. Following the show, members and guests of the presenting organization must vacate the area within 30 minutes. (This will help with crowd disbursement). The presenting organization will be responsible for ensuring the site used is left in its original state after use. Clubs and organizations are responsible for the behavior, actions, activities, and/or conduct of its visiting members or guests, whether it be on-campus or off-campus.
- I. ALL presentations shall begin within 15 minutes of approved time on paperwork; otherwise, the organization risks their presentation event being cancelled. Please note that shows that do not begin and/or end on time WILL have to pay the assigned officers each an additional hour.
- J. A Chapter Advisor is REQUIRED to be in attendance at all New Member Presentations, from beginning to end.

FINANCIAL MANAGEMENT & INTEGRITY

Student groups are expected to abide by University policies and procedures and exercise integrity for their own financial, legal, and contractual obligations. Albany State University does not oversee any of the financial operations of recognized fraternities and sororities. They are independent corporations. We assume no financial control or responsibility.

ADVISORS

Each fraternity and sorority is **REQUIRED** to have at least one Albany State University faculty or staff advisor whom serves as the primary advisor. This advisor should be selected by the organization membership each year. The advisor will work with the group and provide support when appropriate. The campus advisor must submit an Advisor Agreement Form each year which is found within the University's Reactivation Packet. While Campus Life will keep the campus advisor informed of business related to the chapter, its status, and its new member education programs, it is the responsibility of the chapter to communicate with the advisor on a regular basis. All advisors must be **3 years** removed from the University, if an alum.

Each semester, the Office of Fraternity & Sorority Life provides campus advisors with a copy of the chapter roster, email addresses for active members, and an invitation to an advisor training session if one is being provided that semester. Often, chapters have graduate advisors, alumni advisors, and/or regional/national advisors who work closely with the chapter to ensure its progress and success. The names and contact information of any chapter advisors should be reported to the Department of Campus Life and the alumni/grad advisor will also be required to complete the Advisor Agreement.

Removal of Advisors

The Dean of Students, along with recommendations from the Greek Life Coordinator may remove any advisor, for gross misconduct and/or for willful failure to carry out the responsibilities and requirements of an advisor.

POLICY VIOLATIONS AND SANCTIONS

Occasionally, the Department of Campus Life/or the University is presented with information where a chapter's perceived non-compliance with college policies may be questioned. The Department of Campus Life and/or the University may respond to this information in a number of ways, including, but not limited to, an informal inquiry process, a judicial hearing, and/or legal action.

Informal Inquiry Process

An informal inquiry process is a useful tool, enabling the University to determine the authenticity of the information received and whether a situation warrants further investigation. This informal process also allows the University to quickly dispense with frivolous complaints or accusations.

During an informal inquiry, a representative from the Division of Student Affairs & Success may ask to speak with various members of the campus community, including, but not limited to, current and/or prospective members of the fraternity/sorority community. The purpose of this meeting shall be to seek information relevant to the subject matter of the inquiry. Students are obligated to cooperate with the inquiry. Appropriate documentation of the inquiry will be kept in the chapter's file in the Department of Campus Life. At all times, the University reserves the right to proceed with a formal investigation of the matter.

Disciplinary Sanctions

In the event that the chapter of a fraternity or sorority, a recognized interest group, or individual student members of either are suspected as being potentially involved with the violation of one or more violations of the Student Code of Conduct, then their case will automatically turned over to Judicial Affairs. An Administrative Hearing or Conduct Board Hearing may take place against the individuals, the chapter, and/or the organization. This could be the result of violations of rules and policies set by the Campus Life, poor academic performance, membership concerns, behavioral concerns, and/or failure to adhere to University regulations or Georgia State Law.

For more information about the policies and procedures associated with potential violations of campus policies, campus rules, and the policies of this manual, please see the Student Code of Conduct or the Clubs & Organization Handbook available at https://www.asurams.edu/student-life-activities/fraternity-sorority-life-home/

Disciplinary sanctions may entail temporary withdrawal of certain University services, benefits, and/or privileges for a specified period of time. Also, the University may apply sanctions such as specific tasks, service projects, educational programming, trainings, etc., against the organization to be completed in a scheduled period of time. In the event that further infractions occur or the sanctions are not fulfilled, the University may suspend or withdraw recognition of the organization.

National Organization Sanctions

The Department of Campus Life will communicate changes in a chapter's disciplinary status with the fraternity's or sorority's national governing boards via documentation copied to the chapter's president. Additionally, it is typical and encouraged that a member's or chapter's change in status with the national governing council be shared with the Greek Life Coordinator. If the chapter has disciplinary sanctions required or applied by the national board due to their own judicial sanctioning or charges, the Department of Campus Life will assist in enforcing such sanctions on campus. This is to ensure the chapter will receive the consistent and necessary support to ensure their growth and progress.

Hazing/Risk Management Cases

In the event that allegations of hazing have presented themselves to the Department of Campus Life, all information will be turned over immediately to University Police. Campus Life staff will meet with University Police as well as the Dean of Students and other campus administrators as needed. Organizations will immediately be placed on cease and desist until University Police is able to hold a full investigation.

Appeals of a Judicial Sanction

Your organization will have 5 business days from the date the sanction was issued in order to appeal. Appeals must be submitted in writing and include solid new evidence that directly negate the charges presented.

For more information please see the Student Code of Conduct and the Clubs & Organizations Review Board Manual.