Fraternity & Sorority Affairs Operational Policies

1. Council & Chapter Operations
2. Roster Maintenance
3. Event Registration Policy
4. Recruitment/Intake/New Member Education Policy
5. Health & Safety Education Policy
6. Academic Policy
7. Service & Philanthropy Guidelines
8. Leadership Programs

Council & Chapter Operations

All student organizations at the University of Missouri-Kansas City, including social fraternities and sororities, assume an obligation to behave in a manner compatible with the University's function as an educational institution and voluntarily enter into a community of high achieving scholars. Students must adhere to community standards in accordance with the university's mission and expectations. These expectations have been established in order to protect a specialized environment conducive to learning which fosters integrity, academic success, personal and professional growth, and responsible citizenship. Fraternities and sororities must review and adhere to the following guidelines to ensure congruence with the university.

- University of Missouri System Collected Rules
- University of Missouri System Student Code of Conduct
- University of Missouri System Student Organizations
- Office of Student Involvement – Student Organization Reference Guide

Failure to abide by university or system policies and procedures will result in action through the individual and/or organization student conduct process as necessary.

Inter/National Affiliation All social fraternities and sororities at the University of Missouri-Kansas City must be affiliated with an inter/national fraternity or sorority and comply with all inter/national fraternity and sorority policies and procedures. Failure to abide by the inter/national fraternity or sorority policies and procedures will result in communication with the inter/national fraternity or sorority to address the challenges.

Governing Councils All social fraternities and sororities must affiliate with one of the following governing councils unless other permissions have been granted by the Office of Student Involvement and Fraternity and Sorority Affairs. Through this affiliation, all organizations must abide by the governing documents for their respective council.

- The Collegiate Panhellenic Council (CPC) as guided by the National Panhellenic Conference (NPC).
- The Interfraternity Council (IFC) as guided by the North American Interfraternity Conference (NIC).

▪ The National Pan-Hellenic Council (NPHC) as guided by the National Pan-Hellenic Council (NPHC).

Failure to abide by the governing documents of the council will result in the disciplinary actions outlined within the governing documents of the respective council.

Standards of Fraternal Excellence (SOFE) The University of Missouri – Kansas City recognizes that sororities and fraternities are an integral part of the campus community. These organizations have a positive impact on members, nonmembers, alumni, and the local and national community. To achieve mutual success for the institution and the fraternity and sorority organizations, the Standards of Fraternal Excellence was created. The Standards of Fraternal Excellence is comprised of six categories: Scholastic Achievement, Civic Engagement, Member Education, Administration, Growth and Excellence. All social-Greek lettered organizations must adhere to SOFE to be registered student organizations at the University of University of Missouri – Kansas City. Organizations that don't meet the outlined standards will be placed on the statuses listed below.

- Unacceptable Year 1: Chapter president will meet with council advisor and FSA coach to develop an action plan to meet minimum standards that is shared with chapter advisor.
- Unacceptable Year 2 (consecutive): Chapter leadership, FSA, chapter advisor(s), and inter/national headquarters representative(s) will meet discuss the previous years' SOFE performance, the chapter's relevancy to the community, an improvement plan, goals for the next year's SOFE cycle, and an agreed upon coaching sessions for the upcoming year.
- Unacceptable Year 3 (consecutive): A review committee, composed of the Assistant Director of FSA, Director of the Office of Student Involvement, an FSA member at large, representative from Student Conduct and Civility, and an additional staff member from the Division of Student Affairs, will review the organization's status on campus as a registered student organization based on a chapter presentation and review of chapter operations.

Roster Maintenance

All fraternities and sororities must conduct regular roster maintenance to ensure the most accurate and up-to-date roster is held within Fraternity and Sorority Affairs. The roster on file with Fraternity and Sorority Affairs will be used to determine attendance requirements, thus it is in the best interest of the organization to maintain an up-to-date roster.

Chapter rosters will be finalized 1 month prior to the Friday of finals week. This finalized roster will be used to calculate the chapter and community GPAs and to develop individual chapter grade reports.

Roster Addition Forms on RooGroups must be completed for every member who:

- Transferred to UMKC and into Chapter from another campus.
- Accepted an invitation to membership outside of the formal recruitment period (CPC COB/COR, IFC- Outside of recruitment week, NPHC & Gammas N/A)
- Status change within the national organization (returned to good standing)

- Returned to UMKC after a period of not being enrolled in classes.
- Other: (this must be described in the box or will be denied)

Roster Removal Forms on RooGroups must be completed for every member who:

- Depledged (was not initiated)
- Terminated their membership – Self
- Terminated their membership – Chapter
- Inactive Status (but will hopefully return at some point)
- Graduated
- Alumni Status (but has not graduated yet)
- Transferred to different institution
- Other: (this must be described in the box or will be denied)

Failure to remove members by the final deadline will result in their recorded GPA being maintained on the individual chapter grade report. If the member has graduated or left UMKC this GPA will appear as a 0.00.

Fraternity and Sorority Affairs will provide a copy of the current roster on file upon email request from the chapter. A 1-2 business day turnaround time should be expected for roster requests.

Event Registration Policy

1) **Event Notification Form** Chapters or colonies hosting any event on-campus, in UMKC Homes chapter facilities, or off-campus where alcohol will be present must submit an Event Notification Form through RooGroups at least 7 calendar days prior to the event. To locate the Event Notification Form in RooGroups:
    1. Log into RooGroups
    2. Go to the page of the organization you are submitting the form for.
    3. Select Manage Organization in the top right-hand corner of the page.
    4. Select the Menu icon at the top left-hand corner of the page. It appears as three lines.
    5. Select the Events option.
    6. Select the blue Create Event button at the top right-hand corner of the page.
    7. Complete each page accurately and in its entirety.
    8. Click SUBMIT at the end of the form.

    a. **Events on Campus** All student organizations planning to host any event on campus must follow the guidelines outlined in the Student Organization Reference Guide. At a minimum, these must be submitted by the 7-day Fraternity and Sorority Affairs deadline.

b. **Events in Chapter UMKC Homes Facilities** Chapters who hold a lease with UMKC Homes may host events in their house, but these events must always be in compliance with UM System Collected Rules, UMKC Student Code of Conduct, and the Student Organization Reference Guide. Events within the homes that require an Event Notification Form include:
   - Philanthropy Events
   - New Member Education Events
   - Recruitment Events
   - Any event with more than 50 people in attendance

c. **Events with Alcohol** Chapters hosting any event, whether occurring on or off campus, where alcohol will be present, must submit an Event with Alcohol Notification Form through RooGroups 7 days prior to the event.
   Within the form, chapters must upload the following documents to be approved by FSA:
   - A copy of the Vendor's license to serve and sell alcohol
   - A copy of the Vendor's Certificate of Insurance
   - A copy of the Vendor's proof of assumed responsibility

Notes:
- Chapters may not host an event with alcohol if they did not complete the mandatory event with alcohol training conducted at the FSA Risk Management Workshop.
- Along with these documents, chapters must be prepared to answer questions regarding sober monitors, transportation to and from the event, carding members, identification of 21-year-olds, maintenance of an accurate guest list, and a crisis management plan.
- A guest list must be submitted to the Coordinator of Fraternity and Sorority Affairs within 48 hours after the completion of the event.
- There is zero tolerance for not submitting an event that will have alcohol present. Failure to submit form or guest list in the timeframe expected will result in a meeting with FSA and chapter advisors or national/regional Fraternity/Sorority representatives (directors, consultants, etc.) when advisors are not applicable. Approval will be withheld from any event submitted in RooGroups until this meeting takes place.
- Organizations and individuals that violate this expectation are subject to the Student Code of Conduct.

Membership Recruitment/Intake/New Member Education Policy

Fraternity and Sorority Affairs supports the growth and success of all social fraternities and sororities at UMKC. Chapter members must realize that bringing new members into an organization is based upon the aspirants/potential new member's possession of specific qualifications. Individual chapters must be guided by selection standards which will promote the building of a strong and effective chapter. Member selection guidelines should be listed in the chapter's constitution and/or by-laws and articulated to aspirants/potential new members. To this end, chapter members, aspirants/potential new

members, and advisors must adhere to the following expectations regarding intake/recruitment and new membership education.

1) **Display of Accurate Information**- Accurate information about membership must be displayed on the chapter RooGroups page. This includes:
    - GPA requirement for membership eligibility
    - Membership Cost
    - Anti-Hazing Policy

2) **Verification of Membership Eligibility-** Students will only be eligible for membership in any social fraternity or sorority if they have completed a Grade Release and Enrollment Verification form prior to being offered an invitation to membership (a bid). A 2-business day turnaround time should be expected for any Grade Release and Enrollment Verification Forms submitted.
   Notes**:**
    - Collegiate Panhellenic Council (CPC) chapters – During the primary recruitment period this will be included in the registration process and verification will be provided via Campus Director. For informal recruitment (COB/COR) the Grade Release and Enrollment Verification Form must be submitted **before** a bid is extended.
    - Interfraternity Council (IFC) chapters – During the formal recruitment period this will be included in the registration process and verification will be provided via the registration method. For informal recruitment the Grade Release and Enrollment Verification Form must be submitted **before** a bid is extended.
    - National Pan-Hellenic Council (NPHC) chapters – This form is included in the Membership Intake Guide and must be completed at the time of the informational session and submitted to a Fraternity and Sorority Affairs staff member within 2 business days of the session.
    - Sigma Lambda Gamma - This form is included in the Membership Intake Guide and must be completed at the time of the informational session and submitted to the Coordinator for Fraternity and Sorority Affairs within 2 business days of the session.

3) **Anti-Hazing Compliance Form** All UMKC fraternities and sororities must submit this form to certify compliance with the university's hazing policy and Missouri state law. This form will remain in effect until an updated one is filed with OSI at the beginning of each semester or whenever new members are accepted. FSA Staff will inform the chapter leadership of the due date based on the membership recruitment/intake timeline.
   (Submitted via RooGroups)

4) **Membership Planning and Notification** As membership intake and recruitment are conducted in different manners, the chapters must follow the information for their respective councils as described below.

   Interfraternity Council and Collegiate Panhellenic Council

   Formal Recruitment

Calendar of Events Submitted to FSA by August 1st - This must include a timetable of new member activities or events with dates and times. Activities to include on the calendar, when applicable:

- Bid Activities
- Start date of the new member's official process/education
- New member meetings, retreats, overnight activities
- Big brother/big sister activities
- Ritual activities such as pinning, pre-initiation, etc.
- Quizzes/Tests
- Initiation date
- Any additional dates pertinent to a specific organization.

(Submitted via RooGroups)

Informal Recruitment

Membership Recruitment Guide - The purpose of this document is to provide the fraternities and sororities of the University of Missouri – Kansas City, their Advisors, and prospective members with a source of information regarding Membership Recruitment outside of the formal recruitment timeframe in August, and membership education during any membership recruitment timeframe. Chapter Members, Chapter Advisors and the Office of Student Involvement will work together to ensure a successful and positive experience for all involved.

- The chapter must set up a meeting 7 days prior to the start of any informal membership recruitment activities to review University and FSA policies.
- The chapter should come prepared with a calendar including official recruitment dates, Bid Day/Bid Distribution, New Member Meetings, and Initiation/Rituals.
- Deadlines for subsequent forms will be assigned at the initial meeting with Fraternity and Sorority Affairs

National Pan-Hellenic Council and Sigma Lambda Gamma

Membership Intake Guide - The purpose of this document is to provide the fraternities and sororities of the University of Missouri – Kansas City, their advisors, and prospective members with a source of information regarding Membership Intake. Chapter Members, Graduate Advisors, and the Office of Student Involvement will work together to ensure a successful and positive experience for all involved.

- Notice of Intention to Conduct Membership Intake must be submitted before the FSA staff will sign and complete any paperwork for the national fraternity or sorority. This must happen before any informational sessions can occur.
- Deadlines for subsequent forms will be assigned at the initial meeting with Fraternity and Sorority Affairs

Health & Safety Education Policy

Risk Management Training Fraternity and Sorority Affairs will host a mandatory Risk Management Training once per year.

- President, Vice President, and Intake officer are required to attend this training for NPHC chapters and Sigma Lambda Gamma National Sorority, Inc.
- President, Social Chair, Risk Management officer, Programming officer, and New Member Education officer are required to attend this training for CPC and IFC chapters.
- Officers who are not present at the mandatory training must schedule a make-up session/meeting with FSA within one week of the training. Any new member events or events with alcohol will be denied immediately until a make-up session is held.

Inter/National Risk Management Policy Review Each chapter must review their inter/national risk management policies once per academic year. The chapter must submit a Risk Management Education Report prior to the deadlines listed below. This form will provide Fraternity & Sorority Affairs documentation of when National policies were reviewed by the chapter.

- Fall Deadline October 1st at 11:59pm
- Spring Deadline March 1st at 11:59pm

Hazing Prevention Keynote Fraternity and Sorority Affairs will host a mandatory Hazing Prevention Keynote during National Hazing Prevention Week. Each chapter is required to have a minimum of 75% of their chapter in attendance.

Alcohol 101+ Module Fraternity and Sorority Affairs will provide access to the Alcohol 101+ Module to all new members. It is expected that the chapter will have all new members complete the module in the semester which they join prior to the given deadlines. SOFE points will be awarded based on the percentage of new members completing the module.

- Deadline: Tracked on a rolling base. Due 4 weeks after module assignment.

Academic Policy

It is imperative that fraternities and sororities remember that education is the primary purpose of attending the University of Missouri – Kansas City. Fraternities and sororities who sustain this commitment do so through exemplifying high levels of collective academic attainment and dedication to helping each member reach their individual academic potential. To this end, chapters must meet the following expectations to ensure scholarship is placed as a top priority within each chapter.

1) **Minimum Chapter GPA Standards** Each fraternity/sorority organization is expected to maintain a chapter *and* new member class GPA of a 2.5 each semester, as verified by Fraternity and Sorority Affairs. If a chapter or new member class does not achieve a 2.5 semester GPA, the following steps will be taken to improve the chapter's GPA:

a. If a chapter or new member class earns **between 2.25-2.5 semester GPA**, they will be placed on **Academic Advisory**, and the following steps will be taken:
   - The chapter will be required to set up an Academic Planning Meeting with Fraternity and Sorority Affairs within two weeks of the start of the academic semester to review the chapters Academic Success Plan, submitted as part of the SOFE program, which outlines a plan to improve the overall chapter/new member GPA.
   - The plan will be signed by the Chapter President, Scholarship Officer, Chapter/Graduate Advisor, and Regional/District/or Provence leadership (which ever entity has supervision of the chapter advisory team).
   - A minimum of two academic success workshops for chapter members must be included in the scholarship plan with 90% of chapter attendance.
   - Chapter scholastic officer(s) must complete midterm grade checks of all members to identify opportunities for early intervention.
     - Sample grade check form
   - The President and Scholarship Officer must meet once a month with FSA to discuss successes and challenges of the new plan.

b. If a chapter or new member class earns **below a 2.25 semester GPA or** if a chapter/new member class earns **between a 2.25 and 2.5 semester GPA for two or more consecutive semesters**, they will be placed on **Academic Restriction**, and the following steps will be taken:
   - The same expectations set forth during Academic Advisory.
   - The chapter will be placed on Social Probation. While on Social Probation, a chapter is not permitted to have any social activities such as socials, formals, parties, intramurals, or step shows. Chapters are permitted to conduct business meetings, educational programs, community service projects, and philanthropy events.

c. If the chapter or new member class **remains below a 2.5 semester GPA after the Academic Restriction period**, they will be placed on **Academic Disciplinary,** and the following steps will be taken:
   - The same expectations set forth during Academic Restriction.
   - Request from FSA to inter/national headquarters for a meeting between representatives of the inter/national office, chapter president, chapter advisor, and scholarship officer.

- Along with social probation, chapters must receive approval from FSA to host any events that are not business meetings or educational programs, including service and philanthropy events.

Family Educational Rights and Privacy Act

The Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) is available at https://catalog.umkc.edu/special-notices/policy-on-student-records/. Questions concerning the University's FERPA Policy and Procedure may be directed to the Office of Registration and Records at 816-235-1125.

Community Service & Philanthropy Guidelines

Community Service is an un-paid hands-on activity in which a chapter or individual member has direct interaction with the people they are helping. Community Service aims to benefit the public or a specific community, improve the lives of others, and contribute to the greater wellbeing of a community.

- Chapter members must submit community service hours to the Chapter's RooGroups page by the end of the semester in which the service was completed. Contact information of the organization benefited by the community service must be included. At the conclusion of each semester, a Fraternity and Sorority Affairs team member will pull all chapter service hours submitted.
- All community service must be unpaid and address or bring awareness to a social issue in the larger community.
- The recipient of the service must be the community either directly (working with community members), indirectly (working with agencies that help the community), or non-directly (helping a non-profit with their operations).
- Volunteering within one's own organization (ex. Volunteering to help clean up a at chapter event) and activities primarily for personal benefit do not count as community service.
- Any planning or implementation of an event that your own organization hosts (such as philanthropy events) does not count as service.
- If Community Service forms are not completed within the semester timeframe, the hours will not be counted towards the chapter's total for SOFE.

Philanthropy is an event or program where chapters raise awareness, money, and/or goods to directly benefit an organization or group of people. Philanthropy is meant for humanitarian purposes to promote recognition of those receiving the resources, not of the people planning the event.

- Philanthropy Dollars/Items Form Money and/or Items donated must be recorded through the Philanthropy Dollar/Items form on RooGroups. This form must be completed within 30 days of the date of the event. Within the form, chapters must include a form of verification from the benefiting organization of the money/items donated.
    - Money raised for a cause must be recorded as philanthropy dollars.
    - Items donated for a cause must be recorded as philanthropy items.
- Any act of raising money/items does not count for service hours, instead the dollar amount/number of items must be counted towards Philanthropic donations.
- If Philanthropy forms are not completed and submitted within the same semester the event happens, the hours and dollars/items will not be counted towards the chapter's totals for SOFE.

<u>Leadership Development Programs & Requirements</u>

Leadership development is a key component of fraternity and sorority membership. Here at UMKC, Fraternity and Sorority Affairs will provide leadership development opportunities for chapter and council leaders, emerging leaders, and new members through various workshops. In addition, it is an expectation that chapters make a commitment to inter/national leadership development experiences. To this end, chapters must meet the following expectations for leadership development.

Fraternity and Sorority Affairs Leadership Experiences Designated chapter members and officers must attend officer trainings hosted by Fraternity and Sorority Affairs.

- President Workshop (January)
  - Chapter and Council Presidents or an approved alternate is required to attend
- Risk Management Workshop (February)
  - President, Vice President, and Intake officer are required to attend this training for NPHC chapters and Sigma Lambda Gamma National Sorority, Inc.
  - President, Social Chair, Risk Management officer, Programming officer, and New Member Education officer are required to attend this training for CPC and IFC chapters.
- New Member Symposium (September)
  - Any new member who joined the community in the Fall semester or after March of the previous semester is required to attend
- New Member Symposium (March)
  - Any new member who joined the community in the Spring semester is required to attend
- Emerging Leaders Retreat (October)
  - 20% of the chapter is required to attend
  - Sophomores and Juniors encouraged to attend

Inter/National or Regional Leadership Experience Chapter leadership must attend the national convention, leadership school, and/or regional conference of their respective inter/national fraternity or sorority.

UMKC Student Organization Officer Training Module Chapter President, Treasurer, and Faculty Advisor must complete the Student Organization Officer Training Module in alignment with Student Organization Recognition requirements. (Verified by Fraternity and Sorority Affairs)