



THE UNIVERSITY OF TAMPA

**FRATERNITY &  
SORORITY LIFE**

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# **FSL HANDBOOK**

**POLICIES AND PROCEDURES**

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**Office of Fraternity & Sorority Life**

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UPDATED: Wednesday, August 14, 2019

## **INTRODUCTION**

The University of Tampa acknowledges that fraternities and sororities are valuable to the campus community and have a positive impact on the educational and social experiences for UT students. Fraternities and sororities have a vibrant history at UT and continue to grow with the University environment.

The mission of The University of Tampa calls upon the University's academic services and co-curricular activities to support individual discovery and development and to provide leadership opportunities. The Student Affairs' mission is to educate and empower students to be global citizens through experiential and diverse learning opportunities that reinforce the values of the Spartan Code and enrich the lives of others.

In support of the University's mission and the Student Affairs' mission, Fraternity & Sorority Life (FSL) needs to maintain a positive relationship with the University and continue to collaborate with different areas on campus.

## **PURPOSE OF HANDBOOK**

This handbook provides a framework of policies, guidelines, and regulations that members in the Fraternity & Sorority Life community, their chapters, and volunteers will abide. The FSL Handbook is used in conjunction with the Registered Student Organization (RSO) Handbook, Student Code of Conduct, and University policies and procedures.

## **MISSION**

The University of Tampa Fraternity & Sorority Life community strives to educate and empower members through skill development and opportunities to demonstrate leadership, scholarship, social responsibility, and integrity in an inclusive environment while fostering lifelong friendships.

## **VISION**

The University of Tampa Fraternity & Sorority Life community will be a prominent component of the University of Tampa experience by engaging in meaningful programs with various stakeholders and preparing members for life beyond their collegiate experience.

## **CORE VALUES**

**Academic Success** - Involvement in the community complements students' academic goals and promotes a culture of increased persistence and graduation from the University.

**Inclusion** - Involvement in the community provides students with opportunities to learn from a wide range of individuals, develop relationships with peers of different backgrounds, and increase their overall intercultural awareness.

**Integrity** – Involvement in the community requires an understanding of the connection between individual, organizational, and global accountability and an expectation of congruence between statements and actions.

**Leadership** – Involvement in the community fosters opportunities for personal growth and development as students learn to work as a team, understand group dynamics, and identify their personal strengths and communication strategies to lead an organization effectively.

**Lifelong Friendship** – Involvement in the community promotes the sharing of common experiences between individuals regardless of organization affiliation; this leads to stronger connections to each other, the University, and their organizations long after graduation.

**Social Responsibility** – Involvement in the community encourages students to identify issues affecting themselves and others while offering a platform to create change on multiple levels.

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## **REVIEW OF HANDBOOK**

The FSL Handbook and contents including, but not limited to policies, regulations, and guidelines will be subject to review at the end of each academic year. The contents may be amended, expanded, or removed as deemed necessary and appropriate by the Assistant Director of Fraternity & Sorority Life without notice. The FSL Handbook was last updated on Wednesday, August 14, 2019.

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## **STATEMENT ON NONDISCRIMINATION**

The University of Tampa is committed to providing a work and educational environment that is free from unlawful harassment and discrimination. The University maintains a strict policy prohibiting any kind of harassment or discrimination based on sex, race, color, religion, national origin, disability, gender identity or expression, sexual orientation, age, military or veteran status, marital status, genetic information or any other protected characteristic. Likewise, ethnic, religious, age-related, disability, gender or sexual orientation considerations will not be used as the basis for academic or employment decisions affecting any student, faculty member or employee.

Fraternities and sororities at The University of Tampa all have a tax-exemption status under Section 501(c)(7) of the Internal Revenue Code and shall remain single-sex. All organizations that fall under Fraternity & Sorority Life must have this same tax-exemption status.

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## **STATEMENT ON HAZING**

All University of Tampa students, fraternities, and sororities must adhere to all policies outlined in the Student Code of Conduct as well as local, state, and federal laws. The following is the university statement on hazing as outlined in the Student Code of Conduct, Andrew's Law, and the Florida Statute on Hazing.

### **UT NON-HAZING POLICY**

The University of Tampa does not tolerate any acts of hazing by any student, organization, or team or any other member of the University community. Hazing is related specifically to pledging, being initiated into, developing an affiliation with, holding office in, or maintaining membership in any organization. Hazing is defined as any activity that humiliates, degrades, abuses or endangers a person, regardless of a person's willingness to participate, or is otherwise prohibited by Florida Statutes § 1006.63. Students are prohibited from the following:

- Actively participating in any activity related to hazing.
- Passively participating in or having knowledge of any activity related to hazing

### **ANDREW'S LAW**

Andrew's Law is a bill that passed in the state of Florida after the death of an FSU fraternity student in 2017. This law states that a person may not be prosecuted if he or she establishes all of the following:

- That he or she was present at an event where, as a result of hazing, a person appeared to be in need of immediate medical assistance.
- That he or she provided his or her own name, the address where immediate medical assistance was needed, and a description of the medical issue to the 911 operator or campus security at the time of the call.
- That he or she remained at the scene with the person in need of immediate medical assistance until such medical assistance, law enforcement, or campus security arrived and that he or she cooperated with such personnel on the scene.

A person is immune from prosecution under this section if the person establishes that, before medical assistance, law enforcement, or campus security arrived on the scene of a hazing event, the person rendered aid to the hazing victim. For purposes of this subsection, “aid” includes, but is not be limited to, rendering cardiopulmonary resuscitation to the victim, clearing an airway for the victim to breathe, using a defibrillator to assist the victim, or rendering any other assistance to the victim which the person intended in good faith to stabilize or improve the victim’s condition while waiting for medical assistance, law enforcement, or campus security to arrive.

For the complete language on Andrew’s Law, please visit:  
<https://www.flsenate.gov/Session/Bill/2019/1080/BillText/er/PDF>

## FLORIDA STATUTE

In accordance with Section 1006.63 (1)\*, Fla. Stat., the term includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student; or any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

The Florida Statute has expanded and updated redefining the term “hazing”; expanding the crime of hazing, a third degree felony, to include when a person solicits others to commit or is actively involved in the planning of hazing; expanding the crime of hazing, a first degree misdemeanor, to include when a person solicits others to commit or is actively involved in the planning of hazing; providing a short title; providing that a person may not be prosecuted if certain conditions are met; providing immunity from prosecution to persons who meet specified requirements; defining the term “aid”.

For the complete statute, please visit: <https://www.flsenate.gov/Session/Bill/2019/1080/BillText/er/PDF>

*Violation of this university policy may result in disciplinary actions against the student(s) and/or organization(s) found responsible and/or involved with such acts. In addition to university disciplinary actions, any person(s) who commit acts of hazing may be subject to criminal charges under section and 1006.63(1) and 1006.63(2) in the Florida Statutes.*

## **RECOGNITION OF FRATERNITIES & SORORITIES**

The University of Tampa only recognizes social fraternities and sororities that are nationally recognized organizations. In order to establish on campus, new fraternities and sororities must follow and successfully complete the FSL Expansion Policy and Procedures. No local Greek-letter organizations may colonize or establish at UT. Professional, academic, or discipline (service) Greek-letter organizations are considered Student Organizations and do not fall under the Office of Fraternity & Sorority Life.

### **DEFINITION**

UT defines a social Greek-letter organization as an organization that exists to promote fraternal relationships and personal development; requirement for membership is not limited to a specific field of study, class year, or grade attainment beyond the typical grade requirement; members are not permitted to hold membership in other identified social fraternities or sororities at the University; the organization is affiliated with a(n) (inter)national organization; and the (inter)national organization has tax-exempt status under Section 501(c)(7) of the Internal Revenue Code.

### **CRITERIA**

For official recognition by The University of Tampa, Office of Student Leadership and Engagement, and Office of Fraternity & Sorority Life, the following criteria needs to be met:

1. Chapters must be affiliated with an inter/national organization which aligns with the standards and/or values of inter/national umbrella organizations such as the NIC, NPC, NPHC, NALFO, NMGC, or NAPA.
2. Chapters must be recognized as an active chapter or colony by their respective inter/national organization.
3. Chapters must be a member of one of the governing councils within FSL: College Panhellenic Association, Interfraternity Council, Multicultural Greek Council, or National Pan-Hellenic Council.
4. Chapters must be registered student organizations with the Office of Student Leadership and Engagement (OSLE).
5. Chapters must have an alumni advisor as well as a full-time University employee (faculty/staff) advisor. Each advisor's contact information must be submitted to FSL staff.
6. Chapter members must have a grade release and non-hazing membership card on file with FSL.
7. Colonies that have followed the proper FSL Expansion Policy and Procedures will be officially recognized (see FSL Expansion Policy and Procedures) by the University.
8. Chapter must always maintain at least 4 active full-time undergraduate members.

### **RECOGNIZED COUNCILS & CHAPTERS**

UT Fraternity & Sorority Life is made up of 1,600+ members that fall under four governing councils and 26 chapters. The following are all recognized social Greek councils and the chapters that fall under Fraternity & Sorority Life at The University of Tampa.

#### **COLLEGE PANHELLENIC ASSOCIATION (CPA)**

- Alpha Chi Omega (1954)
- Delta Gamma (1981)
- Delta Phi Epsilon (1963, 2019)
- Delta Zeta (1954)
- Kappa Alpha Theta (2010)
- Pi Beta Phi (2013)

- Sigma Delta Tau (1991)
- Sigma Kappa (2016)

#### MULTICULTURAL GREEK COUNCIL (MGC)

- Sigma Lambda Beta International Fraternity, Inc. (2005)
- Sigma Lambda Gamma National Fraternity, Inc. (2003)

#### NATIONAL PAN-HELLENIC COUNCIL (NPHC)

- Alpha Kappa Alpha Sorority, Inc. (2003)
- Delta Sigma Theta Sorority, Inc. (2001)
- Phi Beta Sigma Fraternity, Inc. (1998)
- Sigma Gamma Rho Sorority, Inc. (2010)
- Zeta Phi Beta Sorority, Inc. (1982, 1996)

#### INTERFRATERNITY COUNCIL (IFC)

- Alpha Epsilon Pi (1970, 2015)
- Alpha Tau Omega (2014)
- Chi Phi (2019)
- Lambda Chi Alpha (2015)
- Phi Gamma Delta (FIJI) (2017)
- Phi Mu Alpha Sinfonia (2004)
- Pi Kappa Phi (1955)
- Sigma Chi (2007)
- Sigma Phi Epsilon (1953)
- Tau Kappa Epsilon (1954, 2011)
- Zeta Beta Tau (1972, 2012)

### LOSS OF RECOGNITION

Fraternalities and sororities are held to the same standard as all registered student organizations at The University of Tampa. Should a fraternity or sorority fail to uphold the standards in the FSL Handbook, RSO Handbook, Student Code of Conduct, or other University Policies, the recognition status of the organization can be revoked or suspended.

Loss of recognition means that the fraternity and/or sorority will not be permitted to operate on or off campus or affiliate themselves in any way with The University of Tampa. This includes use of facilities, student government funding, participation in any University functions, or using the University's official branding in any printed materials, social media, etc. It is up to the discretion of University officials to determine the length and scope of the loss of recognition.

### SUSTAINABILITY

The Office of Fraternity & Sorority Life (OFSL) has a set minimum expectation of membership numbers in a fraternity or sorority to ensure the longevity of the chapter. In order to remain active, chapters must actively work to ensure they do not fall below the minimum requirement of 4 active full-time undergraduate members.

In the event a chapter falls below 4 active full-time undergraduate members, the chapter will have the next full academic semester (fall or spring) to get at or above the stated requirement. Recruitment/intake is not allowed over academic breaks, holidays, and the summer. In addition, the chapter must get approval from

the Office of Fraternity & Sorority Life regarding all events, meetings, or socials before the chapter can register them in Engage. The chapter will have to submit a sustainability plan to OFSL that is signed off by their advisor before the start of the academic semester. FSL staff may require additional items, which will be determined on a case-by-case basis.

Should the chapter not meet the minimum requirement, the chapter will go inactive for one full academic year. During that time, the chapter will be removed from all official UT publications, property including the rock in the rock garden, and any other associations with the University. The chapter will need to petition to come back to campus as an active chapter no earlier than 2 months before the end of their inactive status term.

## **UNRECOGNIZED GROUPS**

An unrecognized fraternity or sorority is one that chooses to exist off-campus and does not abide by The University of Tampa policies and procedures, or the requirements set forth by the Office of Fraternity & Sorority Life. These unrecognized groups were previously recognized by the University and lost recognition due to University or national conduct.

Unrecognized groups may not receive any funding, training, or support by the University. The University also has no oversight on their operations, thus students and families should be aware that involvement with these unrecognized groups is highly discouraged. Please visit the website for more detailed information regarding groups that are unrecognized - <https://www.ut.edu/campus-life/fraternity-and-sorority-life/fsl-status-information>

## **FAILED COLONY PROCESS**

In the unlikely event a fraternity and/or sorority colony fails to meet the standards set forth by The University of Tampa and/or the (inter)national organization, the colony must cease all operations. Furthermore, all ties with The University of Tampa including the use of official logos, names, nicknames, etc., must be removed from all marketing material including but not limited to social media and national websites.

The failed colony may only return to campus should they apply and be selected through the official FSL Expansion Policy and Procedures.

## **INTEREST GROUPS**

UT Fraternity & Sorority Life does not recognize or support the creation of interest groups. An interest group is defined as a student-lead movement, with or without support from a national headquarters, petitioning to create a new social fraternity or sorority chapter. For a new fraternity or sorority chapter to join any FSL council, the specific council must be open for expansion, and the application to join must come from a national headquarters. Any national organization supporting an interest group outside of expansion policies will not be permitted to expand on campus and will have any application denied. See 'Expansion Policy & Procedures' for further information.

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## **EXPANSION POLICY & PROCEDURES**

### **EXPANSION COMMITTEE COMPOSITION**

The Expansion Committee shall be comprised of the following: Assistant Director of Fraternity & Sorority Life, Coordinator of Fraternity & Sorority Life, VPSA/Dean of Students, Associate Dean, designee from Development, and a student representative from the council, which is expanding.

- The committee will meet annually or as deemed necessary for the expansion process, depending on the anticipated term for expansion.
- The committee shall be chaired by the Assistant Director of Fraternity & Sorority Life or Coordinator of Fraternity & Sorority Life.
- The student representative shall be appointed by the council in which is expanding to represent said council on the expansion committee.

## **EXPANSION PROCESS**

The process and policies for expansion of social Greek-letter organizations on campus will be in accordance with the expansion policy within The University of Tampa Fraternity & Sorority Life policies.

- FSL will adhere to the extension process set by the National Panhellenic Conference (NPC) for the College Panhellenic Association. All other councils must adhere to the UT FSL Expansion Policy and Procedures.

The Expansion Committee and all council presidents will meet annually to do a comprehensive review of FSL data to determine if a council will be open for expansion.

- The Expansion Committee may meet more often if deemed necessary.

If the Expansion Committee determines that a council is open for expansion, the Assistant Director of Fraternity & Sorority Life or Coordinator of Fraternity & Sorority Life will send a notification that the council is open for expansion and will provide instructions and a timeline of the expansion process.

- Notifications will be sent to all the national fraternal governing bodies of the council that is open for expansion and will be posted on UT websites and social media accounts.
- Priority may be given to Greek-letter organizations who belong to a national fraternal governing body and/or have previous history at UT.
- Any Greek-letter organization petitioning to join the FSL community must follow the UT FSL expansion process regardless of affiliation and/or history with UT.
- No local Greek-letter organization may colonize or establish at UT.

Organizations will submit an application and requested materials as specified by the Assistant Director of Fraternity & Sorority Life or Coordinator of Fraternity & Sorority Life.

The Expansion Committee will review all completed applications and extend invitations to at least two (2) organizations to continue to present to the University community.

- The University's ability to provide adequate professional staff support and capacity will determine the number of colonies on campus at one time with no more than two (2) colonies on campus per council.
- Colonies or interest groups that are invited to campus by the Expansion Committee must abide by all national fraternal governing bodies, UT, and Inter/National Headquarters guidelines and expectations.

All organizations submitting materials will be notified of their application status once a decision for presentation invitations is made by the Expansion Committee.

Organizations selected to present at UT will work with the Assistant Director of Fraternity & Sorority Life or Coordinator of Fraternity & Sorority Life to determine the date of their campus presentation.

Presentations will be made to the council open for expansion, UT FSL leaders, Student Affairs, Development, FSL Advisors, and other UT stakeholders. Presentations are open to the entire UT campus community.

Following all presentations, the Expansion Committee will review feedback from UT stakeholders and vote to approve any, all, or none of the organizations that presented to the UT community.

- Creation, distribution, collection, and presentation of feedback from the organization presentation(s) to the Expansion Committee will be done by the Assistant Director of Fraternity & Sorority Life or Coordinator of Fraternity & Sorority Life.

A statement of rationale written by the Expansion Committee will be presented to the council and the organization(s) that was/were selected to colonize on campus.

If the invitation to colonize on campus is accepted, a written binding agreement will be created that The University of Tampa and the organization(s) will sign.

- Both parties, The University of Tampa and the organization(s), may adjust the time line of colonization with 6 months' notice.

A formal announcement to The University of Tampa community will be made once all timelines and agreements with the organization(s) and council(s) have been made.

## LETTER OF INTEREST & REQUESTED MATERIALS

Organizations wishing to expand at UT must submit a dated letter of interest expressing the desire to establish the organization at UT in addition to requested documentation and supporting materials.

- The Expansion Committee reserves the right to not schedule a fraternity for expansion if any part of the requested materials is not provided.
- The Expansion Committee reserves the right to waive any of the following requested materials for any reason.

## REQUESTED MATERIALS

Provide the following materials to the Expansion Committee for review and consideration to be offered an invitation to present on campus (*Unless otherwise noted, all the following must also be included in the expansion presentations*).

- Alumni Information
  - Number of alumni in the area
  - Explain interest and support of the alumni in establishing a chapter
  - A list of specific alumni who have already indicated interest in working with the chapter in an advisory capacity
  - Nearest alumni club/organization/graduate chapter
  - UT Alumni, if any (For organizations petitioning to recolonize)
- Inter/National Organization Constitution and Bylaws
- Organizational Policies and Programs
  - Hazing
  - Sexual assault
  - Alcohol and substance abuse

- Scholarship
- Membership education/length and focus of program
- Intake/recruitment/membership
- Membership standards and grade requirements
- Information on insurance coverage/proof of insurance
- Leadership development/opportunities (including national conventions and officer transition)
- Financial support provided to colony and financial expectations of the colony
- Colonization Establishment Procedures
  - Expansion plans and support from Headquarters, including number of field staff and length at UT during colonization and outgoing support/visits after colonization.
  - Minimum expectations of colony for existence and chartering (i.e. minimum number of members, benchmarks colony needs to meet, etc. and how these are measured)
  - Anticipated timeline for UT colony to receive charter
  - Contact information of 1-2 institutions of recent expansion
- Fraternity/Sorority Statistics
  - Total number of chapters nationally/internationally
  - Number of chapters and colonies in Florida and Southeastern region
  - Total number of colonization efforts during the past five (5) years, including institution, current status of colonization, and reasons for any closures
  - Total number of undergraduate members
  - Total number of colonies anticipated for the next five (5) years, including institution and timeline for each (as known)
  - The number of chapters lost during the last five (5) years, including institution and reason for closure
  - Average size of chapters nationwide
- National Fraternal Governing Body Involvement and Membership Details (*if applicable*)
- History with The University of Tampa (*if applicable*)
  - When and why the organization left campus
  - How the organization plans to avoid this from recurring
  - How the organization has cleared up any debts or circumstances still left incomplete from when previously on campus (*if applicable*)
  - Positive contributions made when organization was a member of the UT FSL community.

## **FRATERNITY/SORORITY CHARTERING**

Newly established chapters that followed the UT FSL Expansion/Extension and were selected to colonize on campus must receive and become fully chartered as a member of the University community by the end of their second full academic year. This deadline is non-negotiable and should a newly established chapter fail to meet this deadline, they will lose all recognition at The University of Tampa.

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## **MGC & NPHC MEMBERSHIP INTAKE**

The purpose of this policy is to provide the MGC and NPHC organizations at The University of Tampa, their advisors, and prospective members with a source of information regarding Membership Intake. Chapter Advisors and the Office of Fraternity & Sorority Life, specifically the Assistant Director and/or the

Coordinator of Fraternity & Sorority Life, will work together to ensure a successful and positive experience for all involved.

For the Assistant Director and/or Coordinator of Fraternity & Sorority Life to assist chapters with the intake process and avoid potential problems, chapters must adhere to the following if they are to conduct intake at The University of Tampa.

## MEETINGS & DOCUMENTATION

Prior to any intake activities, at least one-chapter member, preferably the chapter president or intake director will call/email to set up a meeting with the Assistant Director (for NPHC chapters) and/or Coordinator of Fraternity & Sorority Life (for MGC chapters). At this meeting the chapter will submit/provide the following:

- Any national or regional paper work that needs to be signed by our office
- Notice of Intake (please ask FSL for the official document)
- A calendar of events including a timetable of any intake activities with dates and times. Activities must be approved one week before they commence. Activities to include on the calendar if applicable:
  - Informational and interest meetings
  - Interview date(s)
  - Selection date(s)
  - Start date of the new members' official process/education
  - Initiation date
  - Presentation of New Members
  - If the presentation of new members does not include a "show", the method used to present new members should be discussed and approved.
  - Any additional dates pertinent to a specific organization

All chapters conducting intake must submit a Grade Verification and Consent Form (please ask FSL for the official document). The verification forms must be submitted immediately after the interest meeting, and prior to the start date of the official process/education of aspirants listed on the chapter's intake calendar. This form is the list of the individuals your chapter is considering for membership (this should include the names that will be submitted to your regional and national representatives as potential aspirants for membership). In cases where the National intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Assistant Director and/or Coordinator of Fraternity & Sorority Life. The verification form contains the following information:

- List of candidates for membership that will include each new member's:
  - Name (please print)
  - Signature
  - UT Student ID Number
- Name and Signature of Chapter President
- Name Signature of Intake Chair
- Name and Signature of Graduate Advisor

**BEFORE any education begins during intake**, all students that applied and have been selected by an organization to begin intake education, must complete the Fraternity & Sorority Life New Membership

Card in the FSL portal on Engage. Failure to have all aspirants complete this form before education begins will result in an immediate cease of intake activities for the remainder of the semester.

At the conclusion of the intake process (after initiation), the chapter president is responsible for updating the fraternity/sorority roster on the FSL Roster Portal located at [fslrosters.ut.edu](http://fslrosters.ut.edu). Chapter presidents must contact the Assistant Director and/or Coordinator of Fraternity & Sorority Life if they forget their login information. Any changes in the roster will not be published/released until the presentation of new members has occurred.

## **DISCLOSURE**

All documents supplied to the Assistant Director and/or Coordinator of Fraternity & Sorority Life are kept confidential from all students and/or student leaders, including the council officers. They may be shared with university officials and organization staff as needed. If any dates and times need to be changed on the calendars of events, chapter members must notify the Assistant Director and/or Coordinator of Fraternity & Sorority Life (in writing) no less than 2 class days prior to the new event time.

## **PRESENTATION OF NEW MEMBERS**

All organizations must adhere to the following rules when presenting new members to the campus community. Organizations who do not conclude intake with a formal presentation “show” must introduce their members using another method within the same timeline presented in the following guidelines. This “method” can vary from chapter to chapter and must be approved by the Assistant Director and/or Coordinator of Fraternity & Sorority Life.

Presentation of new members must take place within 30 calendar days after of the members initiation into the organization, or prior to the last week of classes, whichever comes first (An extension can be granted with the approval from the Assistant Director and/or Coordinator of Fraternity & Sorority Life).

## **RULES FOR PRESENTING NEW MEMBERS**

Presentation “shows” are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.

Excessive vulgarity and profanity will not be tolerated including any words/lyrics contained in any music played. Music played must be “clean” radio edit versions.

Alumni/alumnae are not allowed to be a part of the presentation show. They can help run music or prepare props, but they should not be an actual part of the show.

There will be no personal attacks or the calling out of a specific person or persons in the presentation show.

NO explicit or revealing attire.

Campus Safety must be requested (2 weeks in advance) and attend all New Member Presentations.

All University of Tampa policies and procedures for student organization events must be followed.

Alcohol and drug use are strictly forbidden for all students, staff, alumni, family, friends, etc. in attendance or participating in the presentation.

No physical abuse will be tolerated. This includes but is not limited to slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm another individual.)

In the event of a fight during the presentation or as a result of the presentation (no matter if it is on or off campus), this fighting will be reported to the Office of Student Conduct. If a member of the presenting organization is involved, the presentation show will be stopped immediately. \* (See Violations section for further details)

Undergraduate chapters and members are responsible for any alumni, family, friends, or guests in attendance. Should any of these stated groups of people not follow University policies, the undergraduate chapter may be brought through the conduct process.

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.

To respect all in attendance, the show must start within 20 minutes after advertised start time. For each minute after, the organization will be fined \$20.00. Failure to pay the fine may result in the organization not being recognized during the next student organization re-registration cycle and not being viewed in good standing from the Office of Fraternity & Sorority Life.

The duration of the presentation show should be no longer than 2 hours. The presenting organization will be responsible for ensuring the site used is left in its original state after use.

The presentation show is a privilege and not a right. Continued violations of presentation show guidelines and/or other membership intake policies may result in the loss of this privilege.

## **INTAKE VIOLATIONS**

The Office of Student Conduct determines penalties for fighting. If a fight breaks out, Campus Safety also determines if the presentation will continue. In the event the show is stopped, and the presenting organization is not at fault, an alternate date and time will be permitted by the Assistant Director and/or Coordinator of Fraternity & Sorority Life.

Violations of the intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infraction and is at the discretion of the advisor(s).

Probation is noted by a period of scrutiny wherein if the chapter commits any violation of the intake process or any other rules set forth by the Office of Fraternity & Sorority Life, the chapter will be placed on suspension. Suspension is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and intake functions) is prohibited. The suspension period will be determined by the Assistant Director and/or Coordinator of Fraternity & Sorority Life and will be a time of no less than one semester.

Violations include the follow, but are not limited to:

- Intentional submission of improper paperwork (i.e. changing of dates on forms, falsifying original signatures, incomplete paper work, late paperwork, failure to submit paper, etc.)
- Holding membership intake without conforming to the Intake Guidelines set forth by the Office of Fraternity & Sorority Life.

- Hazing: Any violations of the Florida state law and The University of Tampa policy.
- Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warning by the Assistant Director and/or Coordinator of Fraternity & Sorority Life.
- Failure to adhere to Presentation of New Member Guidelines.

## **CONTACT INFORMATION**

Chapters must submit and maintain up-to-date contact information for chapter officers and advisors. Information should be submitted no later than 2 weeks after the first day of classes each semester through the FSL Roster Portal at [fslrosters.ut.edu](http://fslrosters.ut.edu). If elections are held mid-semester, forms should be completed for new officers within one week of elections. If a regional officer, member of the graduate chapter, etc. is conducting intake, please submit contact information for those key individuals.

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## **IFC & CPA RECRUITMENT**

The Interfraternity Council and College Panhellenic Association must abide to all rules in bylaws in place for each council. All students wishing to participate in recruitment must register before the deadline that is set by each council with support of the Assistant Director and/or Coordinator of Fraternity & Sorority Life. In addition, all recruitment events must take place on campus unless they are properly registered and approved by the Assistant Director and/or Coordinator of Fraternity & Sorority Life.

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## **HOUSING**

The University of Tampa does not recognize or provide specific housing for fraternities and sororities. Fraternities and sororities are not allowed to promote specific housing on or off campus that suggest it is a recognized fraternal dwelling. Failure to comply with this will result in the organization being brought through the conduct process with the Office of Student Conduct.

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## **ROSTERS**

All chapters are required to keep and maintain an updated and accurate chapter roster with FSL. Chapter presidents have access to their chapter roster 24/7 using the FSL Roster system ([fslrosters.ut.edu](http://fslrosters.ut.edu)). FSL requires presidents to use the FSL Roster system throughout the academic year as members' statuses change constantly. FSL staff will review each roster change and will have final approval in the status change of a member. The FSL Roster system has certain time periods in which a chapter president can make full changes to a member's status.

In the event a chapter needs to add someone (a member who is going active again), that member will need to resubmit the "Fraternity & Sorority Life New Membership Card" on the FSL Engage portal. Members that have been a part of the chapter through November 1st in the fall and through April 1 in the spring will count towards the semester grade report. New members are added to a chapter roster as soon as they fill out the "Fraternity & Sorority Life New Membership Card" on the FSL Engage Portal after recruitment/intake. All new members must fill out this form upon accepting membership into a fraternity or sorority.

If a chapter president fails to remove someone from their roster by the deadline approved by FSL, that member will stay on the roster and count towards the chapter's GPA report. FSL may also reach out to inter/national headquarters to compare rosters to ensure accuracy.

## ROSTER STATUS DEFINITIONS

The Office of Fraternity & Sorority Life has defined statuses for membership within the FSL community. Statuses for members vary between each council and chapter. It is important to note that each national organization may have different statuses and definitions, but for UT purposes, the statuses listed help in identifying where students stand within each organization and operate as umbrella definitions.

### COLLEGE PANHELLENIC COUNCIL STATUSES

**Active:** A UT undergraduate full-time (12 credit hours or more) student who has been fully initiated and actively involved with their chapter.

**Inactive:**

- **Alumnae – Remaining at UT for 1 semester:** If a member has moved to alumnae status within your chapter but is still enrolled at UT for only 1 semester (including Study abroad, internship, etc.), she will remain on your roster as active. After one semester, she will be automatically removed from your roster.
- **Alumnae – Remaining at UT for more than 1 semester:** If a member has moved to alumnae status within your chapter but is still enrolled at UT for more than 1 consecutive semester (including Study abroad, internship, etc.), she will be removed from your roster.
- **Cancelled Membership:** Active member is deactivated, withdrawing, or cancelling their membership voluntarily. Ex: financial reasons, personal reasons, etc.
- **Graduated:** Active member has graduated from UT.
- **Other:** Please contact FSL before you use this status.
- **Released before initiation:** New member decided to deny/cancel membership BEFORE they have been initiated.
- **Study abroad, internship, military obligations, student teaching, etc. - 1 semester:** Active Member is gone for only 1 semester for any of these reasons, she will remain active and will be noted as such.
- **Study abroad, internship, military obligations, student teaching, etc. – More than 1 semester:** Active member is gone for more than 1 consecutive semester for any of these reasons, she will be removed from your roster. Once they return, please contact FSL at [utampafsl@ut.edu](mailto:utampafsl@ut.edu) and the member will be added back to your roster as active.
- **Terminated:** Active member has been terminated by the chapter non-voluntarily. Ex: Terminated due to missed payments, inactivity, etc.
- **Transferred:** Active member transfers to another school.

**New Member:** A UT undergraduate full-time (12 credit hours or more) student who was offered a bid, going through the new member education process, but has not been initiated.

### NATIONAL PAN-HELLENIC & MULTICULTURAL GREEK COUNCIL STATUSES

**Active:** A UT undergraduate full-time (12 credit hours or more) student who has been fully initiated and actively involved with their chapter.

**Inactive:**

- **Cancelled Membership:** Active member is deactivated, withdrawing, or cancelling their membership voluntarily. Ex: financial reasons, personal reasons, etc.

- Graduated: Active member has graduated from UT.
- Other: Please contact FSL before you use this status.
- Study abroad, internship, military obligations, student teaching, etc.: Active Member is gone for only for any of these reasons, they will remain active and will be noted as such on roster.
- Terminated: Active member has been terminated by the chapter non-voluntarily. Ex: Terminated due to missed payments, inactivity, etc.
- Transferred: Active member transfers to another school.

New Member: A UT undergraduate full-time (12 credit hours or more) student who was offered a bid, going through the new member education process, but has not been initiated.

### INTERFRATERNITY COUNCIL STATUSES

Active: A UT undergraduate full-time (12 credit hours or more) student who has been fully initiated and actively involved with their chapter.

Inactive:

- Cancelled Membership: Active member is deactivated, withdrawing, or cancelling their membership voluntarily. Ex: financial reasons, personal reasons, etc.
- Graduated: Active member has graduated from UT.
- Other: Please contact FSL before you use this status.
- Released before initiation: New member decided to deny/cancel membership BEFORE they have been initiated.
- Study abroad, internship, military obligations, student teaching, etc.: Active Member is gone for only for any of these reasons, they will remain active and will be noted as such on roster.
- Terminated: Active member has been terminated by the chapter non-voluntarily. Ex: Terminated due to missed payments, inactivity, etc.
- Transferred: Active member transfers to another school

New Member: A UT undergraduate full-time (12 credit hours or more) student who was offered a bid, going through the new member education process, but has not been initiated.

## ACADEMIC POLICY

Fraternity & Sorority Life (FSL) is committed to student success by supporting fraternities and sororities that provide members with opportunities to enhance academic success. A core value of the UT Fraternity & Sorority Life community is academic excellence which aligns with the Student Affairs' Spartan Ready culture.

To achieve academic excellence, the standards set forth in this policy are designed to set the minimum expectations for FSL organizations and members. This policy drives the pursuit of academic excellence and ensures organizations and their members align with the mission, vision, and core values of the community. The FSL Academic Policy should be observed as the minimum academic requirement for all FSL members; each fraternity, sorority, governing council, and inter/national fraternal organization may set their own heightened academic requirement or policy above the set FSL standard. FSL encourages each fraternity, sorority, and governing council to provide academic support to all members.

## **ACADEMIC EXCELLENCE REQUIREMENTS**

### **POTENTIAL NEW MEMBERS**

A potential new member (PNM) is defined as a student who potentially may receive a bid, invitation, and/or application to join a fraternity or sorority. For a PNM to be considered eligible for membership in any fraternity, he or she must meet one of the following standards dependent on their student classification:

- First time in college (FTIC) students: 2.50 cumulative high school GPA
- College Transfer students: 2.50 cumulative college transfer GPA
- Existing UT students: 2.50 cumulative GPA

### **NEW MEMBER CLASS/LINE**

A new member class/line is defined as a group of students in a chapter that are new to the organization but has not yet been initiated/inducted into the organization. New member classes/lines must have a 2.50 or higher semester GPA average at the end of the semester. If a new member class/line falls below the 2.50 semester GPA average, the chapter will be placed on an academic warning status for one semester. This may include but are not limited to loss of privileges as outlined in the Academic Status section of this policy, intervention strategies such as workshops/webinars, and/or programming. If the chapter fails to have its new member classes/lines meet the requirement for consecutive semesters, the chapter may face the loss of future recruitment/intake.

### **ACTIVE MEMBER**

An active member is defined as a student who was successfully initiated/inducted into the fraternal organization and is recognized by inter/national headquarters as a full active member or pays dues in any capacity. FSL recommends that active members frequently check on their grades with professors throughout the semester. It should be noted that once a student falls below a 2.0 cumulative GPA, the University will place the student on academic probation. It is the chapter's responsibly to check in with members to ensure that academics are their focus and should help members that are on the verge of dropping below a 2.0 cumulative GPA.

### **COUNCIL EXECUTIVE OFFICERS**

A council executive officer is defined as a student who serves in a capacity in which decisions are made for their council and/or community as outlined in each council's constitution. Any student wishing to serve as an executive officer of a governing council must maintain a 2.50 or higher cumulative GPA. If a council executive officer falls below a 2.50 cumulative GPA, the member is eligible to be removed from his/her position. An appeal to retain board eligibility should be submitted to the governing council president and FSL staff as outlined in Academic Status Appeals. FSL supports councils setting a heightened academic expectation for their board members.

### **CHAPTER EXECUTIVE OFFICERS**

A chapter executive officer is defined as a student who serves in a governing role or a capacity in which decisions are made for their chapter as outlined in an individual fraternity or sorority constitution. FSL does not require a minimum standard for chapter executive officers but encourages chapters to set a minimum 2.50 cumulative GPA standard.

## CHAPTER

A chapter is defined as any social fraternal organization with the appropriate tax exemption status or under the FSL jurisdiction at UT. FSL encourages chapters to be above the all-male/all-female undergraduate semester and cumulative GPA. Chapters are required to maintain a minimum 2.85 semester GPA. Chapters should refer to the Academic Status section in this policy to understand the different levels of academic standings.

## GRADE REPORTS

All members whether potential, new, or active, must have a signed grade release waiver on file with FSL. Older members (before Fall 2017) should have a paper copy on file, while newer members need to use the "Fraternity & Sorority Life New Membership Card" on the FSL Engage portal to complete the grade release. If an FSL student does not have a signed grade release on file, their individual grades will still count toward the total chapter GPA, but the individual GPA will be blocked on the chapter grade report until the student submits the "Fraternity & Sorority Life New Membership Card".

It is important to note that grade reports will only be released to chapter presidents, council presidents, chapter scholarship chairs (if the information is on file), and on-campus faculty/staff advisors. FSL will not release any grade reports to individuals who do not attend or work at The University of Tampa. Grade reports are typically compiled two weeks after the semester ends. FSL will strive to get reports sent to chapters before the start of the next semester. FSL will only run grade reports for the fall and spring academic semesters. FSL will not run a grade report for classes that occur between the end of the spring semester and the start of the fall semester.

## CHAPTER GRADE REPORT

The chapter grade report is an individualized report that lists all members of the chapter at the time the report was queried. The chapter grade report includes student information, grades, chapter semester and cumulative GPAs. The data on this report is pulled from an official University system that calculates the grade reports. A chapter may request one grade recalculation per semester if they feel the grades are not correct.

## COUNCIL GRADE REPORT

The council grade report is an individualized report that highlights chapters that fall under specific councils. Sections include overall chapter standings, average active member grades, and average of new member grades with other important data pertaining to the community. This report helps councils and their respective chapters see information specific to their council.

## COMMUNITY GRADE REPORT

The community grade report is a compilation of all FSL social fraternal organizations' semester grades in rank order (highest semester GPA to lowest). This report will be published on the FSL website and organizations may use it for inter/national reporting purposes. Academic statuses for each organization will be shown as well as facts and figures about the FSL community. In order to be compliant with FERPA regulations, chapters with 3 or fewer members will not have their academics shared and will not be in rank order on the report. Any changes due to chapter grade recalculations would not be reflected on the community grade report.

## ACADEMIC STATUS

FSL encourages chapters and their members to exceed any academic expectations set forth by chapter, council, community, and inter/national policies. While it is recommended that chapters exceed the all-male/all-female semester GPA each semester, social fraternal organizations are required to meet the 2.85 semester GPA minimum in order to be in good academic standing.

### ACADEMIC GOOD STATUS

This academic status provides continued rights and responsibilities to all our recognized fraternities and sororities. This status is given to chapters that meet the 2.85 semester GPA minimum. No action is required, and the chapter should continue to strive for academic excellence.

### ACADEMIC MARGINAL STATUS

This status is given to chapters that fall below the 2.85 semester GPA minimum (but above a 2.50) but was in "Good Status" the previous semester. Chapters in this status are subject to the following outcomes:

- FSL staff will notify the chapter president, scholarship chair, and on-campus advisor regarding the status of the organization.
- Develop and submit the chapter's academic success plan to FSL staff in the first 3 weeks of the semester in which they are sanctioned. An academic success plan is a comprehensive plan that will be implemented into the chapter to meet the minimum scholarship requirements. Please meet with Stacey Davis (sdavis@ut.edu) to create an academic success plan.
- Meet with the FSL staff and the scholarship chair of the governing council in which the chapter falls to discuss academic success plan within 1 week after academic success plan is submitted.
- Chapter will be required to complete **one** academic workshop facilitated by the Academic Success Center (contact Stacey Davis, sdavis@ut.edu) with proof of outreach and completion submitted to the FSL staff. This workshop must be completed by midterms that same semester.

### ACADEMIC WARNING STATUS

This status is given to chapters that fall below the 2.85 semester GPA minimum (but above a 2.50) for a second (2) consecutive semester **OR** if the chapter GPA falls below a 2.50 semester GPA in any one semester. This status is also given to chapters who have a new member class/line semester GPA average of 2.50 or lower. Chapters in this status are subject to the following outcomes:

- FSL staff will notify the chapter president, scholarship chair, and on-campus advisor regarding the status of the organization. Communication will also be sent to inter/national offices, the Vice President for Student Affairs/Dean of Students, and other appropriate collaborating departments on campus.
- Develop and submit the chapter's academic success plan to FSL staff in the first 3 weeks of the semester in which the chapter is sanctioned. An academic success plan is defined as a comprehensive plan that will be implemented by the chapter to meet the minimum scholarship requirements. Please meet with Stacey Davis (sdavis@ut.edu) to create an academic success plan.
- Meet with the FSL staff and the scholarship chair of the governing council in which the chapter falls to discuss academic success plan within 1 week after academic success plan is submitted.
- Chapter will be required to complete **two** academic workshops facilitated by the Academic Success Center (contact Stacey Davis, sdavis@ut.edu) with proof of outreach and completion submitted to the FSL staff. The workshops must be completed by midterms that same semester.

- The chapter will be under an events restriction, which means the chapter must get prior approval from FSL staff to host any events (including brotherhood/sisterhood events, semi formals/formals, Theme Weeks, Signature Events, Fundraisers, non-alcoholic socials, alcoholic socials, community service, etc.).
- The chapter may only have one event with alcohol in the semester in which they are sanctioned.

## ACADMEIC PROBATION STATUS

This status is given to chapters that fall below the 2.85 semester GPA minimum (but above a 2.50) for a third (3) consecutive semester **OR** if the chapter GPA falls below a 2.50 semester GPA for a second (2) semester. This status is also given to chapters who have two consecutive new member classes/lines with a semester GPA average of 2.50 or lower. Chapters in this status are subject to the following outcomes:

- FSL staff will notify the chapter president, scholarship chair, and on-campus advisor regarding the status of the organization. Communication will also be sent to inter/national offices, the Vice President for Student Affairs/Dean of Students, and other appropriate collaborating departments on campus.
- Develop and submit the chapter's academic success plan to FSL staff within the first 3 weeks of the semester in which they are sanctioned. An academic success plan is defined as a comprehensive plan that will be implemented by the chapter to meet the minimum scholarship requirements. Please meet with Stacey Davis (sdavis@ut.edu) to create an academic success plan.
- Meet with the FSL staff and the scholarship chair of the governing council in which the chapter falls to discuss academic success plan within 1 week after academic success plan is submitted.
- Chapter will be required to complete two academic workshops facilitated by the Academic Success Center (contact Stacey Davis, sdavis@ut.edu) with proof of outreach and completion submitted to the FSL staff. The workshops must be completed by midterms that same semester.
- The chapter will be under an events restriction. The chapter must submit proposed semester events calendar to FSL staff within the first 2 weeks of the semester in which they are sanctioned for approval. Any changes or additions to the proposed semester events calendar must be submitted in written to FSL staff 2 weeks in advance.
- The organization may not have any events with alcohol for the semester in which they are sanctioned.
- Eligibility for full recruitment/intake privileges will be determined following the meeting between FSL staff and chapter president.

## ACADEMIC STATUS APPEALS

### CHAPTER APPEALS

A chapter president or scholarship chair may appeal any decision made by the FSL staff as it relates to the academic statuses and sanctions. This must be done in writing and submitted to the FSL staff within five (5) business days of grade reports being sent out (time stamp on the email with grade reports will be used). The appeal will be reviewed by the Associate Dean of Career Development and Engagement. The chapter president will be notified of the outcome in writing. The appeal outcome will be final.

### COUNCIL EXECUTIVE BOARD APPEALS

A member of a council that is asked to resign due to not meeting grade minimum expectations may appeal any decision made by FSL staff and/or council. This must be done in writing and submitted to FSL staff and to the governing council within five (5) business days of status being sent out (time stamp on the email

with grade reports will be used). The appeal will be reviewed by the Associate Dean of Career Development and Engagement. The outcome of the appeal that is submitted will be final.

## CHAPTER EXECUTIVE BOARD APPEALS

FSL does not serve in a capacity to receive appeals for chapter executive members that are asked to resign due to poor grades. If a member of a chapter executive board wishes to appeal a decision made by their chapter, they must follow their regional or national guidelines and policies.

## ACADEMIC AWARDS

Fraternity & Sorority Life recognizes chapters for their academic excellence during FSL Scholarship Banquet. The following awards will be presented:

- Outstanding Sorority GPA
- Outstanding Fraternity GPA
- Most Improved Chapter GPA

Individual members who are a junior or senior with a cumulative GPA above the all-Greek cumulative GPA are eligible to join Order of Omega (national honor society for Fraternity & Sorority Life members). FSL is creating more scholarship awards that will be add in the future.

*\*Note: The UT FSL Academic Policy was adapted and changed from the University of Connecticut Fraternity & Sorority Life*

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## ROCK GARDEN

The Fraternity & Sorority Life Rock Garden, located between Brevard Hall and the Dickey Health and Wellness Center, showcases current fraternities and sororities on campus. Each recognized chapter is assigned a designated rock to serve as a visual representation of the chapter. All rocks in the garden are property of The University of Tampa purchased with Student Government funds. To continue to have the privilege of being represented in the Rock Garden, chapters must abide by the following policies.

## ROCK ASSIGNMENT

Each chapter will be assigned a specific rock by the Assistant Director and Coordinator of Fraternity & Sorority Life. Each chapter may only paint and make changes to their assigned rock. The assigned rock may not be moved to another location at any time, and no additional rocks or other objects are permitted in the Rock Garden.

## TIME TO PAINT/MAINTENANCE

Rocks may only be painted or updated twice per year, once at the beginning of each fall and spring semester. Rocks can only be painted or updated during the first fourteen (14) days of each semester starting on the first day of class. In addition, rocks may only be painted between the hours of 9:00 a.m. and 8:00 p.m. Monday-Friday during each fourteen (14) day period. Rocks may not be painted, touched, or redesigned outside of that time frame.

## MATERIALS

Rocks may only be modified by brush on exterior painting. Rocks may not be modified through etching, carving, glittering, spray painting, or adding any additional object or material to the surface or surroundings of the rock. When using paint, chapters must provide and utilize enough tarp or newspaper

to cover the full circumference of the area surrounding their rock and push all adjacent landscaping rocks away from the rock being painted to avoid painting the landscaping rocks or other chapter rocks.

## **PAINT REQUIREMENTS**

Chapters are welcome and encouraged to be creative in designing their rock to showcase the personality of the organization. At minimum, each rock must include the chapter's letters or written name. No profane, vulgar, or offensive language or images are permitted on any rock. Chapters must turn in a rendering and description of any proposed design or update of the rock to the Assistant Director and Coordinator of Fraternity & Sorority Life at least five (5) business days before the planned day of painting. All designs are subject to approval by the FSL staff; unapproved designs will be sent back to the chapter for edits and resubmission. Chapters should plan to perform routine maintenance and touch-ups on their assigned rock at least once per year. Fraternity & Sorority Life staff can request maintenance of any rock at their discretion.

## **NON-COMPLIANCE**

Any chapter not in compliance with any of the stated rock policies may lose the privilege of being represented in the Rock Garden and is potentially subject to the conduct process. Any rock not designed in compliance with these policies will be painted over by the Fraternity & Sorority Life staff without notice.

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## **FSL AMBASSADORS**

To assist in the education, marketing, and communication efforts of the FSL community, the FSL Ambassadors, under the leadership of the FSL student coordinators, will serve as trained representatives of the entire FSL community. Ambassadors are responsible for assisting in FSL marketing and recruitment efforts, facilitating educational programs for their peers, and serving as liaisons between the office of Fraternity & Sorority Life and all FSL members. Student coordinators and FSL staff may add more responsibilities as deemed necessary.

## **ELIGIBILITY**

FSL Ambassadors will be selected through an interview process by FSL staff each spring semester and will serve a year-long term (May- April). Active fraternity and sorority members that have been initiated for at least one semester and have a cumulative GPA of 2.75 or higher are eligible to apply. Ideal candidates should demonstrate ethical decision making, leadership potential, and commitment to the betterment of fraternity and sorority.

## **EXPECTATIONS**

FSL Ambassadors. Ambassadors are expected to uphold the values of Fraternity & Sorority Life while performing their assigned duties, while on campus, and at all other times. Failure to uphold these values, satisfactorily complete tasks, or attend required meetings may result in suspension or dismissal from the position. All disciplinary measures will be determined at the discretion of the student coordinators with approval from the Coordinator of Fraternity & Sorority Life.

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## **EVENTS**

All events in the FSL community at The University of Tampa must be registered with FSL and be approved before the event occurs. To register an event with FSL, please navigate to <https://ut.campuslabs.com/engage/> and find your organization then select "Manage Organization". Once

there, navigate to the top left side and use the menu to choose “Events” and then “Create Event”. *\*\*This process is different for fundraising events. See section on fundraising below.*

Factors that may make it more likely for an event to be deemed a fraternity or sorority event are, but are not limited to:

- If the event is announced at a student organization meeting
- If t-shirts are made for the event
- If officers of the organization have knowledge or have planned the event
- If it takes place before or after an official organization event
- If it takes place at an establishment that is associated with the organization
- If it is a recruitment event
- If pictures found on the internet (Facebook) suggest organization involvement
- If there is a clearly followed theme to the event which suggests coordination

Events must be submitted by 5:00 PM EST, 10 business days (Monday-Friday) before the event start time. There will not be any exceptions to this rule unless prior permission was granted by the Assistant Director and/or Coordinator of Fraternity & Sorority Life.

## NON-ALCOHOLIC EVENT DEFINITIONS

- **Signature Events** - A non-alcoholic philanthropic event with an educational aspect. May be co-sponsored with another FSL organization.
- **Theme Week (MGC & NPHC Only)** - A non-alcoholic week-long event dedicated to philanthropy, education, and service for MGC and NPHC chapters.
- **Fundraiser** - A non-alcoholic event to raise money for a philanthropy or for a chapter. Chapters must register all fundraising events using CrowdChange. FSL’s webpage for CrowdChange is <https://ut.crowdchange.co/>. All fundraising events must be registered on CrowdChange.
- **Semi-Formal/Formal\*** - A non-alcoholic event usually with a dinner hosted by an FSL chapter to celebrate accomplishments made during the semester. One (1) semi-formal/formal per chapter per semester. ***Documentation/guest list/provided transportation required.***
- **Brotherhood/Sisterhood/Memberhood/Community Service Event** - A non-alcoholic event meant to create stronger bonds with members in an organization (ex: Beta Beta members want to kayak at Clear Water Springs) or to serve the community.
- **Recruitment/Intake Event** - A non-alcoholic event meant to promote or recruit potential new members to a fraternity or sorority held on-campus or off-campus (public establishments only if off-campus. No private housing/apartments, etc. If off-campus, you must get it approved first by FSL before submitting the event on Engage).

*\*Semi-Formal/Formals that are non-alcoholic are considered a large event with the number of students and guests attending. They are required to follow the policy and process as if it were an event with alcohol because of the magnitude of the event, however, things related to an alcoholic event (excluding transportation, sober monitors, security, and guest lists) are not required.*

## EVENTS WITH ALCOHOL

Fraternity & Sorority Life is committed to providing an environment that includes policies and educational elements to encourage responsible choices for the use or non-use of alcohol for those of legal age, and actively encourages low risk alcohol use for those who choose to consume alcohol. Further, the

University believes in the importance of alcohol education programs for all members of the University community.

This protocol and policy apply to all social fraternities and sororities that hold events on University property or in association with the University including off-campus events. All chapters wanting to have an event with alcohol must also notify their faculty/staff advisor prior to submitting the request.

## EVENTS WITH ALCOHOL DEFINITIONS

- **Third Party Vendor Event**- An event with hosted by an FSL chapter(s) at a licensed and bonded establishment that serves alcohol.
- **BYOB (Bring Your Own Beverage)** –An event with alcohol hosted by an FSL chapter(s) at a private venue or rented space where members and guests supply and consume their own alcoholic beverages.
- **Semi-Formal/Formal**- An alcoholic event usually with a dinner hosted by an FSL chapter to celebrate accomplishments made during the semester. One (1) semi-formal/formal per chapter per semester.

## EVENTS WITH ALCOHOL POLICIES

### Policy Statements/ General Guidelines

- All students in fraternities and sororities at The University of Tampa must observe the Student Code of Conduct, Fraternity & Sorority Life policies, federal laws, state laws, local laws, and city ordinances.
- Fraternity and sorority chapters should host events with alcohol in accordance with their national organization’s applicable policies. Fraternities and sororities must abide by the more stringent policy, should their national organization’s policies differ with those of Fraternity & Sorority Life.
- All fraternity and sorority chapters should be in compliance with NIC Alcohol and Drug Guidelines (accessible at <https://nicfraternity.org/nic-alcohol-drug-guidelines/>) including but not limited to:
  - **Alcohol service**- alcoholic beverages must follow either the Third-Party Vendor or BYOB guidelines.
  - **Common source alcohol**- Common sources of alcohol, including bulk quantities, kegs, party punch, etc., which are not being served by a licensed and insured third party vendor, are prohibited.
  - **Chapter funds**- Fraternity and sorority funds such as money gathered from membership dues or student activity fees cannot be used to purchase alcohol. Additionally, admission fees may not be collected to supply alcohol or event materials.
  - **Co-sponsorships**- a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event, but a chapter must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol OR co-host or co-sponsor an event with a bar, event promoter or alcohol distributor.
  - **Guest list/ open parties**- Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue. Events with alcohol should never have unrestricted access by non-members.

- **Drinking games-** members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

### Alcohol Service

- **Third Party Vendor Distribution-** Alcohol must be provided and sold on a per-drink basis by a licensed and insured third-party vendor. All members and guests 21 and over must be clearly marked (wrist banded or permanent identifying hand mark) by a sober monitor or outside security before entering the venue and must always have this mark when consuming or purchasing alcohol.
- **BYOB Distribution-** Alcohol must be brought by individual members and guests and distributed through a predetermined BYOB system. Alcohol at BYOB events must be at or below 15% alcohol by volume (ABV). For guidelines and best practices on setting up a compliant BYOB system, see the FSL BYOB Event Planning Guide or visit <https://www.holmesmurphy.com/fraternal/resources/resources-sororities-fraternities/>.
- **Food & Non-alcoholic beverages-** Fraternities and sororities must provide non-salty foods and non-alcoholic beverage to all guests and participants at any event with alcohol.

### Transportation

The host fraternity or sorority must provide safe commercial transportation, paid for by the sponsoring organization, for all members and guests attending the event and must provide proof that safe transportation was reserved and used for the event. Alcohol and alcohol consumption are not allowed in transportation. No members, students, or guests may drive or ride in a personal vehicle to and from the event. *\*Semi-formals/formals must always have transportation whether alcohol is present or not.* \*The following methods are the only acceptable forms of transportation.

- **Bus-style transportation-** Chapters may contract with licensed and bonded companies to utilize buses, trolleys, limousines, or charters, to transport members and guests to and from an event venue. All bus-style transportation should pick up and drop off for the event on campus. Bus-style transportation should be the main form of transportation for all formal and semi-formal events.
- **Uber for Business-** Chapters may utilize Uber for Business to transport members and guests to and from events with alcohol. The chapter must have an Uber for Business account registered through the Office of Fraternity & Sorority Life and provide access to their unique event code to each member and guest on the guest list. If not utilized appropriately, as determined by the Office of Fraternity & Sorority Life, the privilege of using this transportation method may be revoked.
- **Group Escort-** If a chapter is hosting a social event at a venue 1 (one) mile or less from campus, the chapter may request to walk to the venue with an escort from an official insured security provider. Confirmation of escort agreement must be provided when registering the event. Groups must leave from campus and be escorted to and from the event venue.

### Sober Monitors

Sober Monitors (formerly known as C.A.R.E. monitors) are crucial in the safety of all members and guests at events where alcohol is present. All organizations wanting to have events with alcohol are required to have sober monitors that are active members of the sponsoring organization. It is the duty of the sober monitors and organizational leadership to ensure members are behaving in an appropriate manner as well as intervening when members become too intoxicated or rowdy at events with alcohol.

A sober monitor should be at the entrance to the venue insuring that only individuals on the guest list are admitted to the event. The sober monitor, along with security, is responsible for not allowing intoxicated persons into the event. Sober monitors are to remain completely sober before, during, and after the event. Sober monitors are required at all events with alcohol and any type of semi-formal or formal (whether wet or dry).

- **Training-** All active members of the fraternity and sorority are eligible to be trained sober monitors. Sober monitors must be trained once an academic year, and training is valid for the entire academic year (August-May). Training for sober monitors takes place through an online module called Greek-Wise and members that wish to be a sober monitor must be trained before submitting the event form. Students wishing to be a sober monitor must respond to the email from 3<sup>rd</sup> Millennium Classrooms (software company we contracted for sober monitor training) to set up an account. Sober monitors must complete the training prior to the official event with alcohol paperwork is submitted to the Office of Fraternity & Sorority Life.
- **Requirements-** Each fraternity and sorority are responsible for supplying sober monitors for events with alcohol or semi-formals/formals. In the event two organizations are co-sponsoring an event with alcohol, each chapter must cover their own sober monitors for their members. Sober monitors must be active members of the hosting chapter(s). Events with alcohol must have 1 sober monitor for every 25 guests/members in attendance, plus 25% of total sober monitors as alternates (e.g., if an event has 100 guests, there will need to be 4 sober monitors and 1 alternate sober monitor).

#### **Time & Place Restrictions**

- **Date restrictions-** No organization may hold an event with alcohol during the first two weeks and last 2 weeks of the semester. In addition, events with alcohol may not occur during official University closures, holiday breaks, and semester breaks. Alcohol is forbidden at initiation and recruitment events.
- **Venues-** All venues used must be used respectfully and left in the condition it was found. If damage occurs, referrals will be made to the Office of Student Conduct. Venues that are used must be a licensed third party-vendor with the state of Florida and have updated licenses.
- **Overnight Trips-** If the event is overnight, the host fraternity or sorority must provide transportation from campus to hotel, hotel to venue (unless venue and hotel are attached), venue to hotel (unless venue or hotel are attached), and back to campus. Chapters should consider the safety and comfort of all members and guests when choosing to plan overnight trips even more than a typical social event. Chapters should also note that because the entire time spent at the event (from bus pick up to bus drop off), is considered the chapter's event, they are responsible for the conduct of members and guests during all points of the trip.
- **Events on Boats-** Fraternities and sororities may only use the Yacht Starship Company located in the Channelside District of Tamp for events with alcohol on boats.

#### **Registration & Documentation**

All events with alcohol (Third Party Vendor & BYOB) require specific documentation at registration. Examples of each document needed are located on the registration form in Engage. Documentation of the following items must be attached to the form upon submission and be accurate. Falsifying documentation is prohibited and will result in immediate denial of the event and notification of the Office of Student Conduct.

Required documents for a Third-Party Vendor event:

- Third Party Vendor Liquor License
- Venue Insurance Documentation
- Security Personnel/Company Documentation
- Transportation Documentation
- Chapter Insurance Documentation
- Sober Monitor Agreement
- Guest List (due 24 hours prior to event start or closest business hour)

Required documents for a BYOB event:

- Security Personnel/Company Documentation
- Transportation Documentation
- Chapter Insurance Documentation
- Sober Monitor Agreement
- Guest List (due 24 hours prior to event start or closest business hour)

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## **OTHER FSL POLICIES**

### **FSL DUES & FEES**

Chapters in the FSL community will be invoiced for FSL dues and fees. Each member is only charged once (1 time) per academic year for FSL membership dues at the rate of \$5. Fees (penalties) are charged to chapters for failure to participate in events if requirement is stated before a community event. Fees will be included on all FSL event summaries that each chapter president will receive at least two weeks in advance. Fees are determined and set by the Assistant Director and/or Coordinator of Fraternity & Sorority Life. Chapters are responsible for paying dues/fees to FSL. Updated rosters on file with FSL are used to determine dues/fees.

Preferred method of payment is a US bank or debit card. If paying by check, please make it out to "UT Fraternity & Sorority Life" and turn it into the Office of Fraternity & Sorority Life by 5:00PM on the due date on the invoice to avoid any late fees. If payment is not received by the due date on the invoice, a 20% late fee of total cost will be applied. NO CASH payments will be accepted. Extension of payment due date is up to the discretion of the Assistant Director and/or Coordinator of Fraternity & Sorority Life.

Invoices will be sent out on October 1<sup>st</sup> and March 1<sup>st</sup> of each semester using Square to the chapter president's UT Spartan email address.

### **INITIATION**

All new members that accept a bid or membership into a fraternity or sorority at The University of Tampa must be initiated in the same semester in which they received a bid or membership. In the event a chapter cannot meet this requirement, the chapter president must contact the Assistant Director and/or Coordinator of Fraternity & Sorority Life immediately. Should the chapter fail to notify the Assistant Director and/or Coordinator of Fraternity & Sorority Life in a timely manner (before finals week in both semesters), the chapter will be sanctioned. It is up to the discretion of FSL staff to determine the length and scope of the sanctions.

## ATTENDANCE POLICY

For all FSL sponsored mandatory educational events, chapters will be required to send the following number of participants according to the number of chapter members. Number of chapter members will be based off official chapter roster housed within the Office of Fraternity & Sorority Life (OFSL) pulled on Oct. 1 for the fall semester and Feb. 1 for the spring semester. Once set, the roster number will stay the same until the next semester. FSL professional staff reserves the right to make adjustments on a case-by-case basis if the organization contacts the staff member at least 5 business days before the required event. However, if it is identified that an organization is habitually taking advantage of this system, the request may be denied.

## REQUIREMENTS

Chapters with:

- **10 or less** active/new members: 1 member per event.
- **11-20** active/new members (including but not limited to study abroad members, internship members, etc.): 2 members per event.
- **21 or more** active/new members (including but not limited to study abroad members, internship members, etc.): 15% of total active/new members (including but not limited to study abroad members, internship members, etc.) must attend per event. [number should be rounded to the last whole number, i.e.: 12.15 would round to 12; 19.75 would round to 19].
  - Number must include more active members than new members. No expectations.

## PENALTY

For every member short of a chapter's expected attendance, that number of members must attend a comparable educational event and provide evidence to OFSL of the completed educational event. This requirement could be satisfied by attending a community or campus workshop or seminar or meeting with a campus expert/resource center. The evidence of completion is due to the OFSL within 3 weeks of the original event or before final exams (whichever comes sooner). Evidence of completion must include pictures, documentation of attendance, contact information of professional putting on event, etc.

- Example: Chapter is required to send 6 members and only sends 4 to a leadership development event. Two (2) members of the chapter are now required to attend a related campus workshop or meet with a staff member in the Office of Student Leadership and Engagement about leadership strategies or resources available to them.

If this penalty is not completed by the stated deadline, a fine of \$50 per missing member will be assessed to the chapter.

## FSL STATUS INFORMATION

In keeping with The University of Tampa's (UT) stated mission of commitment to the development of each student as a productive and responsible citizen, Fraternity and Sorority Life (FSL) publishes the academic and conduct status of all fraternity and sorority chapters. FSL publishes this information to assist students and families in making informed decisions regarding FSL membership. To view the current status information, please go to <https://www.ut.edu/campus-life/fraternity-and-sorority-life/fsl-status-information>. This information is updated in real time.

- **Current fraternity and sorority status** are a list of active fraternities and sororities and their academic and conduct statuses.

- **Suspended fraternities and sororities** are those that have been suspended from campus due to violation(s) of the UT Student Code of Conduct; these fraternities and sororities are currently not permitted to operate on UT's campus.

## **NEW MEMBER EDUCATION**

Chapters must submit a detailed new member education plan/calendar to the Assistant Director and/or Coordinator of Fraternity & Sorority Life with dates, times, and location of events associated with new member education before any new member education processes can begin. All new member education events must occur on campus and need to conclude by 11:59pm eastern/standard time each day.

## **CHAPTER MEETINGS**

Chapters and councils are required to conduct official meetings and business on campus. All chapters and councils must provide proof that they are holding their weekly meetings on campus and should submit this in writing to the Assistant Director and/or Coordinator of Fraternity & Sorority Life. The University of Tampa FSL community does not allow for chapters to hold any events off-campus unless approved first by FSL staff.

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## **IMPORTANT DATES**

Early-August – Roster Updates

October 1 – FSL Fall Dues sent out

October 8 – FSL Fall Dues payment deadline

November 1 – Fall Rosters due

Early January – Roster Updates

March 1 – FSL Spring Dues sent out

March 8 – FSL Spring Dues payment deadline

April 1 – Spring Rosters due

*\*Dates are subject to change. Please check your email consistently\**