



Alumni and Faculty
Advisors Manual
for
Eastern Michigan
Fraternities & Sororities

*Eastern Michigan University
Alumni & Faculty Advisors Manual for Fraternity and Sorority Life*

The purpose of this manual is to provide a guide for alumni and faculty advisors to working with the fraternities and sororities at Eastern Michigan University. This manual will include expectations as an advisor, a brief history of our community, tips to working with Greek-lettered organizations, and resources that may be helpful for you.

The Department of Campus Life and Fraternities and Sororities Life at Eastern Michigan University are committed to strengthening our fraternity and sorority community. With that, our department depends on committed advisors to support and mentor the organizations they advise. As a department, we require all student organizations to have one faculty advisor. This advisor must be employed by Eastern Michigan University in either a faculty, staff, or graduate student position. However, this individual does not need to belong to the particular organization, be of the same gender, or have ever been a member of a Greek-letter organization.

Your Responsibilities

As an advisor to a Greek-lettered organization, you will assist in the general operation and governance of the chapter, including identifying education, scholastic, cultural, and developmental resources within and outside of the University community. You may be asked to support the implementation of programs or mentor at risk members.

As an Alumni Advisor, you are expected to:

- Provide general guidance to the chapter.
- Oversee selection of other advisory board positions.
- Regularly attend chapter meetings and executive board meetings.
- Be available for individual members who may need guidance.
- Maintain contact with the (inter)national organization headquarters and the coordinator for fraternity and sorority life.

As a Faculty Advisor, you are expected to:

- Meet once a semester with the scholarship chair and president to talk about scholarship related issues.
- Attend chapter meeting once a semester to emphasize academics and your availability as a mentor, especially to struggling students.
- Receive a copy of the chapter's grade report at the close of each semester and review with the scholarship chair and/or president.
- Be available to meet with students who may be struggling with academics.
- Help the chapter formulate their scholarship programs and determine if they are meeting university and (inter)national's expectations.
- Advise chapter on university issues.

- Provide guidance to the chapter if they are interested in developing a faculty reception or education event on campus.

Our Community

Greek-letter organizations have been a part of Eastern Michigan University since the mid 1800's. When Michigan State Normal School was founded in 1849, fraternal societies began shortly after. The late 1800s saw the Washington Toastmaster's Club which would later change their name to Phi Delta Pi, and in 1894, the first women's fraternal organization would form called JPN, which would later turn into Pi Kappa Sigma, which would then be absorbed by Sigma Kappa. There is a very rich history of Greek-letter organizations at EMU, including alpha chapters of national organizations and the longest lasting local organization. The community continues to grow and thrive today.

Department of Campus Life – Fraternity and Sorority Life

FSL falls under the Department of Campus life at Eastern Michigan University. The FSL team supports fraternities and sororities on campus and provides programs for educational and leadership development.

Our Values

Fraternity and sorority life at Eastern Michigan University is built on 5 pillars; Civic Engagement, Intellectual Development, Positive Relationships, Integration of Purpose, and Leadership Development.

Our Mission

To promote a community within EMU that inspires leadership development, fosters personal growth, and creates lifelong learning.

For more information, please contact:

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Fraternity and Sorority Councils

FSL councils serve chapters as governing bodies and may represent a local branch of the national umbrella organization. Councils coordinate events that support the values of the community, promote unity amongst the organizations, and work to promote the growth and development of the community as a whole. Eastern Michigan University has four councils, three of which are affiliated with a national umbrella organization.

College Panhellenic Council (CPC)

College Panhellenic Council serves as the college governing board for sororities affiliated with the National Panhellenic Conference. The council consists of 8 chapters, 7 of which are national affiliated and 1 local chapter. The members who make up the council are 7 elected leaders who are chosen to serve the community.

Alpha Sigma Tau

Alpha Xi Delta

Alpha Gamma Delta

Delta Zeta

Sigma Kappa

Sigma Nu Phi

Sigma Delta Tau

Sigma Sigma Sigma

Interfraternity Council (IFC)

The Interfraternity Council is the collegiate governing body for the fraternities affiliated with the North American Interfraternity Council. The council consists of 7 chapters. The board is made up 7 elected leaders to serve the community.

Alpha Kappa Lambda

Alpha Sigma Phi

Delta Tau Delta

Phi Sigma Phi

Phi Sigma Kappa

Tau Kappa Epsilon

Theta Chi

National Pan-Hellenic Council (NPHC)

The National Pan-Hellenic Council serves as the governing body for the Divine Nine recognized NPHC affiliates. The council is composed of all 9 Divine Nine fraternities and sororities and the board is made up of 5 elected leaders.

Alpha Kappa Alpha Sorority, Inc.
Alpha Phi Alpha Fraternity, Inc.
Delta Sigma Theta Sorority, Inc.
Kappa Alpha Psi Fraternity, Inc.
Zeta Phi Beta Sorority, Inc.

Iota Phi Theta Fraternity, Inc.
Omega Psi Phi Fraternity, Inc.
Phi Beta Sigma Fraternity, Inc.
Sigma Gamma Rho Sorority, Inc.

Multicultural Greek Council (MGC)

The Multicultural Greek Council is the governing body for multicultural fraternities and sororities. This council is not affiliated with a national umbrella organization. It consists of 2 organizations and 5 elected leaders to serve.

Sigma Lambda Beta Multicultural Fraternity, Inc.
Zeta Sigma Chi Multicultural Sorority, Inc.

Council	Fraternity/Sorority	Chapter Designation	Date Founded
NPHC	Alpha Phi Alpha Fraternity, Inc.	Epsilon Eta	June 5, 1959
NPHC	Alpha Kappa Alpha Sorority, Inc.	Xi	January 22, 1949
NPHC	Kappa Alpha Psi Fraternity, Inc.	Delta Nu	April 30, 1955
NPHC	Omega Psi Phi Fraternity, Inc.	Theta Gamma	May 15, 1952
NPHC	Delta Sigma Theta Sorority, Inc.	Delta Beta	March 15, 1949
NPHC	Phi Beta Sigma Fraternity, Inc.	Zeta Epsilon	March 3, 1973
NPHC	Zeta Phi Beta Sorority, Inc.	Pi Delta	February 5, 1972
NPHC	Sigma Gamma Rho Sorority, Inc.	Delta Epsilon	October 30, 1970
NPHC	Iota Phi Theta Fraternity, Inc.	Gamma Rho	April 27, 1998
CPC	Alpha Sigma Tau	Alpha	November 4, 1899
CPC	Alpha Xi Delta	Gamma Zeta	December 11, 1954

CPC	Alpha Gamma Delta	Zeta Alpha	February 23, 1997
CPC	Delta Zeta	Gamma Sigma	April 1, 1989
CPC	Sigma Kappa	Delta Alpha	September 15, 1952
CPC	Sigma Nu Phi	N/A	September 30, 1897
CPC	Sigma Delta Tau	Delta Alpha	May 31, 1992
CPC	Sigma Sigma Sigma	Omicron	January 1917
MGC	Sigma Lambda Gamma	Upsilon	March 22, 1997
MGC	Zeta Sigma Chi	Omicron	March 29, 2008
MGC	Sigma Lambda Beta	Mu Alpha	
IFC	Alpha Kappa Lambda	Gamma Iota	October 22, 2004
IFC	Delta Tau Delta	Theta Xi	February 4, 1996
IFC	Delta Sigma Phi	Gamma Tau	April 17, 2010
IFC	Phi Sigma Kappa	Epsilon Lambda	1934
IFC	Phi Sigma Phi	Lambda	July 30, 1988
IFC	Sigma Nu	Lambda Pi	January 1, 1989
IFC	Tau Kappa Epsilon	Delta Pi	January 15, 1955
IFC	Theta Chi	Epsilon Mu	May 21, 1960
IFC	Alpha Sigma Phi	Gamma Upsilon	January 8, 2016

Tips and Tricks for Advising Chapters

Tips for Advising Chapters

- Get to know the chapter members. It's important to know your audience. Different groups require different approaches.
- Keep the group's goals and objectives firmly in mind.
- Know what group members expect of you as an advisor.
- Express a sincere interest in the group and their mission.
- Express a sincere interest in each individual within the group.
- Assist the chapter in setting realistic, obtainable goals.
- Assist the chapter in understanding the dynamics of the group and human interaction.
- Realize the importance of the peer group and its effect on how each individual participates or fails to participate.
- Assist the group in determining the needs of the people the group is serving.
- Be aware of the various roles you'll be filling from time to time: consultant, Information source, Clarifier, Counselor, Facilitator
- Don't allow yourself to be placed in the position of chairperson. Work toward a balanced approach to group participation.
- Be aware of the organizational and institutional power structure both formal and informal.
- Challenge the group to grow and develop.
- Be creative and innovative.
- Know how to access University resources.

Know How You Can Benefit the Chapter

- You can offer advice to graduating seniors on career opportunities.
- You can give encouragement to students to participate in campus events and organizations.
- Officers and members will have access to you, an additional mature resource.
- You will positively impact the chapter academic performance by reviewing the scholarship plan, meeting with the scholarship chairperson, new members, and/or the chapter.
- Provide a system of accountability.

- You can advocate for the fraternity/sorority experience to other faculty, university administration, and parents.
- You may have specific organizational, financial, facility or other resource management expertise to share with the chapter.
- You can assist in the development of chapter goals, procedures, and action plans.

Creative Ideas for Faculty Advisors

- Take members who receive a 4.0 or make the Dean's List to a nice lunch or dinner.
- Have a study break during finals or midterms.
- Provide an award to an individual member with the Most Improved GPA.
- Provide an award to the individual with the Highest GPA.
- Sponsor a Scholar of the Week award.
- A pie for pi – dessert reception for those with a 3.14 GPA or higher.
- Work with chapter to get discounts on dues or the ability to skip house duties based on GPA.
- Help chapter members establish individual semester GPA goals and reward those who exceed their goal.

Strategies for Building a Successful Relationship with the Chapter

- Think about “where you are” and utilize self-assessment – your needs, expectations, and what you want to get out of this experience.
- Initial meeting – make a good first impression
- Discuss the terms of your relationship with the chapter – expectations, goals, roles, etc.
- Negotiate if there are differences in these expectations.
- Get to know each other as people, spend quality time together. Be human.
- Ask questions, make mistakes, agree/disagree, say thank you
- Be responsible.
- Follow through on your commitments to the organization and the members.
- Know your audience, the students and the organization you are working with.
- Have goals and objectives of the group in mind.
- Express sincere interest in the organization, its mission, in each individual, and in the group.

- Challenge the group to grow and develop.
- Develop a style which strikes a balance between being an active and passive group member.

Office-Advisor Relationship

- The officer should meet regularly with the advisor and use them as a sounding board for discussing organizational plans and problems.
- The officer should keep the advisor informed as to all organizational activities, meeting times, locations, and agendas. The advisor should receive minutes of all meetings.
- The advisor should assist the officer in formulating long-term goals and in planning and initiating short-term goals.
- The office should utilize the advisor as a resource person. From their previous experiences the advisor can provide the officer and member with background information and perspective on various campus and Fraternity/Sorority issues and concerns.
- The officer will find the advisor able to assist in evaluating individual and group projects, performances, and progress.
- The advisor may assist the office in preparing meeting agendas. This not only provides structure for conducting the organization's meetings, but also serves as a point of departure for the discussion of other areas of mutual concern.
- The advisor should point out factors bearing on the ideas presented by the officer without imposing their own bias. If an idea is inappropriate, the advisor should try to encourage the officer to consider alternatives.
- If the officer asks "what should we do?" or "what do you think?" the question should be rephrased and handed back to the officer. The advisor is there to assist the officer, but not to solve the problem for them.
- The advisor may suggest ways by which group meetings can be improved.
- The advisor makes suggestions to help the officer improve other leadership skills. The officer should be encouraged by the advisor to take an occasional chance on some less proven members in delegating authority.

Danger Signs and Possible Solutions

Chapter members not participating in chapter activities:

- Re-examine activities to be sure they appeal to majority. Ask what members want out of their fraternal experience and what activities will best help them achieve their goals.
- Help each member understand their individual responsibility for participation.
- Divide chapter into committees to plan each major activity so everyone is involved and has responsibility.

Imbalance of chapter activities, thus appealing to limited interests:

- Whole group must face imbalance (or possibility of it) and discuss, with everyone present, allowing for individuals to express their views.
- Perhaps activities are too sophomoric to retain upper class interest or participation.
- List chapter activities under categories (social, philanthropic, community, etc.) and see where imbalance occurs.

Conflicts between members; little cooperation; cliques:

- Determine source of conflicts.
- Stimulate programs to emphasize positive aspects of the chapter.
- Involve all members in chapter decision-making and activities.
- In housing situations, change roommates each term.

Chapter attracts one type of person and would like to attract a more diverse group of members:

- Group may not feel it can attract any other type.
- Group discusses the current image and what types are needed to change that image.

Feeling of no responsibility to anyone: leader to member, member to member, member to International, collegian to alumni, chapter to corporation, etc.:

- Groups must learn to hold others accountable for the responsibilities they have voluntarily taken on themselves.
- If an officer is negligent, they should be removed from office in the best interests of the chapter.
- All members must realize they are responsible for maintaining high standards because their image affects that of the group.
- Plan and carry out several alumni activities during the year.

Top offices held by underclass members:

- Educate chapter and Nominating Committee of the value of upper-class officers for their experience and leadership abilities.

- Training/experience in one position leads to better performance in offices with more responsibility.
- When underclass members assume too much responsibility, the potential for "burnout" is significant.

Chapter meetings are long and drawn out:

- Check use of parliamentary procedure. Eliminate repetition. Limit time each person can speak.
- Use the committee structure to streamline chapter business.

Members are slow in paying dues, not signing promissory notes or not paying at all:

- Chapters must implement the 5% rule. (When 5% of chapter members have accounts past due, any social event is canceled, including formal.)
- Help chapters establish incentives for early and full payment of account (lower dues, prizes, etc.).
- Educate chapter members on financial obligation to the Fraternity - both locally and Internationally. Members need to be aware of the consequences of not paying their bills.
- Approach corporations about the possibility of scholarships.

No particular regard for Ritual, its meaning or performance:

- Hold Ritual workshops frequently. Include mechanics, but it is more important to include discussions of meanings and everyday applications to make it come alive.
- Insist on proper attire. Make sure equipment is in good order.
- Review Ritual with Chapter President.

Lack of continuity and passing of files and information from one officer to the next:

- Insist on a well-planned, well-attended Officer Transition Workshop.
- Advisors should check officer's notebooks periodically.
- Chapter files need to be kept up-to-date with usable materials.

Chapter is losing members through school dropouts as well as Member dropouts:

- Suggest that personal interviews be held to determine causes and offer some solutions.
- Evaluate the Academic Development program and academic goals set by the chapter. Be certain there is an atmosphere for academic achievement.
- Organize tutors/mentors for members with grade problems.

- Be sure that all members feel a responsibility to the group - not just those who hold office.
- Settle personal conflicts as soon as possible.

Several New Members decide not to be initiated:

- Determine the primary reasons: individual problems, no sense of commitment to the Fraternity, financial inability, not enough bonding time/sisterhood activities?
- Make sure the chapter understands the commitment of all members for a successful New Member Orientation.

Not all chapter members are involved in recruitment preparations:

- Perhaps the Vice President of Membership Development is **too** involved (i.e., dictatorial).
- Make sure every chapter member has a job and feels the responsibility of developing and executing recruitment plans.
- Utilize all the recruitment committees fully.

Recruitment plans are not competitive with those of other chapters on campus:

- Have New Members evaluate the chapter's recruitment and give impressions of recruitment techniques use by other chapters.
- Examine entertainment. Is it appropriate? Is it outdated? Does it contain inside jokes? Are the decorations competitive?
- What atmosphere is created at the parties?

Chapter tends to make elections a popularity contest without regard for leadership abilities:

- Make sure the chapter is educated in the procedures for elections
- Members should openly discuss the qualities for each major office that would be most beneficial to the chapter. This should be done early on in the election process - perhaps at the time of the goal setting workshop with reminders prior to class caucuses.
- Make sure all candidates have talked with current officers of any office they are interested in to discuss duties and activities.

Eastern Michigan FSL Programs

Community Standards and Assessment Program (CSAP)

The Community Standards and Assessment Program was developed in 2005-06 after a year-long process involving dozens of student leaders in the FSL Community at EMU. Students first engaged in a series of meetings to define their shared core values. They then set out to develop a set of standards. The program as it currently exists is based on a recommendation from a report by The Franklin Square Group, a group of College and University Presidents and Fraternity and Sorority Executive Directors, named "A Call for Values Congruence." In adopting the recommendation from this report to implement this model for a campus based standards program the EMU FSL Community feels that it is very much on the front end of an important national movement toward values congruence within Fraternities and Sororities.

In a bold move to redefine what it means to be a fraternity or sorority member at Eastern Michigan University, student leaders have adopted the Community Standards and Assessment Program. This model calls for members of each fraternity and sorority to meet with an array of faculty, staff, alumni and members of the Ypsilanti community to discuss how their chapters are living up to the core values of the FSL community.

The culmination of the program is the FSL Awards Ceremony in April. All organizations that receive a rating of excellence in each category will be recognized. In addition, the fraternities and sororities with the highest cumulative ratings will be named Chapters of Excellence. The purpose of the awards is to recognize those chapters for their positive work throughout the year.

CSAP Binder Submission Process:

Worksheets for each of the values of the FSL community can be found on EagleSync (Integration of Purpose, Chapter Operations, Intellectual Development, Recruitment/Intake, Positive Relationships, Leadership Development, and Civic Engagement). Each worksheet asks chapter members to provide evidence of certain behaviors, events, bylaws, etc. that show congruence to these specified values. The evidence provided should be only from the current calendar year. For

instance, if these forms are due December 8th, 2017, all evidence provided should be from January 2017- December 2017.

CSAP Interview Process:

In the Spring, chapters will be assigned to a total of 10 (5 for NPHC, MGC) interviewers. For each core value of the FSL community, chapters will meet with 2 interviewers (1 for NPHC, MGC). Chapters will have 1 month in the Spring to conduct these interviews where they will be asked questions and given an opportunity to speak about how their chapter acts in congruence with each specific value. Each interviewer will score the chapter from 1-5 and provide reasoning for the scores, as well as examples of where the organization could strengthen and make positive change in their organization/community.

FSL Awards Ceremony:

At the end of the school year, chapters will be invited to the FSL Awards Ceremony. During this event, chapters who received above a 4 average in any of the value areas will be awarded as receiving a rating of excellence. Those chapters that receive an average of 4 or more in all value areas will be named a Chapter of Excellence. Every chapter will then be given access to all of their scores and feedback from their interviews and binder submissions to improve for the new year.

Fraternity and Sorority Leadership Academy (FSLA)

Fraternity and Sorority Leadership Academy is a weekend long leadership development retreat for members of fraternities and sororities at Eastern Michigan. While the event is built primarily for sophomore-juniors, the event is welcome to all members of the community. Participants will be challenged to think about themselves as leaders and their organizations in new ways. They'll have opportunities to look towards the future and connect with other students in developing plans to make their ideal FSL community a reality through learning goal setting skills and how to implement change. This is a very intensive retreat that occurs in the Fall of each school year.

New Member Institute (NMI)

New Member Institute is a one day event for new members of the FSL community to come together to learn about the missions, values, and over experience of Fraternity and Sorority Life. New members will also learn about the four councils on campus and about several resources available to them on campus.

Greeks Learning Alcohol Safety Seminar (GLASS)

GLASS is an alcohol safety seminar that is put on in collaboration with our Council Executive Boards and our school's Office of Student Conduct, Community Standards, and Wellness to provide students with the education they need to promote a safe environment when alcohol is involved. They will learn the basics about what alcohol does in your body and how to be responsible while drinking. They will also learn to promote safe decisions when alcohol is involved and how to understand when individuals have had too much to drink. Participants will also walk away from this event by learning signs of when alcohol use has become abusive and skills for having caring conversations to intervene. This event takes place several times per semester to allow for the most possible participation. In order to host social events when alcohol is present, chapters must have sober monitors that are GLASS-certified (meaning they've attended a session in the last two years).

FASTforWARD

FASTforWARD is a series of educational programs developed to address specific wellness issues within the FSL community. The program topics range from academic wellness, to financial responsibility, to mental health, and more. Some programs are facilitated by peers in the community who are trained facilitators. These programs can be requested by chapters at any time to be presented to them. Programs facilitated by professional staff are scheduled differently. These programs will have approximately 3 dates throughout the semester that any student in the community can RSVP to and attend. Any chapter that has 80% of their members attend the 4 core programs within a calendar year will be recognized as a Five Star Chapter.

FSL Service Challenge

Each year, the Provost of the university challenges the FSL community to complete a certain amount of service hours. When the challenge began, the community was asked to complete 1 full year of community service in completed hours. The FSL community completed that challenge and continued to serve more and more hours. Currently the community is challenged to serve 17,520 hours of service, or 2 full years of service. Each chapter is given a goal, proportionate to their chapter size to complete. Those chapters which reach their goal are invited to a luncheon at the end of the school year to be recognized by the university.

Policies and Procedures

Eastern Michigan University Campus Life Minimal Provisions for Social Greek Letter Organizations

- A. Because of the importance of the Greek-letter social system and because of the unique circumstances under which it operates, the following conditions have been established between the Department of Campus Life and the social Greek-letter organizations. These provisions set out the requirements for maintaining Campus Life recognition and good standing and delineate specific violations that may be handled through fraternity and sorority life's own judicial process rather than under the Campus Life Minimal Provisions for Social Greek-Letter Organizations.
- B. Campus Life reserves the right to retain jurisdiction over cases in which the conduct violates both these provisions and Campus Life determines that the misconduct is of such severe nature as to impair, obstruct, interfere with or adversely affect the mission, processes or functions of the University and the Department of Campus Life.
- C. Campus Life may take action against an individual member of a student organization for misconduct that is a violation of this provision, regardless of any separate disciplinary action taken against the student organization.
- D. These provisions apply only to the relationship between Campus Life and the social Greek-letter organizations and have no bearing on relations between chapters and national and/or alumni agreements.
- E. Good standing must be maintained in order for social Greek-letter organizations to participate in FSL sponsored activities. Failure to do any of the following will constitute a violation of these provisions and will subject the social Greek-letter organization to disciplinary action, including possible loss of good standing, as described within these provisions under sections F and G:
 - 1. Registering annually as a recognized student organization with Campus Life;

2. Participating in the appropriate FSL governing bodies (The National Pan-Hellenic Council (NPHC), The Interfraternity Council (IFC), The College Panhellenic Council (CPC) or the Multicultural Greek Council (MGC);
 3. Submitting roster and grade release forms for active members and new members during the first month of the semester;
 4. Following all rules and guidelines for New Member Recruitment Process or Intake; and
 5. Abiding by all terms and conditions of the alcohol and controlled substance guidelines below:
 - a. The possession, use and/or consumption of alcoholic beverages while on chapter premises during an official event or in any situation sponsored or endorsed by the chapter or organization must be in compliance with any and all applicable laws and University rules and policies.
 - b. No chapter or organization members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the legal drinking age.
 - c. The possession, sale, and/or use of any illegal or controlled substance at any chapter, organization or University sponsored event are strictly prohibited.
 - d. Alcohol or controlled substances will be prohibited at any and all recruitment activities.
 - e. Open parties where alcohol is provided by the host chapter, meaning those with unrestricted access by non-members of the organization, without specific invitation, will be prohibited.
 - f. All organizations must provide, at no charge, an alternative non-alcoholic beverage and food at any event where alcohol is provided.
 - g. There will be no solicitation or encouragement of alcohol consumption by contest or promotion at any chapter event where alcoholic beverages are present.
- F. Greek-letter organizations whose members are in violation of this policy, regardless of whether the individuals are identified, will be subject to one or more of the sanctions listed in the Student Conduct Code, Section VI.B: Sanctions for Student Organizations.

- G. The following process will be utilized in any incident alleging a violation of these policy provisions by a social Greek-letter organization:
1. The incident will be referred to the respective FSL Judicial Board for hearing and original adjudication. Each Greek-letter Council will establish its own judicial board and its own set of hearing procedures for handling the incident. The chair of the respective FSL Judicial Board will immediately inform the Coordinator of Fraternity and Sorority Life.
 2. A decision rendered by the respective FSL Judicial Board may be appealed by either the party alleging the violation or by the social organization being accused of a violation. The appeal will be made in accordance with policies governing each of the governing councils.
 3. The Coordinator for FSL will receive written transcripts of all final judicial decisions, from the FSL Judicial Board. The Department of Campus Life will review the decision and may accept or reject the proposed sanctions.
 4. In the event the Department of Campus Life rejects the final decision; the Coordinator for FSL will provide a written explanation of the rejection and a recommended alternative.
 5. In the event that the Department of Campus Life and the FSL judicial board rendering the final decision cannot reach an agreement, the case will be referred to the Eastern Michigan University Office of Student Conduct, Community Standards and Wellness. In this instance, the Coordinator for FSL will notify the national or international headquarters of the organization involved. In the case of local organizations, the Alumni Association will be notified.

FIPG Risk Management Policy

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of the same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other

activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities / "big sister – little sister" events or activities, "family" events or activities and initiation.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

SEXUAL ABUSE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or on and off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.

3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

Interfraternity and Panhellenic Council FSL Social Policy

Article I: Purpose and Scope of Authority

Section 1

The purpose of this policy is to ensure the safety, well-being, and responsible social behavior of the members of all Inter-Fraternity Council and College Panhellenic Council organizations.

Section 2

All Organizations affiliated with Eastern Michigan University's Inter-fraternity Council or College Panhellenic Council must act in accordance with this policy.

Section 3

This policy will govern the use of all organization houses; annex houses, events at third party vendors, as well as any other event that is hosted by the chapter where alcohol is present defined by this policy.

Section 4

Events where alcohol is not present do not fall under this policy.

Article II: Definitions

Section 1

A party is any gathering in which more than 20 attendees present are not affiliated

with the host organization(s) and alcohol is present.

Section 2

An annex is any dwelling that can be identified with any Inter-Fraternity Council or National Panhellenic Council organization. The dwelling must be within ten miles of Eastern Michigan University, there must be at least four people living there, and 80% or more of the people living there must be affiliated with the same organization and on the active roster.

Section 3

A fraternity/sorority house is any dwelling that displays the organization's letters and/or houses the organization's charter or is designated by the organization as their house or facility.

Section 4

A third-party vendor event is an event that is held at another location other than a person's place of living such as a bar, hotel, or country club, where alcohol will be served. Third-Party vendors must have a liquor license.

Article III: Rules and Regulations

Section 1

Each organization must be aware of, understand, and follow FIPG, all Eastern Michigan University policies, and all federal, state, and local laws as well as this policy and its appendices.

Subsection A:

Each organization must host a FASTforWARD program pertaining to Eastern Michigan social policy and FIPG guidelines every year, with a minimum of 80% of active members in attendance. This must be completed within the first semester of each scholastic year.

Section 2

Party requests must be submitted to the Inter-Fraternity Council President and Executive Vice President, College Panhellenic Council President and Executive Vice President, and FSL Advisor at least 72 hours before the start of the requested party. Requests must include a list of sober monitors, with the amount being the maximum possible. If the form is turned into a council member in person five (5)

days before the event then the council member will respond before the 72-hour deadline. If they do not, then actions may be taken against the council member. The event may not be held without approval. At least 24 hours before the party, the chapter must send the Interfraternity Council President and Executive Vice President, College Panhellenic Council President and Executive Vice President and FSL Advisor a guest list and sober monitor list.

Section 3

The serving of alcohol must conclude at 1:15 am and the party must be cleared by 2:00 am.

Section 4

Each host organization must provide a minimum of three sober monitors per event. Prior to any event with more than forty-five guests, an additional sober monitor must be added to maintain a minimum ratio of one sober monitor per fifteen guests. If the event is hosted by multiple organizations then each organization is responsible for their own guests. Additionally, each sober monitor must wear an indicator, such as a lanyard, provided by the respective council at registered social events.

Section 5

All sober monitors must be registered as GLASS certified at the Greek Affairs office. One of the sober monitors must also be 21 years of age or a junior in standing.

Section 6

Attendees over the age of 21 must be marked with adhesive bar style wristbands.

Section 7

BYOB guidelines and procedures shall be as follows (this policy is for any registered event that does not have a third-party vendor):

- a) Alcohol may only be brought to event by guests or members of the legal drinking age.
- b) Only persons of legal drinking age may consume or possess alcohol.
- c) The following stipulations apply per person per event: Maximum of six, twelve ounce cans/plastic bottles of beer/ wine coolers/ malt beverages.

- d) No glass containers allowed.
- e) No cases, twelve-packs, or other alcohol containers larger than six 12oz beers/wine coolers.
- f) No squeeze bottles, beer bong, party balls, pitchers, tumblers or other containers.
- g) No kegs, hard alcohol, or liquor.
- h) The host organization(s) should provide a number of cans or plastic bottles of non-alcoholic beverages, at least equal to the total number of people in attendance of the event.
- i) An ample supply of non-salty foods must be available.
- j) All Alcohol must be checked at the bar and exchanged for a punch card stating the brand of alcohol and number of containers.
- k) Any alcohol at the bar at closing time shall stay in a secure location at the event site until the following day, when it may be picked up.
- l) If the event is off-chapter premises then transportation must be approved by the President or Executive Vice President of Inter Fraternity Council or College Pan-Hellenic Council, and someone outside of the host organization must approve it.

Section 8

Organizations are not permitted to sell alcohol nor facilitate the sale of alcohol at any event excluding third-party vendor events. Furthermore, organizations cannot purchase alcohol with chapter funds nor may they supply common sources of alcohol at any events.

Section 9

The possession, sale, or use of ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on an organization's premises or during an organization's event is strictly prohibited.

Section 10

Third-Party vendor event guidelines and procedures shall be as follows:

- a) No outside alcohol is allowed to be brought to the event
- b) Only persons of the legal drinking age may consume or possess alcohol.
- c) No squeeze bottles, beer bong, party balls, tumblers or other containers.

- d) There should be a choice of non-alcoholic beverages that can serve every person in attendance at the event.
- e) An ample supply of non-salty foods must be available.
- f) Transportation must be approved by the President or Executive Vice President of Inter Fraternity Council or Pan-Hellenic Council. Someone outside of the host organization must approve it.
- g) Must complete the FIPG: Third-Party Vendor Checklist

Section 11

No more than three registered events may be held on the same day by any individual Greek-Letter organization, with the exception of Homecoming and Formals. No organization may have any registered event until 10 days after their prior event(s).

Section 12

No chapter may co-sponsor an event with an alcohol distributor or tavern (a tavern is defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. Chapters may rent a room at a tavern if it is a closed event.

Section 13

All Inter-Fraternity Council and College Panhellenic Council organization who wish to host events that fall under this policy must have liability insurance.

Section 14

All recruitment or rush activities associated with any chapter will be non-alcoholic.

Section 15

Two hours before any BYOB, a member of the Judicial Board and a member of Council will inspect and complete a checklist created by the Judicial Board and Chapter Presidents. The party may not commence until all requirements are met.

Article IV: Attendees

Section 1

Members associated with a host organization may invite up to but no more than three guests per member per event.

Section 2

A guest list must also be present at the entry door of the host organization's event.

Section 3

All people attending a party must have a valid state issued I.D. on their person during the event.

Article V: Violations

Section 1

A violation will be defined as any act that contradicts the regulations set forth in this policy.

Section 2

All infractions will be heard and judged in accordance to the rules and regulations of the council in which the organization is affiliated.

Article VI: Corollary Policies

Section 1

Petitions to hold events that are in conflict with, or outside of the scope of this policy, must be filed five business days prior to the event. The FSL Affairs Advisor must approve the petition before the event may be held.

Article VII: Amendments

Section 1

Any proposed amendment must be tabled for at least two weeks.

Section 2

Any amendment will require a 3/4 vote of organizations in good standing as defined by their respective council's constitutions (both Inter-Fraternity Council and the College Panhellenic Council).

Adding and Removing Members from a Chapter Roster

Immediately after members are recruited to a chapter, those members should fill out a Roster Affiliation Form which can be found on EagleSync at <https://orgsync.com/162790/forms/270985>. This form should only be filed out by the new members themselves, as signing the form authorizes the Campus Life Office to examine the student's academic and judicial records at the university and also authorizes that they have read and agreed to abide by the universities anti-hazing policy.

At the end of the semester, the chapter president should fill out a Roster Removal Form, which can be found on EagleSync at <https://orgsync.com/162790/forms/270991>. This form will allow presidents to list members who need to be removed from their roster, provide an explanation for removal, and tell our office if alumni status was granted to the individual. This form should be filed out at the end of the semester for individuals graduating, as well as throughout the semester for any individuals that leave the chapter before the end of the semester.

Forms and Documentation

The following forms and documents can be found on our Fraternity and Sorority Life EagleSync page.

- Council Constitutions and Bylaws
- CPC Recruitment Rules
- FIPG Risk Management Policy, Third Party Vendor Agreement, and Third Part Vendor Checklist
- Judicial Board Constitution and Bylaws
- FSL Information Booklet
- FSL Social Policy
- GSAP Booklet and Information Submission Forms
- Intake Packet
- Social Event Registration Form
- Roster Affiliation Form
- Roster Removal Form
- FASTforWARD Program Request Form

Helpful Resources

Fraternity and Sorority Terminology

Active – A fully initiated member of a fraternity or sorority, a chapter or colony current member.

Affiliation – The fraternity or sorority to which an individual belongs.

Alumna/Alumnus – A graduated member of a fraternity or sorority.

Badge – A symbol the FSL community members wear to indicate their membership to their organization, often a pin that is worn on the left breast in formal attire.

Bid – A formal invitation to join a fraternity or sorority.

Bid Matching – A system for matching the choice of the potential member with the choice of the chapter. Used in NPC Recruitment practices.

Calls – a unique vocal expression attributed to an organization, typically used by NPHC organizations.

Chapter – The local groups of a larger national organization designated by a special Greek-letter name.

COB (Continuous Open Bidding) – A term used by NPC sororities that indicates the opportunity for a chapter to invite woman to membership if they did not fulfil their quota in formal recruitment or it has not reached its membership total. Chapters may COB anytime during the school year.

Colony – Status of a new chapter prior to their installation or office chartering.

Crossing – Term used by NPHC groups to indicate that a new member has been fully initiated into a group.

Divine 9 – Refers to the nine organizations represented in the National Pan-Hellenic Council.

Dues – Membership, philanthropic, room, board, and other fees paid to the local chapter of a sorority or fraternity in order to be a member.

FIPG – Fraternity Information and Programming Group, a group of large inter/national fraternities that have grouped together to form a uniform risk management policy to obtain adequate liability insurance.

Formal Recruitment – The recruitment process which takes place during the fall semester for NPC sororities.

Fraternity - The name which applies to all FSL organizations and is characterized by a ritual, pin, and a strong sense of sister/brotherhood.

Informational – A forum for individuals interested in seeking more information from a particular NPHC or MGC fraternity or sorority.

Greek – A person who is a member of a fraternity or sorority.

House Manager – A chapter member who is responsible for all housing aspects of the chapter facility.

Initiation - The formal ceremony that brings new members into full active membership.

Intake – Term used to describe the process of NPHC or MGC organizations bringing in new members to their organization.

Legacy – A potential new member whose parent, grandparent, or sibling is an alumnus/a of, or active in, a particular fraternity or sorority. Fraternities and sororities are not obligated to invite all legacies to join.

Line – Individuals going through the membership intake process together in an NPHC or MGC organization.

National Panhellenic Conference (NPC) – The governing body for 26 of the inter/national women’s fraternities.

National Pan-Hellenic Council (NPHC) – The governing body for the 9 traditionally African-American organizations, for both women and men.

Neophyte – A new member of an NPHC fraternity or sorority.

New Member/Pledge – Someone who has been accepted as a member of a fraternity or sorority. After a period of education about the group, a new member may be initiated.

North-American Interfraternity Conference (NIC) – A body of delegates from the 64 affiliated men’s fraternities.

Panhellenic – An FSL word meaning All sororities; the cooperative organization composed of the chapter of NPC sororities on campus.

Philanthropy – Charitable projects sponsored by an organization.

Potential New Member (PNM) – Any non-greeklettered student at EMU. More specifically, during recruitment, a PNM is a man or woman who is registered for recruitment and/or is attending recruitment functions.

Prophyte – Someone who has been a member of an NPHC group for a year or more.

Quota – The number of women that each NPC-affiliated sorority, is allowed to extend a bid to during the formal recruitment process.

Recruitment – A social experience in which mutual selection occurs in order to determine membership. A function where undergraduates interested in joining a

sorority or fraternity are able to meet members, learn more about the organization, and join a sorority, or fraternity.

Ritual – A set of values FSL organizations were founded upon. Members of a fraternity or sorority vow to live by these values.

Soror – A term used to refer to a sister of an NPHC or MGC sorority.

Strolling - Organizational members move together in a line expressing pride for their organization. Pride is shown through calls, reciting information, ritual and custom dancing.

Total - The allowable chapter size, including both new and initiated members, as determined by the College Panhellenic Council for member organizations.

Yard – A term used by NPHC groups to indicate the campus.

Helpful Websites

CAMPUSPEAK – www.campuspeak.com

National Interfraternity Council – www.nicindy.org

National Panhellenic Conference – www.npcwomen.org

National Pan-Hellenic Council – www.nphchq.org

Stop Hazing – www.stophazing.com

Academic Enhancement and Value Added Resources at Eastern Michigan University

Academic Calendar
<https://www.emich.edu/registrar/calendars/>

Advising, College of Arts and Sciences
734-487-4599
<https://www.emich.edu/cas-advising/>

Academic Programs Abroad
734-487-2424
<http://www.emich.edu/extended/travel/apa/index.php>

Advising, College of Business
734-487-2344
<https://www.emich.edu/cob/student-resources/advising/undergraduate-advising.php>

Academic Success Partnerships
734-487-8413
<https://www.emich.edu/asp/>

Advising, College of Education
734-487-1414
<https://www.emich.edu/coe/students/undergraduates/advising.php>

Admissions, General
734-487-3060
<https://www.emich.edu/admissions/>

Advising, College of Health & Human Services
734-487-0918
<https://www.emich.edu/chhs/advising/index.php>

Advising, College of Technology
734-487-8659
<https://www.emich.edu/cot/advising/index.php>

Alumni Association
734-487-0250
<https://www.emich.edu/alumni/>

Campus Life
734-487-3045
<https://www.emich.edu/campuslife/>

Center for Multicultural Affairs
734-487-2377
<https://www.emich.edu/cma/index.php>

Counseling and Psychological Services
734-487-1118
<https://www.emich.edu/caps/>

Counseling Clinic
734-487-4410
<https://www.emich.edu/coe/clinics/counseling-clinics.php>

Department of Public Safety
734-487-0892
<https://www.emich.edu/publicsafety/>
Disability Resource Center

734-487-2470
<https://www.emich.edu/drc/>

Diversity and Affirmative Action (HR)
734-487-3430
<https://www.emich.edu/hr/working/diversity/index.php>

Diversity and Community Involvement
734-487-3118
<https://www.emich.edu/dci/>

EMU Event Calendar
<http://today.emich.edu/calendar>

English as a Second Language
734-487-0338
<https://www.emich.edu/esl/>

Financial Aid
734-487-0455
<https://www.emich.edu/finaid/>

Fraternity and Sorority Life
734-487-5669
<https://www.emich.edu/campuslife/greek-life/index.php>

Holman Success Center
734-487-2133
<https://www.emich.edu/hsc/>

Honors College
734-487-0341
<https://www.emich.edu/honors/>
Housing and Residence Life

734-487-1849
<https://www.emich.edu/residencelife/index.php>

Halle Library
734-487-0020
<https://www.emich.edu/library/>

LGBT Resource Center
734-487-4149
<https://www.emich.edu/lgbtrc/index.php>

Mathematics Tutoring Center
734-487-1444
<https://www.emich.edu/math/tutoring/>

Military & Veteran Services Resource Center
734-487-3119
<https://www.emich.edu/veterans/>

Office of International Students & Scholars
734-487-3116
<https://www.emich.edu/oiss/>

Office of Legal Affairs
734-487-1055
<https://www.emich.edu/legalaffairs/>

Office of the Ombuds
734-487-0074
https://www.emich.edu/ombuds/contact_if.php

Office of Research and Development

734-487-3090
<https://www.emich.edu/research/>

Office of Student Conduct,
Community Standards, and Wellness
734-487-2157
<https://www.emich.edu/responsibility/>

Psychology Clinic
734-487-4987
<https://www.emich.edu/psychology/psychologyclinic/>

Records & Registration
734-487-4111
<https://www.emich.edu/registrar/>

Speech & Hearing Clinic
734-487-4410
<https://www.emich.edu/coe/clinics/speech-hearing-clinic.php>

Student Business Services
734-487-3335
<https://www.emich.edu/sbs/>

Student Organizations
734-487-9322
<https://www.emich.edu/campuslife/student-orgs/index.php>

Study Abroad
734-487-2424
<http://www.emich.edu/extended/travel/apa/index.php>

University Advising & Career
Development Center
734-487-0400
<https://www.emich.edu/uacdc/>

University Health Services
734-487-1122
<https://www.emich.edu/uhs/>

University Writing Center
734-487-4813
<https://www.emich.edu/ccw/writing-center/>

VISION Volunteer Center
734-487-1313
<https://www.emich.edu/vision/index.php>

Women's Resource Center
734-487-4282
<https://www.emich.edu/wcen/index.php>