FRATERNITY *and* SORORITY LIFE

University *of* NORTH ALABAMA

HANDBOOK

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General Information

Mission

The University of North Alabama's Fraternity and Sorority Life is dedicated to enhancing the undergraduate fraternity and sorority experience by fostering an inclusive community, providing academic, personal, social, service, and leadership opportunities, and promoting a strong values-based fraternity and sorority community.

Definition of a Fraternity/Sorority

The University of North Alabama defines a fraternity/sorority as an organization that exists to promote fraternal relationships and personal development; requirement for membership is subjective and is not limited to a specific field of study, class year, etc.; and members are not typically permitted to hold membership in other identified fraternities/sororities at the University. Organizations that engage in new member education, ceremonies of initiation, ritual and/or other Fraternity and Sorority Life artifacts (e.g., bigs/littles, wearing letters, etc.) will be considered a fraternity/sorority.

Governing Councils

College Panhellenic Council (CPH):

The object of the College Panhellenic Council is to develop and maintain women's sorority life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member organizations as applicable to campus and personal life
2. Promote superior scholarship and intellectual development.
3. Cooperate with member women's sororities and the university/college administration to maintain high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.

Independent Greek Council (IGC):

The purpose of the Independent Greek Council is:

1. To act as a unifying body that promotes scholarship, community service, campus involvement, and success for each active organization in the IGC.
2. To serve as the governing body of the organizations in the IGC.
3. To promote positive relations between the IGC and other Greek councils, including the IFC, CPH, and NPHC, as well as the campus community.

Interfraternity Council (IFC):

The Interfraternity Council (IFC) at the University of North Alabama works to build relationships and coordination among its Member Fraternities and the University of North Alabama, in accordance with the policies and standards established by the North-American Interfraternity Conference (NIC). The purpose of the IFC shall be to:

1. Provide a sovereign governance structure for its Member Fraternities;
2. Promote the interests of its Member Fraternities;
3. Promote the interests of men's fraternities in general;
4. Discuss questions of mutual interest and present to its Member Fraternities such recommendations as the IFC deems appropriate;
5. Promote the interests of the University of North Alabama;
6. Promote mutual cooperation between its Member Fraternities;
7. Promote mutual cooperation between the IFC, fellow governing councils, and student organizations at the University of North Alabama; and

8. Promote mutual cooperation between the IFC and the University of North Alabama, its students, faculty, staff, and local community.

National Pan-Hellenic Council (NPHC):

It is the mission of the National Pan-Hellenic Council to promote cooperation and harmony between member organizations and between members and other campus organizations in developing the best possible public image for the Greek community. The purpose of the National Pan-Hellenic Council shall be as follows:

1. To act as a unifying body that promotes scholarships, community service, campus involvement, and success for each active organization.
2. To take steps to alleviate business problems within the Greek Community. To take steps to alleviate business associated issues between organizations within the Greek Community.
3. NPHC is the governing body of the Divine Nine Greek Letter Organizations. Therefore, any other organization disputes should be handled by other means, because they are not a part of the Divine Nine.
4. To promote positive inter-Greek relations among IFC, CPH, IGC, and the campus community.

Chapter Status Definitions

- Good Standing: Organization is an active, registered organization on campus, with no restrictions.
    - Interest Group: Organization is not yet chartered on campus; however, the organization is in the process of establishing a chapter at UNA. Interest groups are active, with no restrictions (unless otherwise noted). Interest groups may not yet be registered with Student Engagement, and may not yet be members of a governing council.
    - Affiliate: Organization is not yet chartered through their inter/national headquarters; however, the organization is recognized by their inter/national headquarters and is in the process of becoming a chartered organization. Affiliates are active and associated with a governing council, with no restrictions (unless otherwise noted). Affiliates may not yet be registered with Student Engagement.
- Poor Standing: Organization is still active on campus, but failed to meet University or Council standards (academics, missing documents, incomplete registration, late fees/fines, etc.)
- Probation: Organization is still active on campus, but has restrictions. Restrictions are dependent on the terms of the probation.
- Council Suspension: Organization is still active on campus, but has lost voting rights within their governing councils. There may be additional restrictions with council suspension.
- Inactive: Organization is not active on campus; however, there are no restrictions should they choose to pursue active status. This is often due to all members graduating and the organization having no undergraduate members.
- University Suspension: Organization is not active on campus and is not recognized by the campus. This is also sometimes referred to as loss of university recognition.

All active organizations registered with the Office of Student Engagement are permitted to recruit without any limitations. Organizations that are on University Suspension are not permitted to recruit, nor host/participate in any campus events. Current chapter status is maintained on the website at https://una.edu/fsl/chapters/

Fraternities and Sororities at UNA

Active Chartered Organizations:

Organization	Letters	Chapter	Founding Date	Charter Date	Council
Alpha Delta Chi	ΑΔΧ	Psi	1925	12-2006	IGC
Alpha Delta Pi	ΑΔΠ	Zeta Eta	5-15-1851	2-17-1973	CPH
Alpha Gamma Delta	ΑΓΔ	Gamma Psi	5-30-1904	4-17-1977	CPH
Alpha Kappa Alpha Sorority, Inc.	ΑΚΑ	Nu Omicron	1-15-1908	12-7-1980	NPHC
Alpha Mu Lambda	ΑΜΛ	Alpha	4-1-2005	4-1-2005	IGC
Alpha Phi Alpha Fraternity, Inc.	ΑΦΑ	Kappa Gamma	12-4-1906	1-17-1975	NPHC
Alpha Tau Omega	ΑΤΩ	Theta Eta	9-11-1865	1-30-1974	IFC
Delta Chi	ΔΧ	North Alabama	10-13-1890	9-25-2010	IFC
Delta Sigma Theta Sorority, Inc.	ΔΣΘ	Xi Phi	1-13-1913	4-12-1980	NPHC
Kappa Alpha Psi Fraternity, Inc.	ΚΑΨ	Theta Upsilon	1-5-1911	10-10-1976	NPHC
Kappa Sigma	ΚΣ	Lambda Omicron	12-10-1869	5-4-1974	IFC
Lambda Sigma Phi	ΛΣΦ	Alpha	8-23-2000	4-22-2017	IGC
Phi Beta Sigma Fraternity, Inc.	ΦΒΣ	Beta Beta Alpha	1-9-1914	12-2-1998	NPHC
Phi Gamma Delta	FIJI	Phi Upsilon	5-1-1848	3-23-1974	IFC
Phi Mu	ΦΜ	Theta Alpha	3-4-1852	3-24-1973	CPH
Phi Mu Alpha Sinfonia	ΦΜΑ	Pi Omicron	10-6-1898	11-13-2004	IGC
Pi Kappa Alpha	ΠΚΑ	Theta Alpha	3-1-1868	3-30-1974	IFC
Sigma Alpha Epsilon	ΣΑΕ	Alabama Nu	3-9-1865	2-11-1989	IFC
Sigma Gamma Rho Sorority, Inc.	ΣΓΡ	Upsilon Epsilon	11-12-1922	04-03-2021	NPHC
Sigma Chi	ΣΧ	Eta Rho	6-28-1855	4-20-1974	IFC
Zeta Phi Beta Sorority, Inc.	ΖΦΒ	Alpha Sigma	1-16-1920	11-22-2003	NPHC
Zeta Tau Alpha	ΖΤΑ	Eta Rho	10-15-1898	3-2-1973	CPH

Active Interest Groups & Affiliate Groups:

Organization	Letters	Status	Founding Date	Council
Alpha Sigma Phi	ΑΣΦ	Interest Group	12-6-1845	IFC
Kappa Alpha Order	ΚΑ	Interest Group	12-21-1865	IFC
Omega Phi Chi	ΩΦΧ	Interest Group	11-9-1988	IGC

Inactive Chartered Organizations:

Organization	Letters	Chapter	Founding Date	Charter Date	Reason Inactive
Omega Psi Phi Fraternity, Inc.	ΩΨΦ	Alpha Delta Beta	11-17-1911	5-11-2016	No Membership
Nu Alpha	NA	Alpha	1-18-2017	1-18-2017	No Membership
Sigma Alpha Iota	ΣΑΙ	Lambda Psi	6-12-1903	11-18-2011	No Membership

Guidelines & Procedures

Event Guidelines

The following guidelines apply to any activity or event sponsored, endorsed, or promoted by the organization or its members, including those that occur on or off organization premises. These guidelines apply year-round (fall, spring, and summer semesters). Additionally, your organization's event must be registered if it meets any of the following criteria:

- On the day of the scheduled event, attendance will exceed current chapter roster size plus 50%
    - If the percentage is .5%, round down
- Alcohol will be served
- UNA PD/security is required

Definitions

BYOB (Bring Your Own Beverage) ***Events:*** Any event approved to have alcohol present, where event attendees furnish alcohol for their personal consumption.

Number of Alcoholic Beverages Permitted per Person, per BYOB Event:

- 6-pack of beer
- 1 bottle of 750 ml wine
- 4-pack of wine coolers/ciders/malt beverages/seltzers

Common Source: Possessing, furnishing, consuming, or serving from a common source of alcohol is strictly prohibited (i.e. Borgs, beverages not in original packaging or larger than 24 oz.). Common source refers to any bulk quantity, common container, or freely available alcoholic beverage (e.g. beer, wine, liquor or punch) that is provided by a student group, member, or guest and that is made available for consumption by any member or guest at an event. A common source shall not include cash bars operated by a licensed third-party vendor that comply with these guidelines.

Event Registration Form: A form on Campus Groups to be completed by the organization for all activities and events sponsored, endorsed, or promoted by the organization and its members, including those that occur on or off organization premises. **Event registration forms are due one week prior to the event, if no alcohol is present. Event registration forms are due two weeks prior to the event, if alcohol is present.** Events with alcohol require approval by the organization's advisor. Events cannot be advertised until the event registration is reviewed and approved by Fraternity and Sorority Life.

Guest: Any individual other than currently active or new collegiate members listed on the organization's roster on file with Fraternity and Sorority Life. *For alumni-specific events, alumni are not counted as guests.*

Member: A student listed on the organization's roster on file with Fraternity and Sorority Life, including new non-initiated members. *For alumni-specific events, alumni are not counted as guests.*

Officers: For the purpose of these guidelines, officers include UNA police, UNA public safety officers or other licensed and approved third-party security that is coordinated by FSL. *Additional information on the use of officers is outlined in the Officers at Events section.*

Risk Management (RM) Team: Members of the organization trained and approved to monitor the event. The RM team is prohibited from consuming alcohol before or during the event and must remain in their role through the duration of the event.

Social Event/Gathering: Any event hosted by an organization that is not considered organizational business (including, but not limited to, chapter meetings, executive council meetings, recruitment events, etc.) where alcohol is present or is likely to be present.

Third Party Vendor: An entity that is properly permitted, licensed, and/or certified by the appropriate local and/or state authority, which may include the Alabama Alcohol Beverage Control (ABC) Board and the City of Florence. This might involve, among other things, both a liquor license and a special event license to sell on the premises where the event is to be held. Third party vendors must comply with all UNA policies and the requirements of these Guidelines.

General Event Guidelines

Attendance Tracking: All organizations are required to track attendance at all events using Campus Groups, which is linked to approved Campus Groups events.

Certificate of Liability Insurance: Only organizations with a current certificate of liability insurance on file with FSL are permitted to host events. An updated copy of the organization's certificate of liability insurance is due within two weeks of the previous certificate's expiration.

Coinciding Events: In the event that several organizations are requesting to host events at the same time, the following guidelines will be followed: If the event requires UNA officer presence and there are no police officers available, public safety officers will be requested. If there are not enough UNA police officers or UNA public safety officers available, FSL will coordinate with UNA PD to identify alternative security coverage. If no alternative security coverage is available, an alternative date will need to be determined.

Day/Time/Location of Events: No events will be permitted when the university is closed (e.g., severe weather, holidays, etc.). Outdoor activities, held on or off campus, must occur in accordance with time parameters listed below. A noise permit must be obtained from the City of Florence for outdoor activities held on or off campus at least two weeks in advance of the scheduled event.
The event shall begin at the designated time and end at the designated time, as stated on the Event Registration Form. The serving of alcohol must cease at least 30 minutes prior to when the event is scheduled to end. If there are violations of event policies, events may be shut down by security, UNA PD or the organization's Risk Management Team. All federal, state, and local laws as well as University, Fraternity and Sorority Life, governing council and inter/national organization rules and regulations must be followed. No social events, with or without alcohol, are permitted after Study Day at the conclusion of each academic semester, through the last day of final exams.
Event times must adhere to the following parameters:

- Weekday Events (Sunday-Thursday) must begin after 5:00 pm end by midnight (12:00 am).
- Weekend Events (Friday and Saturday) must end by 2:00 am.

- Outdoor events, held on or off campus, must conclude no later than 10:00 pm (except on Friday and Saturday, when events may be held until 2:00 am). All outdoor events require a noise permit from the City of Florence which must be obtained two weeks in advance of the scheduled event.
- Guests must vacate the event premises within 30 minutes of the designated event end time.
- Event security must remain present at the event until all guests have departed.

Emergency Protocol: In the event of an accident, emergency, sickness, or hospitalization affecting any student during a registered event, it is imperative that UNA PD is contacted immediately at 256-765-4357 to notify the University of the incident. The purpose of this protocol is to improve communication and ensure the University can arrange appropriate support for the individual student(s) affected by the incident. If an emergency arises that is life-threatening, immediately dial 9-1-1.

Fire Inspection: Any housed organization that does not have a current passing fire inspection will be prohibited from hosting any event, whether it is on campus, off campus, or hosted at the organization's facility.

Glass Containers: Glass containers are prohibited at all events with or without alcohol (unless provided by a licensed and insured third-party vendor at an off-campus facility).

Noise: Noise must be confined to the property limits. If noise is excessive and may be heard beyond the property, a noise permit must be obtained from the City of Florence. Noise permits must be requested by the City of Florence at least two weeks prior to the event date.

Overnight Restriction: No overnight events/activities are permitted, except leadership conferences, spiritual retreats, trainings, and teambuilding activities that are limited to organization members only. These events must be registered with Fraternity and Sorority Life.

Risk Management (RM) Team

A group of 6 (or more) members of the organization will be responsible for monitoring all events. If your event has alcohol, your risk management team must have at least 6 people. If your event does not have alcohol, the risk management team will be comprised of 2 RM team members per 30 attendees, up to 6 total RM team members. If an organization's total membership is less than 12, organization designated leadership will work with Fraternity and Sorority Life to determine a suitable size for the risk management team considering the estimated attendance.

RM Team Composition: At least one member of the risk management team must be an executive officer. The other members of the risk management team can be any RM trained active members. New members are not permitted to serve on the risk management team during their first semester of membership. *For co-sponsored events, the risk management team must have an executive officer from each organization, the other RM team members can be equally split between the host organizations.*

RM Team Expectations: All RM team members are prohibited from consuming any alcohol or other drugs prior to, and during the event. Those serving on the RM team must serve for the duration of the entire event. Swapping RM team members during the event is not permitted. RM team members are

responsible for staying in designated areas throughout the event, so there will be limited opportunities for RM team members to socialize (i.e. dance, stroll, etc.).

RM Team Meeting: Thirty minutes prior to the start of the event, the RM team must meet to discuss the event responsibilities and review any pertinent information with the designated event officers. All RM team members must arrive to this meeting sober and wearing their RM team buttons. At events with alcohol, the RM team is required to introduce themselves to Police/Security officers at this meeting. At the conclusion of the RM team meeting, the RM team will clear the venue and begin the check in process.

Reporting RM Team Members: Risk management team member names will be reported on the event registration form. If there are changes to the RM team after registration, an event update must be submitted through Campus Groups.

RM Team Placement: It is recommended that RM team members be assigned to the following roles throughout the event:

- 1 person at check in/check out
- 1 person at each point of entry (unless the point of entry is a door that is closed and locked)
- 1 person at each stairwell
- 1-2 people roaming the event as monitors

RM Team Resources: Prior to the start of the RM team meeting, the RM team must gather all necessary resources. The RM team must have: (a) designated orange RM team buttons; (b) Campus Groups QR code to check in attendees, (c) Certificate of Liability Insurance, (d) pertinent contact information in the event of an emergency, and (e) a copy of these event guidelines. At events with alcohol, the materials must also include: (f) a large dark permanent marker (for marking hands of underage attendees), (g) a printed copy of the invitation list, and (h) a highlighter to check in attendees on the invitation list.

RM Team Responsibilities: All RM team members must wear the distinct RM team button (provided by Fraternity and Sorority Life). RM team members are responsible for clearing the venue 15 minutes prior to the start of the event, and all attendees (including the RM team) must formally check in using Campus Groups and, for events with alcohol, must cross reference with the printed invitation list. Additionally, the RM team is responsible for responding to all emergency situations, leading the check in process, monitoring designated social areas, coordinating the transportation of members and guests leaving the event intoxicated, and removing attendees who are not in compliance with federal or state laws or campus policies and guidelines.

Officers at Events

Authority: Officers have final authority on terminating an organization's event. If events with alcohol are held within the organization's facility, the officer has the authority to monitor the bedrooms, upstairs, and non-party designated areas if there is cause for suspicion. Only the organization's facility tenants are permitted to enter and exit bedrooms, upstairs rooms, and other meeting spaces other than the designated social area. If the organization is in violation of these requirements, the officer has the authority to terminate the event immediately.

Cancellation of Officers: If an organization cancels an event, notification must be sent to greeklife@una.edu and to the scheduled officers 96 hours prior to the start of the event. Otherwise, the organization will be responsible for paying the officers. If the event is canceled due to unavoidable or inevitable accident or act of nature outside the control of the organization, Fraternity and Sorority Life has the discretion to work with UPD to waive the officer payment.

Coinciding Events with Officers: In the event that an organization requests UNA officers and there are no police officers available, public safety officers will be requested next. If there are not enough UNA police officers or UNA public safety officers available, FSL will coordinate with UNA PD to identify alternative security coverage. If no alternative security coverage is available, an alternative date will need to be determined.

Number of Officers: The number of officers required shall be in accordance with the following criteria: Any social event hosted by an organization with attendance exceeding the chapter roster plus 50% is required to have at least one officer present. Events that meet the following criteria do not require officer presence:

- No alcohol is present and
- Hosted by a minimum of two organizations and
- Risk management teams from each host organization are present

Without Alcohol (excludes mixers)	**With Alcohol**
Chapter roster plus 50%: 1 police/UNA public safety officer	1-149 attendees: 2 police/UNA public safety officers
Add one officer (police/UNA public safety) per additional 100 attendees.	Add one officer (police/UNA public safety) per additional 100 attendees

Payment of Officers: The contact information of scheduled officers will be sent directly from FSL to the individual who registered the event approximately 48 hours prior to the event. Payment must be made directly to the officers working the event in the form of a check written to the officers at the time of their arrival. Should payment not be made, the event will be canceled. There is a minimum 4-hour rate for each officer scheduled. Payment rate is as follows:

- UNA Police Officers: $25/hour
- UNA Public Safety Officers: $20/hour

Selection and Hiring of Officers: Organizations that need to hire officers must complete the Event Registration form on Campus Groups, where they will indicate the type of event (i.e. with, or without alcohol). Officers will be assigned by the UNA Police Department in coordination with FSL in the order in which the Event Registration was received.

Types of Officers: For the purposes of these guidelines, officers include UNA police officers and UNA public safety officers. Information is provided in the sections below regarding when/how different officers may be used. FSL will coordinate the officer assignment process.

Use of Officers: Officers must be present at all events, on campus or off campus, where alcohol shall be served or permitted to be consumed. Additionally, an officer shall be present at all social events without alcohol that exceed the organization's membership roster plus 50%.

Events with Alcohol

Alcohol Products: No common sources of alcohol are permitted, including, but not limited to, punch in coolers or trashcans, kegs, borgs, etc. Alcohol products above 13% alcohol by volume (ABV) are prohibited from all organizations' facilities at all times and from all Bring Your Own Beverage (BYOB) events on or off campus.

Alternative (Non-Alcoholic) Beverages: Alternative beverages must be provided at the expense of the host organization. These items must be readily available at no cost to all guests for the duration of an event where alcoholic beverages may be consumed. Non-alcoholic beverages must be accessible in the primary event space.

BYOB Events: For BYOB approved events, all attendees are required to bring their own alcohol within the limitations listed below. This includes members and guests. At the end of the function, it is recommended that the host organization immediately dispose of the alcohol left by guests. Alcohol products above 13% ABV and glass bottles are prohibited at BYOB events.

Number of Alcoholic Beverages Permitted per Person, per BYOB Event:

- 6-pack of beer
- 1 bottle of 750 ml wine
- 4-pack of wine coolers/ciders/malt beverages/seltzers

Co-Sponsored Events: Any and all events with alcohol registered and co-sponsored with three or more organizations are strictly prohibited. Two organizations are allowed to host an event with alcohol, if proper registration is completed. All co-sponsored events require the approval of both organizations' presidents and advisors as well as a Fraternity and Sorority Life staff member.

Guest to Member Ratio: When alcoholic beverages are served or permitted to be consumed, the attendance ratio is three guests to one member in attendance at the event. Members must be present and checked in prior to their invited guests being checked in. Fire codes and inter/national organization policies may mandate smaller ratios based on the organization's facility. Only guests on the previously-submitted attendance list are permitted to attend the event. The maximum number of guests permitted at an event must not exceed the maximum occupancy as determined by the venue or local fire department. *Any alumni in attendance should be included as guests on the invitation list, unless it is an alumni specific event where they would be included as members.*

Identification: All attendees are required to present state identification (this includes attendees under the legal drinking age). IDs will be checked upon entering the venue or when loading buses. The officer(s) are responsible for checking IDs. The RM team member assisting with check in may NOT check IDs.

Invitation List: A typed invitation list must be submitted prior to the event. The invitation list must be emailed to Fraternity and Sorority Life (greeklife@una.edu), five hours prior to the event or one business day prior to an event on a weekend, and provided to officers, in printed form, at the RM team meeting prior to the start of the event. The invitation list must be formatted in the same manner as the example included at the end of these guidelines. As attendees arrive, they must be checked in using Campus Groups, and their names must also be highlighted on the list of attendees. The completed attendance list (with all invitees who attended highlighted) must be submitted to greeklife@una.edu

within 48 hours of the event's conclusion. Failure to submit an invitation list after the event may result in the cancellation of future events. Repeated failure to submit invitation lists or attendance lists may result in one semester of social probation and/or a referral to Student Conduct.

Number of Events with Alcohol per Organization per Semester: 6. Organizations may host events with alcohol on or off campus, but may not exceed 6 events with alcohol in any given semester.

Officers: Officers are required to be present at any registered event, on campus or off campus, where alcohol is served or permitted to be consumed.

Pre-Gaming: Attendees are discouraged from consuming alcohol or other drugs prior to an event. An attendee may be denied entry to an event venue or bus if an officer deems they are intoxicated/impaired upon arrival.

Rapid Consumption of Alcohol: The organization's members and guests must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, including drinking games. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third-party vendor, are prohibited.

Sale of Alcoholic Beverages: The sale of alcoholic beverages, by the organization or its members, is prohibited. This restriction applies to all of the various methods of charging for drinks, including charging admission to parties, selling drink tickets, soliciting donations, charging for food or other items while providing free drinks, or otherwise obtaining payment or reimbursement of any kind for alcoholic beverages.

Serving Alcohol: Alcoholic beverages must be either (a) provided and sold on a per-drink basis by a licensed and insured third-party vendor or (b) brought by individual members and guests through a BYOB system in accordance with all listed requirements in this document.

Sponsorship: Organizations may not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, an organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host an organization event.

Wristbands: Wristbands are the ONLY approved method of identifying those of legal drinking age. FSL will provide all wristbands for events with alcohol. The organization will be given enough wristbands for the estimated attendance, per the Event Registration Form. Wristbands will be brought to the event by the officers. The FSL office will collect unused wristbands from UNA PD the week following the event. *Note*: each event will have a different color wristband. Wristbands are available for events without alcohol, upon request.

Events without Alcohol

Alcohol at Events without Alcohol: In the event that alcoholic beverages are present at an event that was registered as a non-alcoholic event, it is the responsibility of the organization's executive officers and RM team to enforce the governing rules of a non-alcoholic event. If the event has officers present, they must assist in the removal of the alcoholic beverages. If the host organization does not comply, the officer has authority to terminate the event immediately.

Alcohol Paraphernalia: Alcohol paraphernalia is prohibited at events without alcohol. This includes empty containers, packaging, shot glasses, etc. The host organization is responsible for checking the facility and clearing the area of all paraphernalia (including anything left in the trash) prior to the start of the event. It will be presumed that any empty containers found at events without alcohol were consumed at the event.

Co-Sponsored Events: If these guidelines are violated during a co-sponsored event and Fraternity and Sorority Life is not notified immediately, it will be presumed that both hosts are responsible for the violation.

New Member Joining Processes: Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including, but not limited to, bid day/night, big/little events, new member presentations, and any rituals or ceremonies. New member joining events are prohibited from being held at a bar or brewery.

Officers: Officers are required to be present at any registered *social* event, on campus or off campus, where the attendance will exceed the chapter roster plus 50%.

Clery Crime Disclosure

Pursuant to the Clery Act, the University must track and disclose certain crime statistics. Designated members of an organization may be identified as Campus Security Authorities (CSAs) under the Clery Act. CSAs are required to report any potential or actual crimes to UNA PD. If you are identified by UNA's Clery Coordinator as a CSA, it is critical that you report everything that could be considered a crime.

What to Report: CSAs are required to report any facts regarding actual or potential crimes to UNA PD. All others are also encouraged to report any actual or potential crimes to UNA PD. UNA PD will decide if the crime must be included in UNA's Annual Security Report or Daily Crime Log pursuant to the Clery Act.

How to Report: CSAs may report crimes by submitting a CSA Report online. The link to the online reporting form is contained in their CSA Identification Letter sent by UNA PD. In the event of an emergency, crimes should be reported immediately by contacting the law enforcement officers present or calling 9-1-1. All other individuals with information about crimes or potential crimes are encouraged to report to local law enforcement or to UNA PD. UNA PD may be contacted by stopping by in person in the basement of Keller Hall or by calling 256-765-4357.

Violations

If an organization violates these event guidelines, the Office of Student Conduct, in conjunction with Fraternity and Sorority Life, may conduct a hearing. Fraternity and Sorority Life and Student Conduct staff may choose to defer the conduct hearing to a student governing council.

Invitation List Format

As attendees (including members) arrive, their names should be highlighted. Member names should be alphabetical by last name. Guests may attend ONLY if the member who invited them is in attendance.

Member Name	Guest #1	Guest #2	Guest #3

Expansion Procedures

This section outlines the guidelines and procedures for all new and returning fraternities and sororities at the University of North Alabama.

A new fraternity or sorority may register with the University's Office of Student Engagement only after all steps within these procedures and the respective council's constitution/bylaws have been completed and a formal invitation has been granted by the Office of Fraternity and Sorority Life. In order to receive a formal invitation, the new/returning organization must submit all the documentation and certification requirements as set forth by these procedures.

The governance structure for sororities and fraternities at the University of North Alabama includes student governing councils (College Panhellenic Council [CPH], Interfraternity Council [IFC], Independent Greek Council [IGC], and National Pan-Hellenic Council [NPHC]) that are delegated authority by the University to participate in a shared governance model. All fraternities and sororities interested in expanding at the University of North Alabama must be aware of the policies and procedures of their respective council, as the organization must affiliate with one of the four councils.

This document is divided into four sections: Section I outlines general guidelines for fraternities and sororities pursuant to the relevant rules of the University of North Alabama; Section II outlines the procedure that a petitioning fraternity or sorority must follow to request and obtain recognition; Section III outlines the benefits and expectations of a recognized fraternity or sorority at the University of North Alabama; and Section IV outlines repercussions for operating a fraternity or sorority of the protocol outlined in this document.

SECTION I

A. Governance Structure

The governance structure established by the University of North Alabama includes student input and participation. Student input and participation is accomplished through authority delegated by the Office of Fraternity and Sorority Life to designated student governing councils. Fraternities and sororities must abide by applicable university policies, regulations, and procedures governing student organizations, as well as policies, guidelines, and procedures established by the Office of Fraternity and Sorority Life and the designated governing councils.

B. Residential Units/Housing

A fraternity/sorority that operates a residential unit and provides opportunities for housing to university students must abide by facility management policies and standards as established by the University, including, but not limited to, the following: (1) organizations must be in compliance with fire safety standards and must pass fire safety inspections; and (2) organizations must comply with building inspection and related policies and must take corrective measures as needed or required.

C. Withholding, Revoking, Suspending Recognition & Reinstatement

The University reserves the right to withhold, revoke, or suspend the recognition of any fraternity/sorority when University rules, policies, and/or guidelines are not adhered to. Any fraternity/sorority that remains inactive for over one year must follow the expansion procedures to be reinstated.

SECTION II

A. Procedure for Expansion

Fraternity/sorority expansion at the University of North Alabama can occur in three ways:

1. Through a formal University expansion plan approved by CPH, IFC, IGC, NPHC, the Office of Fraternity and Sorority Life, or council advisor;
2. Through a formal petition for recognition by an interest group (either a student-led or IHQ-lead interest group);
3. Through a formal petition for recognition for an organization coming off a disciplinary loss of university recognition

Note: Each governing council (CPH, IFC, IGC, or NPHC) will recognize no more than one group as a colony within each respective council at any one time. Therefore, no council will be allowed to expand further until the colony has become a chartered chapter or has disbanded.

1. <u>Procedures for Formal Expansion Plan by the CPH, IFC, IGC, or NPHC Executive Board</u>
    a. Determine need for expansion
    b. Council executive board must first gain approval from the general body of the respective council and the Office of Fraternity and Sorority Life and/or council advisor to begin expansion process
    c. Follow the additional procedures outlined in the governing council documents
    d. Selected organization must submit all necessary documentation, as indicated in Section II, Sub-section B, of these expansion procedures to the Office of Fraternity and Sorority Life
    e. CPH, IFC, IGC, or NPHC will provide a checklist of expectations to the chosen organization
2. <u>Procedures for Petitioning Interest Groups</u>

    For Student Interest Groups:

    a. Contact Fraternity and Sorority Life staff about interest in expanding the fraternity/sorority community at the University of North Alabama
    b. Submit a letter of interest/intent to the respective governing council and the Office of Fraternity and Sorority Life
    c. Follow the steps as outlined in the governing council documents. If an inter/national organization is supporting an interest group, additional steps should be taken as indicated below.
    d. CPH, IFC, IGC, or NPHC will provide a checklist of expectations to approved organizations

    For Inter/national Headquarter Interest Groups:

a. Submit letter of interest (or a letter of endorsement, if already working with a student interest group) to the respective governing council and the Office of Fraternity and Sorority Life
b. Submit all necessary documentation, as indicated in Section II, Sub-section B, of these expansion procedures to the Office of Fraternity and Sorority Life
c. Follow the additional procedures outlined in the governing council documents
d. CPH, IFC, IGC, or NPHC will provide a checklist of expectations to approved organizations

Note: In the letter of interest/intent, the organization must articulate with which governing council it wishes to affiliate. For extension of National Panhellenic Conference sororities, the university will work in concert with the process as outlined in the NPC Manual of Information in addition to the CPH governing documents; however, all University of North Alabama requirements must be met in addition to NPC and CPH procedures.

3. Procedures for an Organizations Coming Off Disciplinary Loss of University Recognition
    a. Meet with Fraternity and Sorority Life staff to discuss possible reinstatement
    b. After duration of university loss of recognition, meet with the CPH, IFC, IGC, or NPHC executive board to discuss the possible reinstatement and receive a list of criteria to be met to return to UNA as an active chapter. The criteria may include, but is not limited to, new advisor(s), no involvement from the members who were involved in the past incident, and restitution for any money owed to UNA or council.
    c. Submit letter of intent to the respective governing council and the Office of Fraternity and Sorority Life
    d. Submit all necessary documentation, as indicated in Section II, Sub-section B, of these expansion procedures to the Office of Fraternity and Sorority Life
    e. Follow the additional procedures outlined in the governing council documents
    f. CPH, IFC, IGC, or NPHC will provide a checklist of expectations to the approved organization

B. Documentation

In addition to the required letter of interest/intent/endorsement, the following documentation is required for recognition:

1. Administrative Information:
    a. Name of Organization
    b. Founding Date
    c. History at UNA*
    d. Current Number of Undergraduate Members
    e. Average Chapter Size
    f. Number of Chapters Closed in the Last Five Years and Reasons for Closing
    g. Membership Costs: New Member, Initiation Fees, Insurance, Regular Dues, Etc.
    h. Documentation of 5(c)(7) tax status by the Internal Revenue Service
2. Programs/Policies
    a. Certificate of Liability Insurance (minimum $1 million)
    b. National Risk Management Policies/Statements for:
        i. Alcohol
        ii. Drugs
        iii. Hazing
        iv. Facilities Management*
    c. Minimum Standards for Potential New Members, including Policy on Transgender Membership *(if one does not exist, please indicate how gender/membership is defined/determined by the organization)*
    d. Length/Focus of New Member Program/Intake
    e. Scholarship Program
    f. Community Service/Philanthropy Program

g. National Constitution and By-Laws

3. Colonization:
    a. List of University of North Alabama Students Interested in Affiliating with the Organization (L Numbers Included)*
    b. List and Status of Colonies/New Chapters Established in the Last Five Years
    c. Rules, Regulations, Policies, and Related Information Pertaining to the Colonization
    d. Criteria for Chartering
    e. Plan of Action/Timeline for the Expansion
4. Organizational Structure:
    a. List of all Active Chapters, including Locations
    b. Chapter Officer Structure*
5. Housing:
    a. Plans Related to Colony/Chapter Housing*
    b. Housing Support*
    c. Inter/National Housing/Regional Housing Corporation*
6. Resources:
    a. Inter/National Headquarters/Regional:
        i. Foundation Scholarships/Loans*
        ii. Leadership Development Programs (Local, State, Regional, and/or National Level)*
    b. Volunteer Support:
        i. Contact Information for Alumni Residing in the Immediate Area (100 Mile Radius of Florence)
        ii. Letter of Commitment from Person(s) Willing to Serve as Advisor(s)
        iii. Documentation of Support from Inter/National Office for the Person(s) serving as Advisor(s)
    c. Financial Support:
        i. Financial Support Available to the Chapter from the Inter/National Headquarters and Alumni
        ii. Statement Concerning How the Headquarters Will Address Any Outstanding Liabilities or Other Legal Responsibilities Incurred by the Organization, in the Event that the Expansion Is Not Successful

**If applicable*

C. Recognition

A new organization that becomes recognized at the University of North Alabama through the expansion process must complete a one-year probationary period in the respective governing council. During the probationary period, the fraternity/sorority will have voting privileges and will be assessed dues by the respective governing council. After a successful one-year probationary period, the organization will become a full/regular member of the respective governing council if the organization meets the membership requirements of the governing council for both semesters during the probationary period (e.g., academic performance, dues paid in a timely manner, etc.).

D. Chartering

Each organization must become a fully chartered chapter within two years of registering. Failure to do so may result in the loss of recognition as a fraternity/sorority. If an organization has not become a fully charted chapter within two years, the organization must petition the Office of Fraternity and Sorority Life in writing to explain any mitigating circumstances and to request an extension. If recognition as a fraternity/sorority is revoked, the ability to become recognized again may require completing the expansion process as outlined in this document.

E. Registering as an RSO

All fraternities/sororities at the University of North Alabama are required to be Registered Student Organizations (RSO) through the Office of Student Engagement. Fraternity and Sorority Life staff will work with the new/returning organization to register as an RSO and review the expectations and privileges of RSOs.

SECTION III

A. Benefits (Not All-Inclusive)

A recognized fraternity/sorority at the University of North Alabama will be afforded the following:

1. University support through the Office of Fraternity and Sorority Life, including access to training, advisement, statistical reports, and related services
2. Participation in University, Fraternity and Sorority Life, and Governing Council programs and activities
3. Use of designated University facilities for meetings and other approved functions

B. Expectations (Not All-Inclusive)

A recognized fraternity/sorority at the University of North Alabama must adhere to:

1. Student Conduct Code
2. Constitution and Bylaws of Respective Governing Council
3. Student Organization Handbook
4. Fraternity and Sorority Life Guidelines and Procedures, including:
    a. Hazing Policy
    b. Alcohol Policy
    c. Event Guidelines
    d. New Member and Intake Guidelines*
    e. New Member Presentation Guidelines*
    f. Facilities Policies*
5. All Other Applicable University, Local, State, and Federal Policies, Regulations, and Laws

SECTION IV

A. Non-Compliance

Operation of any fraternity/sorority established in defiance of the protocol outlined in this document will be considered to demonstrate a disregard for university protocol and failure to comply. Student participation in any activity for the purpose of recruiting members to a defiant fraternity/sorority will be sanctioned through the Office of Student Conduct for Failure to Comply. Any organization that operates as a defiant fraternity/sorority will be given a minimum two-year moratorium at the University of North Alabama.

Recruitment/Intake Guidelines

In an effort to encourage development of our fraternity and sorority community, these guidelines are issued to ensure the safety and wellbeing of our students, fraternities and sororities, local community, and the University. Chapters are responsible for communicating Fraternity and Sorority Life guidelines and procedures and the University of North Alabama policies to all members, new members, alumni, advisors, and members of graduate chapters assisting in the recruitment/intake and education/initiation process. When used within these guidelines, the following definitions apply:

- "**Recruitment**" means a time of mutual selection between chapters and potential new members generally characterized by a series of planned activities in which potential new members are introduced to chapters. Recruitment activities include two types: formal recruitment and informal recruitment.
- "**Intake**" means a process organized independently by a chapter, generally characterized by holding an informational or interest meeting followed by an application process which may include an interview or a series of interviews with interested candidates and whereby selected candidates participate in a new member education process.

Substance Free Recruitment/Intake

Alcohol and drugs are prohibited at all recruitment/intake events and during any new member education/initiation process.

Academic Verification Process

Each chapter and some governing councils (see council governing documents) have a set minimum grade point average for membership. Chapters should obtain the academic verification of potential/prospective members prior to inviting the student to join the organization (i.e., prior to distributing a bid). Academic verifications are obtained through several methods:

- Women participating in CPH formal recruitment will have their academics verified during the registration process. Additional academic verifications are not necessary (for bids distributed during the semester in which the primary recruitment process took place).
- Students completing applications for membership into NPHC organizations may have their academics verified through paperwork provided by the inter/national organization.
- The FSL Academic Verification Form is available on the FSL website. This form must be completed by the prospective/potential new member. Academic information will be sent to the chapter president. It is the responsibility of the chapter president to share this with relevant officers and advisors. It should NOT be shared with anyone who does not have an educational need to know.

New Member Course

All new members are required to complete the New Member Course on Canvas. The course will begin at the start of the university's second 8-week term session each semester. If a new member joins after the course start date, they will be given an alternative timeline (likely taking the course during the next semester). Failure to complete the course by the end of the semester will result in a $100 fine.

New Member Agreement Cards

The New Member Agreement Card is a three-part form. The top white copy and second yellow copy should both be turned into the Office of Fraternity and Sorority Life (GUC 163) within 48 business hours of membership acceptance. *New Member Agreement cards must be turned in BEFORE a student begins their education period with the organization*. The bottom pink copy is to be kept by the new member for their records. The New Member Agreement Card will add new members to your chapter roster and serves as the new member's FERPA release.

Membership Intake Guidelines

In order for a fraternity or sorority to conduct intake, they must submit a Notice of Membership Intake Form, register advertised informational/interest meetings, and register the new member presentation. Informational/interest meetings and new member presentations must follow the event guidelines, the new member presentation guidelines, and all governing council rules. *A letter from the Advisor must be submitted stating the close of intake activities if no formal process is to continue after submitting the notice of intake form. Please submit this letter to the Fraternity and Sorority Life staff at greeklife@una.edu.*

Membership Recruitment Guidelines

In order for Fraternity and Sorority Life staff to support chapters who conduct membership recruitment, chapters must register all recruitment activities, have potential new members submit academic verification forms, and register bid day activities. Recruitment events and bid day activities must follow the event guidelines and all governing council rules.

New Member Presentation Guidelines

All organizations must adhere to the following guidelines for all New Member Presentations (herein, presentation). If chapters choose to have a presentation, these guidelines must be followed.

- Presentations must take place on campus or within 5 miles of the UNA Campus (using 1 Harrison Plaza as the address for reference). Off campus locations cannot have alcohol present or accessible (this includes bars, restaurants, and other venues that serve alcohol).
- The presentation must take place **no more than 30 calendar days after the members have been initiated** into the organization. Presentations must take place prior to study day during the semester in which the members are initiated.

- No profanity will be tolerated in speeches or chants before, during, or after the presentation.
- Chants/sayings/songs will not allude to any other Greek organization, individual, or student group in a disparaging manner.
- No physical abuse will be tolerated. This includes, but is not limited to, slapping, kicking, punching, pushing, poking, caning, etc.
- No references to hazing and/or other illegal activities.
- No alcoholic beverages will be permitted.
- The duration of the presentation should be **no longer than 2 hours** total. Presentations may not be scheduled to begin after **8:00 pm** and must **start within 15 minutes** of scheduled time advertised. Following the show, members of the presenting organization must vacate the area **within 30 minutes.**
- The Advisor **and** Fraternity and Sorority Life staff or designee from the Office of Student Engagement staff (full-time, professional or graduate assistant) **MUST** be in attendance.

Hazing

Anti-Hazing Policy

The University of North Alabama defines hazing as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate the anti-hazing policy.

Reporting Hazing

Hazing is not only against the UNA student code of conduct, but is also against the law. Reports or concerns of hazing can be submitted through the UNA website.

Gambling

Alabama Gambling Laws

According to Section 65 of the Alabama Constitution, lotteries and gift enterprises are prohibited. Any activity that involves the sale of tickets to a raffle in which a prize is awarded by chance is prohibited.

Organization Responsibilities and Expectations

Council Officers Expectations

Those elected/selected to serve their governing council are responsible for completing their duties as outlined in their council's governing documents. Each council officer is responsible for attending all meetings of their council. Officers are expected to always come to meetings prepared with a report. Council Officers should check their UNA email daily and should respond to all communication in a timely manner. At the discretion of the council president or advisor, individual officer meetings may be required.

Chapter President Responsibilities

Presidents' Round Tables

Chapter and council presidents are responsible for attending all presidents' round tables. Round tables are held the last Tuesday of the month at 7pm from August through April. In the event of an absence, the president is responsible for sending an officer from their executive leadership team, who will be responsible for relaying all information with the president. The information shared at the presidents' round tables should be shared with officers, advisors, and members, as necessary. Failure to have representation at a presidents' round table will result in a $25 fine.

President One-on-Ones

Each chapter president is responsible for attending one-on-one meetings with Fraternity and Sorority Life staff. One-on-Ones occur every other month during the academic year, typically in September, November, February, and April. During these meetings, the president and FSL staff will discuss chapter programs, challenges, successes, and goals, along with any other pertinent information.

Roster Updates

Chapter presidents are responsible for maintaining a current roster with the Office of Fraternity and Sorority Life. The Roster Update Form is available on the FSL website. Roster updates should be submitted within 48 hours of a member's status change. Rosters will be used for council dues, attendance requirements, and for semester grades.

End of Semester Report

Each semester, the chapter president is responsible for completing the end of semester report. Chapters will report philanthropy dollars, community service hours, programs held, membership information, and more. The report will open at least one week prior to study day and will be due one week after the last day of finals. Failure to submit the end of semester report will result in a $100 fine.

Roster Verification Form

The chapter president is responsible for submitting a roster verification form at the start and end of each semester. Failure to submit the end of semester report may result in a $50 fine.

Educational Programming

Each semester, the chapter will receive a list of required educational programming. Failure to meet the minimum attendance at each program will result in a $25 fine per member the chapter is under the attendance requirement.

Awards & Recognition

Annual Recognition

Daniel R. Leasure Award

The Daniel R. Leasure Award will recognize one chapter at the University's Awards Gala. The award may be given to one fraternity and one sorority each year. The applications will be scored by an external committee based on the areas of: (1) campus involvement, (2) chapter management and programming, and (3) community service and philanthropy. Additionally, points may be added to a chapter's score for GPA or deducted from a chapter's score for conduct violations during the academic year. The application will open on December 1st with applications being due by January 31st. Applications must include a nomination letter and a letter of support from a current chapter advisory board member.

Fraternity Man and Sorority Woman of the Year

These awards recognize one man and one woman of junior or senior status with at least a 3.0 cumulative GPA. Chapters may nominate two men and two women for the award. Nominations must include a nomination letter and the nominee's resume. Nominations open on December 1st and are due by January 31st. All nominations are reviewed by an external review committee (consisting of campus and headquarters professionals outside of UNA). These awards are given annually at the University's Awards Gala.

Honor Societies

Gamma Sigma Alpha Greek Academic Honor Society

The Tau chapter of Gamma Sigma Alpha exists to recognize and advance academic excellence as a core value of fraternities and sororities. Membership is open to active affiliated junior and senior students with a cumulative grade point average of 3.5 or above and to juniors and seniors who earn a 3.5 cumulative GPA in the semester prior to induction. Invitations to membership will be sent out mid-semester. Students wishing to accept their invitation to membership must pay their membership dues by the date indicated on their invitation email.

Rho Lambda Sorority Honor Society

Rho Lambda exists to recognize sorority leaders. Membership is open to active affiliated junior and senior students with a cumulative grade point average of 2.5 or above. Students eligible for membership will be emailed an invitation to apply. All applicants are ranked based on the quality of their application (including question answers and the uploaded resume). Invitations to membership will be sent out mid-semester. Students wishing to accept their invitation to membership must pay their membership dues by the date indicated on their invitation email.

Order of Omega Greek Leadership Honor Society

The Eta Omega chapter of Order of Omega exists to recognize fraternity men and sorority women who have attained a high standard of leadership in interfraternity activities, to encourage them to continue along this line, and to inspire others to strive for similar conspicuous attainment. Membership is open to active affiliated junior and senior students with a cumulative GPA above the all-Greek average from the previous semester. Students eligible for membership will be emailed an invitation to apply. All applicants are ranked based on the quality of their application (including question answers and the uploaded resume). Applicants selected for membership will be notified via email and be required to pay dues to accept the membership.

Campus Visibility/Recognition

GUC Display Wall

The Fraternity and Sorority Life display wall located in the GUC was created in 2019. The display was funded by the governing councils and chapters. New chapters wishing to add their crest to an acrylic plate on the wall must submit an EPS file of their crest and a check for $50 payable to the University of North Alabama. The Office of Fraternity and Sorority Life will cover the remaining $200 and will coordinate the purchase and placement of the plate. Plates are placed in alphabetical order by organization.

NPHC Garden

The National Pan-Hellenic Garden was dedicated in 2011. There are nine stones, one for each of the divine nine organizations in the National Pan-Hellenic Council. The engraved bronze plaques that sit atop each stone include the chapter name, crest, founding date, and charter date. The plaques are funded by the chapters and the NPHC Garden Foundation Account. Chapters wishing to add their plaque to a stone in the NPHC Garden must submit a check for $600 payable to the University of North Alabama. The Office of Fraternity and Sorority Life will coordinate the purchase and placement of the new plaque.

Housing

Housing Fire Inspections

Fire inspections will be conducted once a semester. For sororities residing in the Appleby residence halls, fire inspections are coordinated by Housing and Residence Life. For fraternities residing in housing (whether university or chapter owned), Fraternity and Sorority Life staff will notify the chapter president when the fire inspector contacts the university. The chapter president is responsible for coordinating the fire inspection with the fire inspector. The chapter president or house manager must be present during the fire inspection.
If a chapter fails a fire inspection, upon notice of failure, the chapter will not be permitted to hold any event in the chapter facility until the violations have been remedied and the fire inspector has issued a notice that the chapter has passed the inspection.

Common Fire Inspection Issues

1. Fire Extinguishers: It is required that there is one fire extinguisher per level. The fire extinguisher must be a minimum of 5 pounds and be mounted to the wall. Locations for fire extinguishers are pre-determined. The extinguishers must be checked annually. To replace fire extinguishers, there are several local options (this is not an all-inclusive list):
    a. Young Welding Supply: 101 E. 1st Street, Sheffield, AL 35660 | (256) 383-5429
    b. Global Fire Sprinklers LLC: 4242 Bryson Boulevard, Florence AL 35630 | 256-740-5633
2. Smoke Detectors: It is required that there is one smoke detector in each sleeping room, one in the hall outside each sleeping area, and one on each level of the facility. Batteries on smoke detectors should be changed every 6 months.

Housing Rosters

Housing rosters are due on the first day of the fall and spring semesters and by June 1st for the summer. The president is responsible for notifying Fraternity and Sorority Life staff of any changes during the semester. Housing rosters are only used in the event of an emergency. The housing roster should include the following information for each individual residing in the house: name, university L#, cell phone number, emergency contact name, and emergency contact phone number. *For CPH sororities residing in the Appleby residence halls, Housing and Residence Life manages the housing roster, so there is no need to submit additional documentation to Fraternity and Sorority Life staff.*

Alcohol In Fraternity and Sorority Facilities

No alcoholic beverage above 13% ABV is permitted in any chapter facility.

IFC Fraternity Housing Leases

IFC fraternity housing leases vary by chapter. Some chapters own their houses but lease their land from the institution. Some chapters lease their house and land from the institution. One chapter owns their house and land. To request a copy of your chapter lease, please email greeklife@una.edu.

NPC Housing Contract

The NPC Housing agreement is renewed every three years (most recently in 2021). The current NPC Housing Agreement can be found on the FSL website.

Resources

Code of Student Conduct

Students and organizations are responsible for upholding university standards and behavioral expectations. The Code of Student Conduct is available on the UNA website.

Council Governing Documents

The College Panhellenic Council (CPH), Independent Greek Council (IGC), Interfraternity Council (IFC), and National Pan-Hellenic Council (NPHC) maintain all governing documents online. All council governing documents are available on the FSL website.

Title IX Policies and Procedures

The University of North Alabama Title IX policies and procedures are available on the UNA website.

RSO Handbook

The University of North Alabama's Registered Student Organization and Student Activity Handbook are available on the UNA website, https://www.una.edu/students/.

Glossary of Terms

- **Ace**: the first person on the line of an NPHC organization
- **Active Member**: a member who has been initiated into lifelong fraternity or sorority membership and participates in chapter activities at the collegiate level.
- **Advisor**: An individual (often an alumna/alumnus) who establishes and maintains a close advisory relationship with a chapter and serves as a teacher, counselor, and friend.
- **Alumnus/Alumna**: member of a fraternity/sorority who has graduated (plural is alumni/alumnae)
- **Big Brother/Sister**: an older member assigned to assist a new member or associate member
- **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 during Panhellenic Formal Recruitment
- **Call**: a vocal sound used by members of NPHC fraternities and sororities to acknowledge one another
- **Chapter**: the collegiate group of a local, national, or inter/national fraternity or sorority. Inter/national organizations often give chapters a name, usually a Greek letter or combination of Greek letters and/or the state.
- **Chartered**: the time when an organization has completed the requirements to become fully recognized by their inter/national organization. Once chartered, an organization is considered fully established with all rights and privileges of membership.
- **College Panhellenic Council (CPH)**: the student governing body for the NPC sororities. The council is made up of delegates from each chapter and lead by an executive board.
- **Colony**: a probationary body of a national organization, often a new chapter awaiting official recognition from the inter/national organization. UNA refers to these organizations as “affiliate” chapters.
- **Convocation**: an event held once a semester by the NPHC. Convocation typically involves a presentation on leadership and provides a time to meet and greet with members of NPHC chapters. Anyone intending to join an NPHC organization should attend convocation.
- **Crossed**: a term used by NPHC organizations to indicate that a new member has been fully initiated into the organization. The term means different things to different groups, but generally means crossing over from being a pledge to being a full member. Most groups record this time to the second. *Term also refers to "Crossing the Burning Sands".*
- **Continuous Open Bidding**: the term for the time when Panhellenic sororities may take new members outside of the formal recruitment process. Panhellenic sororities are only able to COB if their chapter membership falls below Panhellenic total.
- **DOP/DP**: short for dean of pledges. An old term that organizations still use, meaning membership educator. ADOP/ADP would be the assistant dean.
- **Grad/Alumni Chapter**: a membership of local alumni/graduate members. In NPHC organizations, usually the local grad chapter oversees the operations of the undergraduate chapter.
- **House Corporation**: a legal entity holding title to or leasing any real property (land and buildings) for a chapter’s living/meeting purposes. This alumni body has basic responsibilities relative to property ownership/leasing.
- **Independent Greek Council (IGC)**: the umbrella council for special interest organizations that do not have membership in another governing council
- **Informational**: a meeting held by a chapter for prospective members who are seeking more information about the organization and how to join. An informational is typically the first step in the membership intake process for NPHC organizations.
- **Initiation**: a formal ceremony in which an individual becomes a full member of a fraternity or sorority
- **Intake**: intake is the process by which NPHC organizations bring new members into their organization. This process usually begins with an information meeting or formal rush and concludes with initiation. Each organization does membership intake on their own schedule and not necessarily every semester. Most organizations require that you have earned college credit prior to starting the process.

- **Interest Group**: a group of interested students or an interested inter/national organization beginning the expansion process at the university. The organization has not yet become a colony and is in the beginning stages of gaining interest on campus.
- **Interfraternity Council (IFC)**: the student governing body for the IFC fraternities. The council is made up of delegates from each chapter and lead by an executive board.
- **Inter/national Organization**: a common way to refer to the larger fraternity or sorority organization beyond the chapter on campus. With respect to the business center of these organizations' headquarters, “central office” or “executive office” is appropriate.
- **Lavalier**: a pendant with a fraternity or sorority’s Greek letters on it
- **Legacy**: a student whose mother, father, brother, sister, or grandparent was a member of a particular fraternity or sorority. Some organizations consider additional relatives such as aunts and uncles in the definition.
- **Line**: individuals in an NPHC organization who went through the membership intake process together, similar to a new member class
- **Line Brother/Sister**: term for members of an NPHC organization who were initiated at the same time into the same organization. Lines are ordered and there is terminology for a person’s position in the line.
- **Line Name**: the name given to a line. Some organizations number their lines by Greek letters, but may have a descriptive name as well that is specific to characteristics of the organization.
- **Line Number**: the number an NPHC member is assigned based on the chronological order they are in their initiation line
- **Local Chapter**: an organization that is not affiliated with an inter/national organization
- **Membership Recruitment Acceptance Binding Agreement (MRABA)**: the agreement completed by women at the conclusion of the Panhellenic formal recruitment process. Should a woman choose to complete the MRABA, she will list the sorority(ies) she is willing to join (from those whose last round she attended). There is no guarantee that women will receive their first preference.
- **National Panhellenic Conference (NPC)**: the national group of 26 women’s sororities that serves as the umbrella organization for the CPH. Representatives from each inter/national sorority meet regularly to advocate for sororities, make common agreements about how Panhellenic sororities should function, and provide resources to collegiate and alumnae members.
- **National Pan-Hellenic Council (NPHC)**: refers both to the local and inter/national coordinating body for historically Black fraternities and sororities. The council at UNA is made up of presidents and lead by an executive board.
- **Neophyte**: a term used to refer to new members of an NPHC organization. Sometimes abbreviated as neo.
- **New/Associate Member**: a term used to refer to a member of a fraternity or sorority who has accepted a bid but has not participated in the initiation ceremony. This time is when they get to know the members of the chapter, learn history and symbolism, and develop an understanding of the ideas and principles of the organization.
- **New Member Agreement Card**: an agreement card signed by the new member. This agreement releases academic and student conduct information to the chapter, inter/national organization, governing council, and Office of Fraternity and Sorority Life. Additionally, these cards add the new member to the chapter roster on file with the University.
- **New Member Education/Program**: a period of learning about fraternity and sorority life as well as organization history and symbolism prior to initiation. This period varies for all organizations.
- **New Member Presentation**: a formal presentation of a new line to campus, where newly initiated members of an NPHC organization introduce themselves to the community and highlight what they have learned about the organization during their intake process. *This is sometimes referred to as a neophyte presentation or a probate.*
- **North-American Interfraternity Conference (NIC)**: the national trade organization of more than 70 men’s fraternities in North America and the umbrella organization for the IFC. Unlike the other umbrella groups this group does not have any governing authority over its members. National representatives meet regularly to advocate for the fraternal experience and make common agreements about minimum standards for member organizations.

- **Para**: short for paraphernalia. The different items of Greek clothing or items someone is wearing. *Sometimes referred to as nalia.*
- **Philanthropy**: a charitable fundraiser or project sponsored by a fraternity or sorority
- **Pin/Badge**: a small piece of jewelry a member wears that represents the ideals and values of the organization
- **Pinning**: a ritual ceremony that designates the start of a new member process
- **Potential New Member (PNM)/Aspirant**: a term used for a student who has shown interest in being recruited by a fraternity or sorority, or who has registered for a formal recruitment process. Aspirant is common among NPHC organizations. *Formerly the term rushee was used*.
- **Prophyte**: an older member of an NPHC organization who has been in the organization long enough to initiate a new line of members
- **Quota**: the number of new members that Panhellenic sororities may accept during formal recruitment. This is determined based on the number of potential new members participating in a given recruitment period, and is not determined until after the preference round of formal recruitment.
- **Recommendation**: a written statement in support of a woman for a sorority from an alumna member of the organization.
- **Recruitment**: the mutual selection process that PNMs and chapters go through during a set period to get to know one another. This process is conducted informally throughout the year and formally in the beginning of the fall semester. *Formerly the term rush was used*.
- **Recruitment Counselor**: an upper-class member of a Panhellenic sorority, chosen and trained to assist PNMs with CPH formal recruitment
- **Ritual**: a ceremonial event unique to each organization that plays out the ideals and principles of that organization. They are the same for every chapter of the same fraternity or sorority, and are usually the time when students take an oath to uphold the values of that organization.
- **Sands**: NPHC term referring to a member who crossed/was initiated the same semester and year as yourself — though they do not have to belong to the same organization. Comes from the phrase "cross the burning sands" which means to cross over (become initiated) into full membership.
- **Snap Bidding**: an option to extend bids to women who participated in the CPH formal recruitment process, available to Panhellenic chapters not receiving quota by bid matching during formal recruitment
- **Stepping**: a historically Black tradition characterized by synchronized hand and foot movements, along with singing, dancing, chanting, and/or acting
- **Strolling**: a line dance done by members of NPHC organizations
- **Tail**: the last person on the line of an NPHC organization.
- **TeeKee**: a large necklace worn with large Greek letters on them. Similar to a lavaliere but much larger and often made out of wood.
- **Total**: the allowable chapter size as determined by the CPH. Chapters under this number are allowed to COB.
- **Unaffiliated**: a student not in a fraternity or sorority
- **Unanimous Agreements**: The basic ethics, policies, and rules set agreed upon by all 26 sororities in the NPC. The Unanimous Agreements are found in the NPC Manual of Information.
- **Yard**: the term used by NPHC to refer to the campus with which they are affiliated

Greek Alphabet: