



University of  
NORTH ALABAMA

---

FRATERNITY & SORORITY LIFE  
HANDBOOK

# Table of Contents

<b>MISSION:</b> .....	<b>4</b>
<b>DEFINITION OF A SOCIAL FRATERNITY/SORORITY:</b> .....	<b>4</b>
<b>GOVERNING COUNCILS:</b> .....	<b>4</b>
COLLEGE PANHELLENIC COUNCIL (CPH): .....	4
INDEPENDENT GREEK COUNCIL (IGC): .....	4
INTERFRATERNITY COUNCIL (IFC): .....	4
NATIONAL PAN-HELLENIC COUNCIL (NPHC): .....	5
<b>FRATERNITIES AND SORORITIES AT UNA:</b> .....	<b>5</b>
STATUS DEFINITIONS: .....	5
ACTIVE CHARTERED ORGANIZATIONS: .....	6
ACTIVE INTEREST GROUPS & COLONIES: .....	6
INACTIVE CHARTERED ORGANIZATIONS: .....	6
UNRECOGNIZED ORGANIZATIONS: .....	6
CHAPTER STATUS DEFINITIONS: .....	6
<b>GUIDELINES &amp; PROCEDURES:</b> .....	<b>8</b>
EVENT GUIDELINES .....	8
EXPANSION PROCEDURES: .....	15
ROSTER UPDATES: .....	20
NEW MEMBER GUIDELINES .....	20
<i>Substance Free Recruitment/Intake</i> .....	20
<i>Academic Verification Process</i> .....	20
<i>New Member Agreement Cards</i> .....	20
<i>Membership Intake Guidelines</i> .....	22
<i>New Member Presentation Guidelines</i> .....	23
HAZING: .....	24
<i>Anti-Hazing Policy</i> .....	24
<i>Reporting Hazing</i> .....	24
<b>OFFICER RESPONSIBILITIES:</b> .....	<b>24</b>
COUNCIL OFFICERS: .....	24
PRESIDENTS ROUND TABLES .....	24
PRESIDENT 1:1S .....	24
EDUCATIONAL PROGRAMMING .....	24
END OF SEMESTER REPORT .....	24
ROSTER VERIFICATION FORM .....	24
<b>AWARDS &amp; RECOGNITION:</b> .....	<b>25</b>
DANIEL LEISURE AWARD .....	25
FRATERNITY MAN AND SORORITY WOMAN OF THE YEAR .....	25
GAMMA SIGMA ALPHA GREEK ACADEMIC HONOR SOCIETY .....	25
ORDER OF OMEGA GREEK LEADERSHIP HONOR SOCIETY .....	25
<b>HOUSING:</b> .....	<b>25</b>
HOUSING FIRE INSPECTIONS .....	25
HOUSING ROSTERS .....	26
ALCOHOL IN FRATERNITY AND SORORITY FACILITIES .....	26
IFC FRATERNITY HOUSING LEASES .....	26
NPC HOUSING CONTRACT .....	26

**NPHC GARDEN:**..... 26  
**GLOSSARY OF TERMS:**..... 27  
**GREEK ALPHABET:** ..... 31  
**RESOURCES:** ..... 32  
    CODE OF STUDENT CONDUCT..... 32  
    COUNCIL GOVERNING DOCUMENTS ..... 32  
    TITLE IX POLICY ..... 32  
    RSO HANDBOOK/ALLOCATIONS ..... 32

## 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 Social Fraternity/Sorority:

The University of North Alabama requires that all social fraternities/sororities, as defined below, be recognized as such by the Fraternity & Sorority Life Office. UNA defines a social 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 social fraternities/sororities at the University

## 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 Independent Greek Council was established at the University of North Alabama in Spring of 2017. The purpose of this council is to provide resources and services to the fraternities and sororities in the UNA community with unique independent interests (e.g., music appreciation, faith-based, etc.).

### 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.

### Fraternities and Sororities at UNA:

#### Status Definitions:

- **Good Standing:** Organization is active and recognized on campus with no restrictions
  - **Interest Group:** Organization is not yet chartered on campus, however, the organization is in the process of establishing at UNA. Interest groups listed below are active and recognized with no restrictions (unless otherwise noted).
  - **Colony:** Organization is not yet chartered through their inter/national headquarters, however, the organization is in the process of becoming a chartered organization. Colonies are listed below and are active and recognized with no restrictions (unless otherwise noted).
- **Inactive:** Organization is not active on campus, however, they are recognized and there are no restrictions (this is often due to all members graduating and the organization having no undergraduate members)
- **Poor Standing:** Organization is still recognized and active on campus, but failed to meet University or Council standards (academics, missing documents, late fees/fines, etc.)
- **Probation:** Organization is still recognized on campus, but has restrictions (restrictions are dependent on the terms of the probation)
- **Council Suspension:** Organization is still recognized on campus, but has lost voting rights within their governing councils (there may be additional restrictions with council suspension)
- **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 recognized organizations are permitted to recruit without any limitations. Unrecognized organizations are not permitted to recruit, nor host/participate in any campus events. Current chapter status is maintained on the website at <https://www.una.edu/students/FSL/Chapters.html>.

### 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	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	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	ΔΣΘ	Xi Phi	1-13-1913	4-12-1980	NPHC
Kappa Alpha Psi	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	IFC
Phi Gamma Delta	ΦΓΔ	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 Iota	ΣΑΙ	Lambda Psi	6-12-1903	11-18-2011	IGC
Sigma Chi	ΣΧ	Eta Rho	6-28-1855	4-20-1974	IFC
Zeta Phi Beta	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 & Colonies:

Organization	Letters	Status	Founding Date	Council
Omega Phi Chi	ΩΦΧ	Interest Group	11-9-1988	IGC
Sigma Alpha Epsilon	ΣΑΕ	Chartered: Rebuild	3-9-1856	IFC
Tau Kappa Epsilon	ΤΚΕ	Colony	1-10-1899	IFC

### Inactive Chartered Organizations:

Organization	Letters	Chapter	Founding Date	Charter Date	Reason Inactive
Nu Alpha	ΝΑ	Alpha	1-18-2017	1-18-2017	No Membership
Phi Beta Sigma	ΦΒΣ	Beta Beta Alpha	1-9-1914	12-2-1998	No Membership

### Unrecognized Organizations:

Organization	Letters	Chapter	Founding Date	Charter Date	Reason for Loss of Recognition	Opportunity for Return
Omega Psi Phi	ΩΨΦ	Alpha Delta Beta	11-17-1911	5-11-2016	University Suspension- Hazing	8/2022

### Chapter Status Definitions:

- Good Standing: Organization is active and recognized on campus with no restrictions (Organizations are in good standing, unless otherwise noted beside the chapter name)

- Interest Group: Organization is not yet chartered on campus, however, the organization is in the process of establishing at UNA. Interest groups listed below are active and recognized with no restrictions (unless otherwise noted).
- Colony: Organization is not yet chartered through their inter/national headquarters, however, the organization is in the process of becoming a chartered organization. Colonies are listed below and are active and recognized with no restrictions (unless otherwise noted).
- Inactive: Organization is not active on campus, however, they are recognized and there are no restrictions (this is often due to all members graduating and the organization having no undergraduate members)
- Poor Standing: Organization is still recognized and active on campus, but failed to meet University or Council standards (academics, missing documents, late fees/fines, etc.)
- Probation: Organization is still recognized on campus, but has restrictions (restrictions are dependent on the terms of the probation)
- Council Suspension: Organization is still recognized on campus, but has lost voting rights within their governing councils (there may be additional restrictions with council suspension)
- 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 recognized organizations are permitted to recruit without any limitations. Unrecognized organizations are not permitted to recruit, nor host/participate in any campus events. Chapter status are reported on the [una.edu/fsl](http://una.edu/fsl) website.

## Guidelines & Procedures:

### Event Guidelines

The following guidelines shall 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.

### Definitions:

- **Event Registration Form:** A web form to be completed by the organization for all activities and events sponsored, endorsed, or promoted by the organizations or its members, including those that occur on or off organization premises. Event Registration forms are due one week prior to the event (all events requiring officers, as indicated below, must be registered two weeks prior to the event). No event with alcohol is permitted without the approval of the organization's president, advisor, and a Student Engagement staff member. The event registration form is available at <https://www.una.edu/students/FSL/FSL-Forms/event-registration-form.html>.
- **Member:** Students listed on the organization's roster on file with the Student Engagement, Fraternity and Sorority Life (FSL) office, including new non-initiated members. *For alumni specific events, alumni do not count as guests.*
- **Guest:** Any individual other than currently active or new collegiate members listed on the organization's roster on file with the FSL Office. *For alumni specific events, alumni do not count as guests.*
- **Officers** For the purpose of these guidelines, officers include UNA police and public safety officers, Alabama state-certified police officers, and FSL monitoring officers. *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 event where officers are required. The RM Team is prohibited from consuming alcohol before or during the event and must stay in their role the duration of the event.

### General Guidelines:

- **Coinciding Events:** A maximum of three events requiring officers may occur simultaneously (i.e., only three organizations may hold events that require officers on the same day at the same time). If more than three organizations register events that require officers for the same day/time, approval will be granted based on which 3 organization registered their events first.
- **Day/Time/Location:** No events will be permitted when the university is closed (e.g., severe weather, holidays, etc.). Outdoor activities, held on or off campus, must conclude no later than 10 pm, except on Friday and Saturday when events may go on until 12 midnight, unless a noise permit is obtained from the city of Florence.
- **Fire Inspection:** Any housed organization that does not have a current passing fire inspection will be prohibited from hosting any event, whether it is an 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 heard beyond the property, a noise permit must be obtained from the city of Florence.

- **Overnight Restriction:** No overnight event/activities are permitted, except leadership conferences, spiritual retreats, trainings and teambuilding activities that are limited to organization members only.

## Events with Alcohol:

- **Alternative Beverages and Food:** Alternative (non-alcoholic) beverages must be provided at the expense of the host organization. Ample quantities of food must be provided to all attendees. These items must be readily available at no cost to guest during all times of an event when alcoholic beverages may be consumed.
- **Alcohol Products:** No common sources of alcohol should be provided, such as, but not limited to, punches in coolers or trashcans, kegs, etc. Alcohol products above 13% alcohol by volume (ABV) are prohibited from all organization's facilities at all times and from all Bring Your Own Beverage (BYOB) events, on or off campus.
- **BYOB Events:** For BYOB approved events, all attendees are required to bring their own alcohol. 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.
- **Certificate of Liability Insurance:** Only organizations with a current certificate of liability insurance on file with the FSL office are permitted to host events with alcohol. An updated copy of the organization's certificate of liability insurance is due within 2 weeks of the previous certificate expiring.
- **Co-Sponsored Events:** Any and all alcoholic events registered and co-sponsored with three or more organizations are strictly prohibited. Two organizations are allowed to host an event with alcohol in collaboration, if proper registration is completed. All co-sponsored events require the approval of both organizations' president and advisor, along with a Student Engagement staff member.
- **Guest to Member Ratio:** When alcoholic beverages shall be served or permitted to be consumed, the attendance ratio is three guests per one member that is in attendance at the event (a member 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. *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 a state identification (this includes attendees under the legal drinking age). IDs will be checked upon entering the venue. For organizations that take busses to a venue, IDs will not be checked prior to bus loading. The officer(s) are responsible for checking the IDs. The RM Team Member assisting with check in may NOT check IDs.
- **Invitation List:** A typed invitation list must be compiled prior to the event. The invitation list must be emailed to the FSL office (greeklife@una.edu) 5 hours prior to the event and provided to the officers, in printed form, prior to the start of the event at the RM Team Meeting. The invitation list should be formatted using the attached document (see end of guidelines for format). As attendees arrive, their name should be highlighted. The completed attendance list (with all invitees who attended highlighted) should be submitted to greeklife@una.edu within 48 hours of the event's conclusion. Failure to submit an invitation list may result in the event being cancelled. Repeated failure to submit invitation list or attendance list may result in one semester of social probation.

- **Number of Events with Alcohol:** Organizations are permitted to hold no more than 8 events with alcohol each semester (the semester is defined as the first day of classes through the last day of classes; the time between the last day of spring classes and the first day of fall classes will count as one summer semester).
- **Officers:** Officers are required at any event with more than 20 attendees, on-campus or off-campus, where alcohol shall be served or permitted to be consumed.
- **Rapid Consumption of Alcohol:** The organization, members, or 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 (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of the event).
- **Sale of Alcoholic Beverages:** The sale, by the organization and its' members, of alcoholic beverages is prohibited. This restriction applies to all of the various methods of charging for drinks, including charging admission to parties, selling drink tickets, asking for donations, charging for food or other items while providing drinks free, 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.
- **Sponsorship:** Organizations shall 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. The FSL office 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 different color wristbands). *Wristbands are available for events without alcohol, upon request.*

### **Officers at Events:**

- **Use of Officers:** Officers shall be present at any event with more than 20 attendees, on-campus or off-campus, where alcohol shall be served or permitted to be consumed. Additionally, an officer shall be present at all events without alcohol if there are more than 199 attendees.
- **Types of Officers:** For the purposes of these guidelines, officers include UNA police officers, UNA public safety officers, UNA FSL monitoring officers, and Alabama state certified police officers. Information is provided in the sections below regarding when/how different officers may be used.
- **Selection of Officers:** When registering the event, the organization will indicate whether they wish to hire UNA officers or will hire other state-certified police officers outside of the university. If selecting UNA officers the organization will not be able to select officers, rather they will be assigned. *If an event will be using officers not employed by UNA, it is the responsibility of the sponsoring organization to organize services. A copy of officers' licenses must be submitted to FSL office one week prior to the event.*
- **Hiring of Officers:** If an organization indicates their intention to hire UNA officers when registering their event, the FSL Office will coordinate the hiring of the officers for the

organization. In the event that an organization requests UNA officers and there are no police officers available, public service officers will be requested next. If there are not enough police officers or public safety officers available, FSL monitoring officers will be assigned, if available. *It is the responsibility of the organization to coordinate the hiring of non-UNA affiliated state certified police officers.*

- **Payment of Officers:** The contact information of scheduled officers will be sent directly to the individual who registered the event within 24 hours of the event. Payment must be made directly to the officers working the event in the form of a check written directly to the officers at the time of their arrival. Should payment not be made, the event will be cancelled. There is a minimum four hour rate, for each officer scheduled. Payment rate is \$25/hour for UNA police officers and \$20/hour for UNA public safety officers and FSL event monitoring officers. *It is the responsibility of the organization to coordinate payment of non-UNA affiliated state certified police officers.*
- **Number of Officers:** The number of officers required shall be in accordance with the numbers listed below:

#### Events without Alcohol

1-199 attendees: 0 police officers  
200-499 attendees: 2 police/UNA public safety officers  
Add one officer (police, UNA public safety, or FSL monitoring) per additional 500 attendees

#### Events with Alcohol

21-149 attendees: 2 police/UNA public safety officers  
Add one officer (police, UNA public safety, or FSL monitoring) per additional 100 attendees

- **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 probable cause for suspicion. Only organization facility tenants should be entering and exiting bedrooms, upstairs rooms, and other meeting spaces other than the designated social area. If the organization is in violation of these guidelines, the officer has the authority to terminate the event immediately.
- **Cancelation of Officers:** If an organization cancels an event, notification must be sent to the Assistant Director of Student Engagement and the scheduled officers 96 hours prior to the event or the organization will be responsible for paying the officers.

#### Risk Management (RM) Team:

A group of six (or more) members of the organization will be responsible for monitoring any event where officers are required (if an organization's total membership is less than 12, organization leadership will work with Student Engagement to determine a suitable size for the risk management team considering the estimated attendance).

- **RM Team Training:** Anyone who serves on an organization's RM Team must have completed the RM Team Training prior to their event. RM Team Training will be held monthly (dates/times will be communicated with chapter presidents and listed on the FSL calendar available at [www.una.edu/fsl](http://www.una.edu/fsl)). RM Team training is only valid for one academic year, as the event guidelines are reviewed annually and updated before the start of the fall semester.
- **RM Team Composition:** At least two members of the risk management team must be executive officers. At least two members of the risk management team must be 21 years of age. *For co-sponsored events, the risk management team responsibilities may be split.*

- **Reporting RM Team Members:** A list of the 6 RM Team Members is due by email 24-hours prior to the event. The names should be sent using the “reply all” option organization’s event confirmation email, which includes officer information and reminders.
- **RM Team Meeting:** 30 minutes prior to the event start, all of the RM Team must meet with the assigned officers to introduce themselves, discuss event responsibilities, and review any pertinent information. All RM Team members should arrive to this meeting sober and wearing their RM Team button. At the conclusion of the RM Team meeting, the RM team will clear the venue to begin the check in process.
- **RM Team Resources:** Prior to the start of the RM Team meeting, the RM Team should gather all necessary resources. The RM Team should have designated orange RM Team buttons, a large dark permanent marker (for marking hands of underage attendees), a printed copy of the invitation list, a highlighter to check attendees in on the invitation list, and a copy of these event guidelines.
- **RM Team Expectations:** All RM Team members are prohibited from consuming any alcohol prior to or during the event. Those serving on the risk management team must serve the entire event (swapping out risk management team members during the event is not permitted). RM Team members are responsible for staying in designated areas throughout the event, so there will not be limited opportunities for RM Team members to dance, socialize, etc.
- **RM Team Responsibilities:** All RM Teams wear the distinct orange RM Team button (provided by the Office of Student Engagement). RM Team members are responsible for clearing the venue 15 minutes prior to the event start, as all attendees (including the RM Team) must formally check in. Additionally the RM Team is responsible for responding to all emergency situations, assisting the officers with the check in process, monitor designated social areas, and coordinate the transportation of members and guests leaving the event intoxicated.
- **RM Team Placement:** It is recommended that the RM Team be distributed among the following roles throughout the event:
  1. 1 individual at check in/check out
  2. 1 individual at each entry (unless the entry is a door which is locked)
  3. 1 individual at the each stairwell
  4. 1-2 individual(s) roaming the event as monitors

### **Events without Alcohol:**

- **Alcohol at Events without Alcohol:** In the event that alcoholic beverages become present at a function that originated as a non-alcoholic function, 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, they should assist in the removal of 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 those 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 the Office of Student Engagement 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/activities, and any ritual or ceremony.

### **Clery Crime Disclosure:**

The Clery Act requires that all crime statistics for events on campus and events hosted by campus organizations be disclosed. Because the University faces substantial monetary penalties for failing to include a reported crime in its annual crime statistics, it is critical that you report anything that could be considered a crime.

- **How to Report:** All members and guests in attendance should report all facts regarding crimes/possible crimes to a RM Team Member, who is then responsible for reporting the information to the UNA PD in a timely manner. If someone tells you about a crime or an incident that may be a crime, or you witness a crime, you must report the information to the University of North Alabama Police Department (UNA PD). You may report the information by calling UNA PD at 256-765-4357 or by stopping by the UNA PD in person.
- **What to Report:** Any facts regarding crimes and possible crimes should be reported. UNA PD will decide if the crime must be included in UNA's annual crime statistics per the Clery Act. The following numbers are reported annually per the Clery Act and must be reported: criminal homicide, sexual offenses (rape, sexual assault, fondling), domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, theft, arson, and hate crimes.

### **Violations:**

If an organization violates these event guidelines, the Office of Student Conduct, in conjunction with the FSL office, may conduct a hearing. The Assistant Director of Student Engagement for Fraternity and Sorority Life and the Office of Student Conduct may choose to defer the conduct hearing to a student governing council.

If these guidelines are violated during a co-sponsored event and the Office of Student Engagement is not notified immediately, it will be presumed that both hosts are responsible for the violation.



## Expansion Procedures:

The Expansion for Procedures for Social Fraternities and Sororities outlines the guidelines and procedures for all new and returning social fraternities and sororities at the University of North Alabama.

A new social fraternity or sorority may register as a Recognized Student Organization 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 Assistant Director of Student Engagement for Fraternity and Sorority Life. In order to receive a formal invitation and recognition, the new/returning organization must submit all the documentation and certification requirements as set forth by these procedures.

The governance structure for social 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 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 the University of North Alabama's definition and general guidelines for social fraternities and sororities pursuant to the relevant Rules of the University of North Alabama; Section II outlines the procedure that a petitioning social fraternity/sorority must follow to request and obtain recognition; Section III outlines the benefits and expectations of a recognized social fraternity or sorority at the University of North Alabama; and Section IV outlines repercussions for operating a social fraternity or sorority fraternity of the protocol outlined in this document.

## SECTION I

### A. Social Fraternity/Sorority Defined

The University of North Alabama defines a social fraternity/sorority as a single-gender 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 permitted to hold membership in other identified social fraternities/sororities at the University.

Additionally, all recognized social fraternities and sororities at the University of North Alabama must be affiliated with an inter/national organization and/or must have tax-exempt status under Section 501(c)(7) of the Internal Revenue Code; must limit membership to currently enrolled students at the University of North Alabama.

### B. 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 Fraternity and Sorority Life Office to designated student governing councils. Social fraternities and sororities must abide by applicable university policies, regulations, and procedures governing student organizations, as well as policies, guidelines, and procedures established by Fraternity and Sorority Life Office and the designated governing councils.

### C. Residential Units/Housing

A social 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; (2) Organizations must comply with building inspection and related policies and must take corrective measures as needed or required.

### D. Withholding, Revoking, Suspending Recognition & Reinstatement

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

## SECTION II

### A. Procedure for Expansion

Social 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 Assistant Director of Student Engagement for 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. Procedures for formal expansion plan by the CPH, IFC, IGC, or NPHC Executive Board
  - a. Determine need for expansion
  - b. Council executive board must first gain approval from the general body of the respective council and the Assistant Director of Student Engagement for 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 Fraternity and Sorority Life Office
  - e. CPH, IFC, IGC, or NPHC will provide a checklist of expectations to the chosen organization'
2. Procedures for Petitioning Interest Groups

*For Student Interest Groups:*

  - a. Contact Assistant Director of Student Engagement for Fraternity and Sorority Life 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 Assistant Director of Student Engagement for 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 Assistant Director of Student Engagement for Fraternity and Sorority Life
  - b. Submit all necessary documentation, as indicated in Section II, Sub-section B of these expansion procedures to the Fraternity and Sorority Life Office
  - 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 which governing council it wishes to affiliate with. 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 Organization coming off disciplinary loss of University recognition

- a. Meet with the Assistant Director of Student Engagement for Fraternity and Sorority Life to discuss possible re-instatement
- b. After duration of University loss of recognition, meet with the CPH, IFC, IGC, or NPHC executive board to discuss the possible re-instatement 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 incident, and restitution for any money owed to UNA or council
- c. Submit letter of intent to the respective governing council and the Assistant Director of Student Engagement for Fraternity and Sorority Life
- d. Submit all necessary documentation, as indicated in Section II, Sub-section B of these expansion procedures to the Fraternity and Sorority Life Office
- 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. Facility 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 Location

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

### **E. Registering as a RSO**

All Social Fraternities/Sororities at the University of North Alabama are required to be Registered Student Organizations (RSO) through the Office of Student Engagement. Once recognition is granted by the governing council and the Fraternity and Sorority Life Office, the Assistant Director of Student Engagement for Fraternity and Sorority Life 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 social fraternity/sorority at the University of North Alabama will be afforded the following:

1. University support through the Fraternity and Sorority Life Office, 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 social 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. Facility Policies\*
5. All Other Applicable University, Local, State, and Federal Policies, Regulations, and Laws

**SECTION IV**

**A. Non-Compliance**

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

### Roster Updates:

Chapter presidents are responsible for maintaining a current roster with Fraternity and Sorority Life. Roster Updates can be made online at <https://www.una.edu/students/FSL/fsl-roster-update.html>. 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.

### New Member Guidelines

In an effort to encourage development of our fraternity and sorority community, these guidelines are 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 in 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 and informal. Formal recruitment is a process organized by a governing council which typically involves a series of rounds for potential new members to meet chapters. Formal recruitment concludes with Bid Day in which potential new members receive a bid, or an official invitation to join an organization. Informal recruitment is a process organized independently by a chapter, including continuous open bidding, which introduces potential new members to a specific chapter, typically in an informal manner.
- “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 interview or series of interviews of 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 formal 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 UNA FSL Academic Verification Form is available online at <https://www.una.edu/students/FSL/fsl-academic-form.html>. This form must be completed by the prospective/potential new member. Academic information will be sent to the chapter president, recruitment/intake chair, and advisor (if on file with the FSL office).

### 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 Student Engagement Office within 24 business hours of membership

acceptance. 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 Fraternity and Sorority Life staff to support chapters through the membership intake process and avoid potential problems, chapters must adhere to the following guidelines when conducting intake at the University of North Alabama.

**All documents supplied to Fraternity and Sorority Life staff are kept confidential from students, student workers and student leaders, including the respective Council Officers. They may be shared with university officials and national organization staff as needed. In the event that any dates and times need to be changed on the intake calendar of events, the President and/or Advisor must notify Fraternity and Sorority Life staff in writing no less than five (5) business days prior to the new event time.**

#### **Step 1: Submit a Notice of Membership Intake Form**

This online form is available at [www.una.edu/fsl](http://www.una.edu/fsl). Once submitted, you will receive an email noting if you've been approved. If approved, you must bring any paperwork needed signed to the Fraternity and Sorority Life Office.

#### **Step 2: Register Advertised Informational/Interest Meetings**

Please use the event registration form to register your informational/interest meetings. If these are not advertised, please select "secret event" on the registration form.

#### **Step 3: Submit List of Aspirant(s) approved**

The Chapter President or Advisor must send an **e-mail** validating which member(s) have been voted on by the chapter to move forward with the formal intake process.

#### **Step 4: Review Anti-Hazing Policies and Laws**

Advisor must explain the University's definition of hazing and the State of Alabama's law on Hazing to all candidates (Advisors can request definitions from Fraternity and Sorority Life staff by emailing [greeklife@una.edu](mailto:greeklife@una.edu)). Advisor may choose to have Fraternity and Sorority Life staff come to a meeting to explain this (please email [greeklife@una.edu](mailto:greeklife@una.edu) to request this).

#### **Step 5: Register New Member Presentation**

Should the chapter choose to hold a new member presentation, the chapter is expected to follow the guidelines outlined in UNA's NPHC New Member Presentation Guidelines. **New member presentation must take place within 30 days of new members being initiated into the organization. All new member presentations must take place prior to study day in the semester in which initiation occurs.** The chapter must register the new member presentation using the event registration form.

*Note: a letter from the Advisor must be submitted stating the close of intake activities if no formal process is to continue after receiving an approval from the FSL office. Please submit this letter to the Fraternity and Sorority Life staff at [greeklife@una.edu](mailto:greeklife@una.edu).*

## New Member Presentation Guidelines

All organizations must adhere to the following guidelines for all New Member Presentations (herein, presentation). It is **not mandatory** for chapters to have a presentation. If chapters choose to have a presentation these guidelines, adopted from the Association of Fraternity Advisors' document: *NPHC New Member Intake Guide*, must be followed.

### Guidelines for New Member Presentation:

- The new member presentation must be registered via the Greek Event Registration Form and approved per the Greek Event Guidelines. The chapter may request in the registration that the event remain secret and not added to the campus FSL calendar.
- 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 explicit or revealing attire is to be worn by any participants (this includes removing articles of clothing, unless this reveals a lettered shirt).
- No profanity will be tolerated in speeches, chants, or music before, during, or after the presentation.
- No alcoholic beverages will be permitted.
- 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.
- Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
- 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 presenting organization will be responsible for ensuring the site used is left in its original state after use.
- 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 at all presentations.
- Chants/sayings/songs will not allude to any other Greek organization, individual, or student group in a disparaging manner.
- All actions of the organization and new members must adhere to University Policies: see student handbook.

Violation of these guidelines or University policy will result in a referral to the Office of Student Conduct.

## 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. To submit a concern of hazing, complete the online form at [www.una.edu/fsl](http://www.una.edu/fsl)

## Officer Responsibilities:

### Council Officers:

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, one on one meetings may be required.

### Presidents Round Tables

Chapter and council presidents are responsible for attending all president round tables. Round tables are held once a month. The schedule of meetings is released annually. In the event of an absence, the president is responsible for sending an officer from their executive leadership board/council/cabinet, 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 1:1s

Each chapter president is responsible for attending one on one meetings with FSL staff. Meetings will be scheduled during round tables or via email. One on Ones typically occur 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.

### 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.

### 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 at the start and end of each semester. Failure to submit the end of semester report may result in a \$50 fine.

## Awards & Recognition:

### Daniel Leisure Award

The Daniel Leisure Award will recognize one chapter at the University's Awards Gala. The award is granted based on an application and points system based on the previous calendar year. The application will open at the beginning of the spring semester with applications being due in early February.

### 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. All nominations are reviewed by an external review committee (consisting of campus and headquarter professionals outside of UNA). These awards are given annually at the University's Award Gala.

### 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. An induction ceremony is held near the end of the semester.

### 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. A membership ceremony is held near the end of the semester.

## 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 will notify the chapter president when the fire inspectors 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. 1<sup>st</sup> 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 semester. The president is responsible for notifying Fraternity and Sorority Life of any changes during the semester. Housing rosters are only used in the event of an emergency. Housing roster should include the following information for each individual residing in the house: name, university L#, cell phone number, emergency contact name, emergency contact phone number.

For 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.

### Alcohol in Fraternity and Sorority Facilities

No alcohol above 13% ABV is permitted in any chapter facility, including

### IFC Fraternity Housing Leases

IFC fraternity housing leases vary by chapter. Some chapters own their houses, but not 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](mailto:greeklife@una.edu).

### NPC Housing Contract

The NPC Housing agreement is renewed every three years (most recently in 2018). The current NPC Housing Agreement can be found online at

<https://www.una.edu/students/docs/Appleby%20East%20West%20Agreement%202018-2021.pdf>.

### 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 of each stone includes the chapter name, crest, founding date, and charter date. The plaques are funded by the chapter 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 written to the University of North Alabama to Student Engagement. Fraternity and Sorority Life will coordinate the purchase and placement of the new plaque.

## 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 participate 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 graduate (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 mating 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:** once 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.
- **Convocation:** an event held once a semester by the NPHC. Convocation typically involves a presentation on leadership and 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 they 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 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. For 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 women chose to complete the MRABA, she will the sorority(ies) she is willing to join (from those who's 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 for 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, intern/national organization, governing council, and Student Engagement. 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, 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 organization.
- **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:** a 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:** a word used to acknowledge other members that crossed over in other organizations or in the same organization, but at a different chapter at the same time you were.

- **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 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 lavalier 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:

## GREEK ALPHABET

By Ben Crowder • [bencrowder.net](http://bencrowder.net) • Last modified 2 May 2012

Αα

ALPHA [a]  
ἄλφα

Ββ

BETA [b]  
βῆτα

Γγ

GAMMA [g]  
γάμμα

Δδ

DELTA [d]  
δέλτα

Εε

EPSILON [e]  
ἒ ψιλόν

Ζζ

ZETA [dz]  
ζῆτα

Ηη

ETA [eː]  
ἦτα

Θθ

THETA [tʰ]  
θῆτα

Ιι

IOTA [i]  
ἰῶτα

Κκ

KAPPA [k]  
κάππα

Λλ

LAMBDA [l]  
λάμβδα

Μμ

MU [m]  
μῦ

Νν

NU [n]  
νῦ

Ξξ

XI [ks]  
ξεῖ

Οο

OMICRON [o]  
ὀ μικρόν

Ππ

PI [p]  
πεῖ

Ρρ

RHO [r]  
ῥῶ

Σσς

SIGMA [s]  
σίγμα

Ττ

TAU [t]  
ταῦ

Υυ

UPSILON [u]  
ῦ ψιλόν

Φφ

PHI [pʰ]  
φεῖ

Χχ

CHI [kʰ]  
χεῖ

Ψψ

PSI [ps]  
ψεῖ

Ωω

OMEGA [oː]  
ὦ μέγα

## Resources:

### Code of Student Conduct

Students and organizations are responsible for upholding university standards and behavioral expectations. The Code of Student Conduct is available online at <https://www.una.edu/student-conduct/student-rights-and-responsibilities/University%20Standards%20and%20Behavioral%20Expectations.html>

### Council Governing Documents

The College Panhellenic Council (CPH), Interfraternity Council (IFC), and National Pan-Hellenic Council (NPHC) maintain all governing documents online. To access these documents visit [www.una.edu/fsi](http://www.una.edu/fsi) and use the links under “chapter resources”.

### Title IX Policy

The University of North Alabama Title IX Policy is available online at <https://www.una.edu/titleix/Documents/UNA-One-Policy-and-One-Process.pdf>.

### RSO Handbook/Allocations

The University of North Alabama Registered Student Organization (RSO) Handbook and Allocation Manual is available online <https://una.edu/students/student-organizations/resources.html>