

Clayton State University Department of Campus Life

Policies and Procedures for Social Fraternity and Sorority Organizations at Clayton State University

I. Definition of Social Fraternity and Sorority

Social fraternities and sororities are student organizations distinguished by Greek-letter names, often called “Greek” organizations because of this designation, whose primary purpose is to cultivate members scholastically, socially, and civically. Fraternities are organizations for men designed to promote scholarship and leadership, stimulate social interaction, and offer the opportunity for development of meaningful relationships. Similarly, sororities are organizations for women which promote scholarship, service to campus and community, development of strong long-lasting friendships, and promotion of leadership opportunities.

Auxiliary Groups: Clayton State University does not authorize, recognize or approve of the existence of any Chapter affiliated Auxiliary Organization (sweethearts, diamonds, little sisters/brothers, courts, kittens, etc). Students are encouraged to report any solicitation of any fraternity and sorority to join an Auxiliary Organization (sweethearts, diamonds, little sisters/brothers, courts, kittens, etc) to the Greek Life Coordinator immediately.

Auxiliary Organizations are not the same as a fraternity or sorority and should not be considered and/or treated as such.

II. Criteria for Membership

Clayton State University requires that a potential initiate or candidate for membership be a matriculating undergraduate student of the University and be in good academic and judiciary standing. Each candidate must have earned at least a 2.50 CSU semester grade point average the semester prior to consideration and have maintained at least a 2.50 CSU cumulative grade point average. Additional membership requirements are governed by the individual fraternity and sorority national membership intake guidance. Clayton State University respects the right of the recognized fraternity and sorority chapters to select its membership as outlined in its membership intake procedures, so long as these procedures do not violate state and federal discrimination laws.

III. Governing/Coordinating Councils

All recognized social fraternities and sororities must affiliate with one of the national governing councils listed below and have completed the appropriate expansion process:

- **Interfraternity Council (IFC)**- Governing council for national fraternities
- **National Panhellenic Conference (NPC)**- Governing council for national sororities
- **National Pan-Hellenic Council (NPHC)**- Governing council for historically African-American national fraternities and sororities
- **National Association of Latino Fraternal Organizations (NALFO)**-Governing council for Latino Greek-letter organizations
- **Multicultural Greek Council (MCGC)**- Governing council for multicultural Greek-letter organizations

IV. Fraternity and Sorority Council (FSC)

The Fraternity and Sorority Council (FSC) is the coordinating body for all social fraternities and sororities at Clayton State University. The FSC functions to foster positive Greek Life relations on campus through programming and service initiatives; and assisting each represented organization with achieving and maintaining high standards of scholastic, moral and social deportment. The FSC consists of one representative from each recognized social fraternity and sorority on the Clayton State University campus. The FSC is advised by the Greek Life Coordinator and is governed by the FSC Constitution.

The FSC:

1. Conducts a minimum of seven formal meetings of the Council
2. Promotes positive Greek Life relations by sponsoring or cosponsoring at least two (2) education programs during each of Fall and Spring semesters
3. Promotes philanthropy and civic engagement by participating in at least two (2) volunteer/community service events during each of Fall and Spring semesters
4. Recommends disciplinary action, with advisement and final authority from the Greek Life Coordinator, for chapters who fail to abide by University or Department of Campus Life policies and guidelines

Chapter Requirements of Membership

All chapters must affiliate with a governing council and be in good standing/ active status with Clayton State University and their national organization. Chapters must maintain a minimum 2.5 cumulative Clayton State University GPA and must designate one active member to serve as their FSC representative.

FSC Officers

The Fraternity and Sorority Council President is a stipend position. This position must maintain a 2.5 cumulative CSU GPA, a course load of at least 12 hours, and must be an active member of their organization. Other executive board officers must maintain a minimum 2.3 cumulative institutional GPA. All representatives must be active members of their respective organizations.

VI. Chapter Advisors

Each recognized social fraternity and sorority will designate at least two (2) advisors. One of the selected advisors will be the Clayton State University Greek life advisor designated by the Department of Campus Life; the second advisor will be designated by the national organization and will serve as the organization's primary advisor. It is not required that the advisor(s) be affiliated with the organization; advisors who are not affiliated with the organization do not have to be a part of private/ritual events; however, the advisor must be aware of when such events will take place. It is the preference of the Department of Campus Life that the advisor, if a member of an alumni/graduate chapter of the advising organization, not also serve as an Executive Officer in the alumni/graduate chapter. The advisor should also be at least two years removed from his/her undergraduate graduation.

Advisors must adhere to the following:

1. Complete and submit the Advisor Agreement Form
2. Meet regularly with chapter members and executive officers
3. Be aware of University policies governing social fraternities and sororities and ensure that the chapter members comply with these policies

4. Be familiar with the *Student Code of Conduct* and ensure that chapter members comply with policies and guidelines
5. Assist University officials with isolated situations or challenges that arise involving the chapter
6. Attend periodic advisor meetings at the request of the Greek Advisor
7. Provide the Department of Campus Life with updated contact information as needed
8. Inform Greek Advisor of new Membership/Recruitment processes and be present for membership initiation ceremonies.

VII. Behavioral Standards

Social sororities and fraternities are expected to adhere to University regulations as defined in the *Student Code of Conduct*, the FSC Constitution, and the policies and procedures set forth by the Department of Campus Life. Fraternities and sororities are expected to behave in a respectable and courteous manner towards each other in verbal and electronic communication, and physical interactions. Each organization will be held responsible and accountable for their actions and may be sanctioned by the FSC and/or the Department of Campus Life for inappropriate conduct or activity in violation of University or Department of Campus Life policies.

Property Defacement and Damage

Social fraternities and sororities will not deface University buildings, sidewalks, streets or other public or private property by painting, drawing or chalking their Greek symbols or letters in these areas unless otherwise permitted to do so. Fraternities and sororities that damage University property by defacement or engaging in reckless behavior will repair the damage or provide the University with financial restitution within a reasonable timeframe, not to exceed one academic semester.

Other Organization's Property

Social fraternities and sororities will not engage in theft, attempt to steal, or tampering with other organizations' property or belongings.

Step Shows/New Member Introduction Shows

Yard/Step/New Member Introduction shows hosted by a social fraternity or sorority must be approved by the department of campus life at least ten days prior to the event date. The sponsoring organization must abide by the regulations governing the content of the show and will assume responsibility for informing guest performers and invited guests of these policies. All primary advisors are required to screen shows to ensure that policies and procedures are followed.

1. The Department of Campus Life must approve all campus yard and new member shows at least fourteen (14) days prior to performance.
2. Probate shows can only be performed in the designated areas of the Green (behind the SAC) or the Amphitheater unless otherwise granted special permission to perform in another area.
3. Under no circumstances will degrading or negative sentiment towards another chapter or another chapters members be permitted. *Degrading or negative sentiment shall be defined as mocking signature steps or calls, etc. in order to cause laughter or poke fun, etc.
4. Under no circumstances will profanity, racism, sexual innuendos, obscene gestures or hate towards another culture, gender, orientation, etc. be permitted in language,

gestures, props, music or other forms of expressive content.

Hazing

No Clayton State organization (includes departments, athletics, etc.) or student shall condone, encourage, or require unlawful acts by its members at any time. All organizations shall be responsible for observing all University policies.

The University defines **hazing** as any situation, circumstance, or environment created by an organization or student that is purposefully instigated to illicit mental or physical discomfort, embarrassment, harassment or ridicule to aspiring members on or off university premises.

All rites and ceremonies of introduction, initiation, or orientation into college life which tend to occasion or allow unreasonable physical or mental suffering are prohibited. Any orientation which in part takes place in public, which in any way involves persons outside the organization or is not confined to a single building must be approved by the Department of Campus Life prior to the ceremony.

Hazing may include (but is not limited to): paddling, caning, whipping, forced calisthenics, tattooing / branding, forced consumption (of any food, alcohol or related substance), coercion to perform dangerous acts, or the issuance of assignments that could adversely affect the physical health or safety of the individual.

Hazing may also include any activity that would subject students to mental stress, such as: sleep deprivation, forced exclusion from social contact, conduct that result in extreme embarrassment, public servitude, giving money to older members of the organization, destroying public or private property, and performing unauthorized scavenger / treasure hunts.

Clayton State University strictly adheres to state legislation outlawing hazing. Students involved in **any** aspect of hazing are subject to both institutional disciplinary action and prosecution by local and state authorities.

Georgia Code Section Prohibiting Hazing (Code 1 98 1, Section 16-5-61, enacted by Georgia Legislature in 1988)

The appropriate legislation is reprinted below:

- As used in this Code section, the term: Haze means to subject a student to an activity which endangers or is likely to endanger the physical health of the student, regardless of a student's willingness to participate in such activity.
- School means school, college, or university in this state.
- School organization means any club, society, fraternity, sorority, or group living together which has students as its principal members.
- Student means any person enrolled in a school in this state.
- It shall be unlawful for any person to haze any student in connection with or as a condition or precondition in gaining acceptance, membership, office, or other status in a

- school organization.
- Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Disciplinary Action Procedure

If a social fraternity or sorority is deemed in violation of University policies, the following sanctions may apply based on the severity of the violation. The Department of Campus Life reserves the right to determine additional sanctions as warranted and reasonable:

1. Oral or written reprimand
2. Probation- a chapter may not host or participate in social activities on or off campus; for duration of 30-45 academic days
3. Suspension- a chapter may not host or participate in any (social, education, civic, membership intake) activities on or off campus; may not have representation on the FSC; and may forfeit rights to University issued funds for a minimum duration of one full semester
4. Charter Revocation- a chapter will lose its charter and will no longer be recognized as a campus organization

In all instances, the Greek Life Advisor will arrange a meeting with the primary chapter advisor and the chapter President to develop an action plan for chapter progress.

VIII. Recruitment and Membership Intake Process

Each social fraternity and sorority will adhere to all University recruitment policies as well as membership intake guidance and behavioral standards established by the fraternity/sorority national organization and Clayton State University. Recruitment and membership education activities should not interfere with academic schedules, should not include any forms of hazing, and should not involve the consumption of alcohol. Recruitment and Membership Intake activities may take place during the following time periods:

Fall-	September 1- November 30
Spring-	February 1- April 30

Recruitment Week

The official University sponsored Recruitment Week for Panhellenic and NIC organizations will take place during the Fall semester and will be designated by the Department of Campus Life. During this week, freshmen and transfer students may be recruited as per Recruitment Week rules. The greek advisor will coordinate with participating organizations to reserve space and promote recruitment activities. Please see the Recruitment Week rules for further guidance.

Continuous Open Recruitment and Bidding

The Department of Campus Life and the Greek Life Advisor must be notified in writing when a fraternity or sorority will participate in continuous open recruitment and bidding at least fourteen days prior to the start of recruitment. The names of all potential candidates for membership, approximate dates of education classes and process, and the date in which candidates will be initiated into the organization must be submitted in writing to the Department of Campus Life for approval on the Chapter New Membership Application prior to submitting candidates' names to the National Office for membership consideration. All candidates must meet the University's criteria for membership, including a 2.5 CSU semester and cumulative grade point average. Freshmen and

first semester transfer students may not be recruited during continuous open recruitment and bidding. An updated chapter roster including new members is due to the Greek Life Advisor within fourteen (14) days of initiation. At least one advisor must participate in the initiation ceremony of a chapter. The entire process including information sessions must begin and end within the specified dates above.

Membership Intake Process

The Chapter New Membership Application must be submitted to The Department of Campus Life and the Greek Life Coordinator at least fourteen days prior to the start of a Membership Intake Process. All candidates must meet the University's criteria for membership, including a 2.5 CSU semester and cumulative grade point average. Freshmen and first semester transfer students may not be considered for membership. An updated chapter roster including new members is due to the Greek Life Advisor within fourteen (14) days of membership intake completion. At least one advisor must participate in the membership intake process of a chapter. The entire process including information sessions must begin and end within the specified dates above.

Formal Rush and Information Sessions

The Greek Life Advisor or a designated official of the Greek Life Advisor's choosing must conduct a risk management session with students attending the Formal Rush/Informational as required for joining the organization. This session will cover the University Hazing Policy and standards for student conduct. Only students who attend the session will be eligible for membership into the organization. Scheduled time on the agenda will be pre-arranged with the appropriate chapter member and/or the off-campus advisor.

IX. Registration and Recognition

Each social fraternity and sorority must register with the University through the Department of Campus Life by the designated deadline each fall and spring semester. In registering with the Department of Campus Life, the chapter must complete the following:

1. Online Student Organization Registration Form
2. The Chapter Information Sheet
3. Submit an updated copy of the chapter certificate of liability insurance reflecting coverage in the amount of at least \$1 million and names the chapter as an additional insured
4. Submit a letter from the advisor verifying the chapter's active status with the national organization
5. Submit an updated roster of active members and executive officers
6. Submit a completed and signed Information Release form from each active member within the chapter
7. Submit and Advisor Agreement Form

X. Other Applicable Policies and Procedures

Expansion Process

In order to protect Clayton State University, extension guidelines must be met in order to establish and/or charter a chapter on campus. Failure to obtain University approval before recruiting new members will warrant sanctioning and expulsion. Please request a copy of the full Extension Policy from the Department of Campus Life or visit our website at

<http://adminsivices.clayton.edu/campuslife/>.

Relationship Statement

Clayton State University will provide advisory guidance, direction, and support for all fraternities and sororities.

Clayton State University asks that all fraternities and sororities uphold the mission, purpose and policies outlined by their national constitution including general mandates and expectations regarding behavior and academic achievement.

If Clayton State University determines that a fraternity or sorority is not acting in the best interest of the community (example: violating a University policy, inappropriate behavior, etc.) or are defiant and/or non-compliant with University administration, the status of the fraternity or sorority as a recognized organization may be terminated.

Rush/Information Session Posting

Effective February 2007, all fraternities and sororities are required to post and circulate information regarding their upcoming Rush or Information Session a minimum of five (5) business days before the scheduled date. No fraternity or sorority will be permitted to host a Rush or an Information Session (and under extreme circumstances – membership in-take) without the aforementioned requirement being met.

Standard Academic Expectation

Effective August 2008, Clayton State University requires each fraternity and sorority to maintain a minimum chapter cumulative institutional grade point average of a 2.50.

In instances where the chapter's cumulative grade point average falls below a 2.50, the fraternity or sorority will be notified and placed on temporary academic probation. During the temporary academic probation period, the University and the fraternity or sorority Advisor will collaborate to develop a plan of action to help the chapter increase the cumulative grade point average.

Failure to meet the minimum grade point average for consecutive semesters may result in suspension. Suspension may also include but is not limited to not being permitted to host events, meetings, programs, membership intake or participate in Fraternity and Sorority Council events, meetings or initiatives. Clayton State University will calculate each chapter's cumulative grade point average at the beginning of each new semester.

Standard Membership Expectation

All student organizations are required to maintain a minimum of five (5) active members. Failure to maintain at least five (5) members for two consecutive semesters will result in a meeting with regional/national representatives to discuss an action plan for increasing membership. The University will initiate discussions regarding the viability of the chapter on campus should recruitment efforts continue to result in low membership numbers for two (2) full academic years.

Greek Life Privacy Statement

To protect the interests, privacy and confidentiality of each chapter, all documents submitted will be treated as confidential information in accordance with Georgia state law. No one other than the Director of Campus Life and the Greek Life Coordinator/Advisor will have access to any information submitted by a chapter. While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the national office will have access if necessary. Entities outside of the aforementioned must complete a formal public records request.

All members and potential candidates for membership must grant permission to the Department of Campus Life for release of their academic record by completing the necessary paperwork. Campus Life cannot release the academic record of any student failing to complete and submit the required forms (Information Release Form).