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Introduction/Preamble

Fraternity and sorority life has been a significant part of the undergraduate experience at Rochester since the founding of the institution. The University’s continuing commitment to these diverse groups stems from the significant opportunities they provide for intellectual, cultural and interpersonal growth—opportunities that complement the College’s formal academic program. Within this framework, the College will continue to foster and support inter/national fraternities and sororities.

Because we recognize that self-governance fosters the development of personal and group responsibility and maturity, the College expects and encourages fraternity and sorority chapters to operate with as much independence as their performance warrants. This self-governance should include expression in a democratic system where ideas and opinions are discussed freely, and where many persons have an opportunity to lead, serve, and follow in an environment where decisions are made and accountability is acknowledged. This document outlines specific policies, expectations, and unique support structures for fraternities and sororities. It is intended to provide transparency and clear communication of expectations to help our member organizations achieve success. Further description of the College’s framework of support for the fraternity and sorority community can be found within the Statement of Relationship document.

The document is maintained by Fraternity and Sorority Affairs, though some policies may be within the purview of other offices/departments at the University of Rochester. Questions about these policies can be directed to John DiSarro, Director of Fraternity & Sorority Affairs, at john.disarro@rochester.edu. Individuals seeking revisions to an existing policy may request that the Management Committee review that policy through the appropriate committee representative.

The policies outlined in this document do not replace or supersede other policies for students and organizations at the University of Rochester. Fraternities and sororities and their members are still subject to the Standards of Student Conduct and other policies relevant to student organizations. In the event that the policies for an inter/national organization or council differ from University of Rochester policy, the University policy will hold primacy.
Fraternity and Sorority Governance Model

Fraternity and Sorority Management Committee
The Management Committee provides oversight to the fraternity and sorority community, making recommendations and setting policies for the entire system. One of its major responsibilities is to make decisions regarding expansion of the community. The Management Committee is chaired by the Dean of Students and includes the Director of Fraternity and Sorority Affairs; university staff with a close connection to fraternity and sorority life such as the Executive Director of Residential Life and Housing Services, The Director of Wilson Commons Student Activities, and the Director of Alumni Relations; alumni; and students from all three governing councils.

The purpose of the Fraternity and Sorority Management Committee shall be to:
1. Create, review, and update fraternity and sorority policies while assuring their implementation.
2. Promote acquaintance, cooperation, and the pursuit of common goals among all fraternity and sorority groups at the University of Rochester
3. Advise and make recommendations to the Director of Fraternity and Sorority Affairs and the University administration regarding the needs and desires of fraternity and sorority chapters on the River Campus
4. Promote communication and cooperation between the University and fraternities/sororities at the undergraduate, graduate, alumni, and national or international levels
5. Promote education among the undergraduate fraternal organizations regarding the values, mission, and goals of fraternity and sorority life.

Fraternity and Sorority Standards Subcommittee
The Standards Subcommittee is charged by the Management Committee with overseeing the Expectations for Excellence accreditation program. The subcommittee oversees the annual review period, reviews all feedback on chapters, and assigns accreditation decisions and provisions in accordance with this program. The subcommittee will also review the accreditation program itself, making changes as necessary to reflect the expectations placed on fraternities and sororities. The Standards Subcommittee is chaired by the Director of Fraternity and Sorority Affairs with support from the Expectations for Excellence Graduate Assistant with representation from staff, alumni, and students from all three governing councils.

Fraternity and Sorority Growth and Expansion Subcommittee
The Growth and Expansion Subcommittee is charged by the Management Committee with informing expansion decisions and describing demographic trends in the fraternity/sorority community by collecting and evaluating community data.

The purpose of the Fraternity and Sorority Growth and Expansion Subcommittee shall be to:
1. Look at annual recruitment data to evaluate growth trends in the fraternity/sorority community.
2. Review demographic data to suggest areas for outreach (ex. international students, underrepresented minority students, first generation students, students involved in various clubs/organizations).
3. Review expansion proposals and make recommendations to the Management Committee regarding whether to accept a new organization.
4. Provide an annual report to the Management Committee about trends and issues affecting fraternity and sorority participation.
Fraternity and Sorority Affairs

The professional staff in Fraternity and Sorority Affairs provide vision, leadership, management, and supervision of fraternity and sorority life at the University of Rochester. They also lead and communicate a strategic vision and future direction of fraternity/sorority life consistent with the Communal Principles of the College and its educational mission and values. Staff advise executive board officers and delegates of the three governing councils and work closely with presidents, other chapter leadership, and council executive members. The unit is currently staffed by two full-time professionals and two graduate assistants and shares an office manager, secretary, and accountant with other units in the Office of the Dean of Students.
Indemnification of Alumni Advisors

Each University-sanctioned Greek alumni organization shall identify to Fraternity and Sorority Affairs those alumni advisors for whom they wish to secure indemnification. The process of approval of all such individuals by the Dean of Students shall be coordinated by the Director of Fraternity and Sorority Affairs. It shall be the responsibility of each University-sanctioned Greek alumni organization to notify the Fraternity and Sorority Affairs in a timely manner should any changes in membership or leadership necessitate additions to or deletions from the list of individuals for which the alumni organization seeks indemnification by the University.

The University shall fully defend and indemnify alumni advisors against legal liabilities resulting from their activities, provided they act within the scope of the responsibilities given to them by the Dean of Students, as described below:

- Provide sound guidance to the Chapter in areas of programming, conduct, organizational management, and all other aspects of the Chapter.
- Ensure that each Chapter officer has a designated alumni/ae advisor.
- Attend Chapter Executive Board meetings regularly.
- Attend Chapter meetings regularly.
- Work with the Chapter to set goals, and help the Chapter evaluate these goals and hold themselves accountable to the goals.
- Be available to Chapter members to provide guidance and support.
- Maintain regular contact with the Chapter, Fraternity and Sorority Affairs, and the inter/national organization headquarters.
- Keep current on Fraternity/Sorority and University policies.
- Attend training sessions as requested by the inter/national organization or Fraternity and Sorority Affairs.
- Attend major Chapter events as available.
- Attend volunteer advisor training(s).
- Serve as a liaison between the chapter’s Advisory Board, other alumni of the organization, and Fraternity and Sorority Affairs.

Additionally, the University will not provide defense or indemnification for any actions arising from a violation of the Standards of Student Conduct, other University Policy or New York State / Federal Law, acts of intentional wrongdoing, gross negligence, or bad faith.

Alumni and alumni groups that do not have University sanction act on their own and are not indemnified by the University nor does the University provide them with a legal defense. Where they act upon direction from the fraternities and sororities they support, they should seek any legal indemnity and defense from those organizations.

Chapter Advocates of fraternities/sororities shall be indemnified by virtue of their status as employees of the University of Rochester to the same extent as other University employees.

This indemnification is not intended to replace Director and Officer’s Insurance available through an inter/national organization. It is recommended that alumni advisors still seek insurance coverage through their inter/national organization.
Eligibility to Join a Fraternity/Sorority

Students are eligible to join a fraternity or sorority under the following conditions:

1) **The student is in good conduct standing at the University of Rochester.** Students who are on disciplinary probation or deferred suspension from the University are not eligible for membership. A student may join after such a sanction has been lifted.

2) **The student has completed at least one full semester of College.** First-semester students are encouraged to acclimate themselves to college-level coursework, develop friendships, get involved in co-curricular activities, and meet members of fraternities and sororities before making the lifelong commitment to join an organization. Transfer students with a full semester at another institution are eligible to join. AP credit and college credit earned through a high school program do not count.

Beyond these requirements, fraternities and sororities may set their own criteria for membership.
The Expectations for Excellence is an initiative at the University of Rochester to create college-centered fraternity and sorority chapters on campus. The program follows a success-driven model that encourages organizations to become a larger part of the campus community rather than exist as insular groups on the periphery of the college. The program encourages co-sponsorship of events with other fraternities, sororities, and campus organizations as well as greater interaction with college faculty/staff and use of College resources.

Through the Expectations for Excellence Process, each fraternity/sorority chapter creates a distinctive plan with proposed events and strategies for the calendar year. The chapter is then responsible for completing the goals set forth in the plan, with the support of the FSA staff, Chapter Advocate (a staff or faculty member), and their Alumni Advisor. In November, each fraternity/sorority completes a written Annual Report and formally presents the Annual Report, in person, to the Standards Subcommittee Review Panel. After the Standards Subcommittee has reviewed a chapter’s submitted materials and the Annual Report Presentation reviews, the Standards Subcommittee determines a final accreditation status for that organization, and provides feedback through the review process for improved chapter operations.

Since its inception in 2006, the Expectations for Excellence has assisted organizations with self-evaluation and improved their overall connection to the University of Rochester. The program itself is award-winning and has led to individuals and fraternities/sororities receiving their own national recognition.

Standards of Excellence

There are twelve standards of the Expectations for Excellence which reflect characteristics of a thriving fraternal organization:

**Character and Values**

1. **VALUES & PRINCIPLES:** We enact and reinforce our organization’s values and the Communal Principles of the College, and we develop these values in our members.

2. **HEALTH & SAFETY:** We educate our members on strategies to enhance health & safety and reduce harm, utilizing risk management systems that support college, inter/national organization, and legal expectations.

3. **EXEMPLARY CONDUCT:** We employ strategies to resolve issues of inappropriate conduct, including violations of college or inter/national organization policy, and we hold members accountable to our stated values.

**Leadership and Organizational Management**

4. **LEADERSHIP:** We encourage the development of strong leaders within our chapter by promoting leadership training opportunities for our officers and our members.

5. **CHAPTER OPERATIONS:** We have systems in place to ensure effectiveness within our leadership roles, including purposeful transition of our officers and the timely recording and reporting of important decisions, events, and transactions.

6. **COMMUNICATION:** We demonstrate effective internal and external communication systems and have clear and fair guidelines for decision making.
Scholarship

7. **ACADEMIC SUPPORT**: We respect and support the academic goals of our new and initiated members and encourage them to pursue a full range of educational opportunities.

8. **ACADEMIC PROGRAMMING**: We support learning within the chapter by encouraging and supporting sponsorship with College programs, academic resources, and faculty, as well as the development of educational opportunities that include the broader campus community and our members.

Community Building and Programming

9. **CO-CURRICULAR INVOLVEMENT**: We support our members’ multiple identities and interests outside the chapter and integrate these passions into our organization’s programming and activities.

10. **COMMUNITY SERVICE & PHILANTHROPY**: We support philanthropy and community service through fundraising and active participation in service programming.

11. **INTERNAL PROGRAMMING**: We create and participate in programming that exemplifies the history and traditions of our organization and enhances the membership experience.

12. **EXTERNAL PROGRAMMING**: We offer and participate in programs designed to enrich the intellectual, social, and cultural interests of the campus and Rochester communities by promoting co-sponsorship and planning of programs with a variety of groups.

Program Timeline

1. **Strategic Planning Week - January**
   a. Organizations begin the Expectations for Excellence process by submitting their Plan for the calendar year. This plan includes goals for each of the 12 standards of the Expectations for Excellence. The organization’s plan will include recurring goals, which repeat from year to year, and new goals, based on feedback they received from their previous EE review.
   b. On the Kickoff Day for the Strategic Planning Week, chapters review strategic planning strategies and dedicate time to goal-setting and planning.
   c. Chapters spend the week planning out their year and what they hope to accomplish in the form of well-defined goals.

2. **Plan Submission**
   a. At the end of the Strategic Planning Week, Plans are submitted to FSA for unofficial evaluations and feedback, which will be given back to students by the end of January.

3. **Continuous Feedback**
   a. Throughout the year, organizations are tasked with evaluating their goals, noting successes and challenges while documenting additional learning opportunities. At least once per month, representatives from Fraternity and Sorority Affairs and the Standards Subcommittee will provide feedback on organizations’ self-evaluations to support their progress in the Expectations for Excellence standards. Organizations can use this feedback to revise their plans or provide more clarity in the evaluation of their goals before submitting their final report.

4. **Submission of Report**
   a. Chapters submit their final report in November. This report includes the plan written at the beginning of the year, the evaluation of that plan (which the group received feedback on throughout the year), and an overall assessment of their accomplishments for the year.
5. **Presentations**  
   a. Each group will provide a 15 minute professional presentation to at a team of four volunteer reviewers. All reviewers will have received a copy of the group’s annual report prior to the presentation. Following the presentation, the panel of reviewers will ask questions of the presenters for an additional 10-15 minutes. Review sheets which list the criteria established (listed below) by the Subcommittee on Standards must be completed by all reviewers.  
      i. The presentation should highlight areas of strength as well as areas for improvement, demonstrating not only pride but also self-awareness.

6. **Review Team**  
   a. Each organization is assigned a review team of four individuals (an alumnus, current affiliated student, university staff/faculty member, and FSA staff representative). These individuals are responsible for the following:  
      i. Attend a training session to understand the Expectations for Excellence process and their role as a reviewer  
      ii. Read the Expectations for Excellence plan and report and provide feedback using the given form.  
      iii. Attend the organization’s presentation, asking questions to clarify questions about the organization.  
      iv. (optional) Attend the Standards Subcommittee review of the organization to provide additional feedback and discussion on the chapter’s progress and recommended accreditation status.

7. **EEGA Compilation Period**  
   a. The Graduate Assistant for the Expectations for Excellence (EEGA) will compile all feedback from the reviewers into a consolidated document. The feedback is sent to the Standards Subcommittee (SSC). The EEGA will also present the SSC with the accreditation and provision recommendations of the review team.

8. **SSC Deliberation/Accreditation Period**  
   a. The SSC will examine the feedback, discuss the status of an organization, and then determine the accreditation status of that organization. The compiled feedback and accreditation status will be provided to the organizations in early January.

### Evaluation Criteria

The Standards Subcommittee will use the following criteria to determine accreditation status.

#### Annual Report

1. The organization had a thoughtful Annual Plan for accomplishing the 12 Standards of the Expectations for Excellence, designing goals that would utilize chapter, alumni, and College resources to be successful and which connect the organizations to the greater campus community.
2. The organization was successful in accomplishing the goals listed in the Annual Plan. When a plan was not successful, the organization showed thoughtful reflection for how it could correct this issue in the future.
3. The organization demonstrated success in the 12 Standards of the Expectations for Excellence. Following the University's motto “Meliora,” the organization was ambitious in its plans and demonstrated improvement over the course of the year.
4. The group’s accomplishments were consistent with their mission and vision.
Presentation

1. The presentation enhanced the information in the Annual Report and Plan. Presenters were able to highlight the successes and challenges of the group and provide thoughtful response to the reviewers’ questions.

Supplemental Information

1. The Standards Subcommittee may consider additional information in its accreditation decisions, including, but not limited to, the following:
   a. The organization’s conduct history
   b. The organization’s participation in FSA and College programs, meetings, and trainings
   c. The fraternity/sorority fulfilling its expectations as a student organization (ex. following Residential Life guidelines and processes, attending Fall Leadership Training, etc.)

Accreditation Statuses

The Standards Subcommittee will assign one of the following accreditation statuses to each organization:

1. **Accredited, No Provisions.** To be accredited with no provisions means the organization has met and/or exceeded their plans in all areas.

2. **Accredited with Recommendations.** To be accredited with no provisions means the organization has met and/or exceeded their plans in all areas. The committee does, however, provide specific recommendations for the group to address challenges noted within the EE review.

3. **Accredited with Provisions.** To be Accredited with Provisions means the organization did not meet sufficient standards for full accreditation. In this case, the chapter is required to complete all provisions identified by the Standards Subcommittee. Provisions are designed to address deficiencies within the EE and must be completed within the time frame specified in the EE accreditation decision. Failure to complete all provisions may affect eligibility for Accreditation next year.

4. **Not Accredited.** To be Not Accredited means the organization did not adequately fulfill the evaluation criteria mentioned above. In most cases, the organization made insufficient progress towards its goals, demonstrated weakness in several standards of the Expectations for Excellence, and displayed poor self-awareness as an organization. Provisions will differ depending on how long the organization has remained Not Accredited.
   a. **First Year Not Accredited.** The organization failed to meet the goals it set for itself, has aspects of the organization that are very weak, and/or has had various policy violations which affected its standing within the community. An organization that is Not Accredited will have a mandatory meeting with the Standards Subcommittee to review the group’s feedback and will be given provisions that provide insight and tools to improve the organization and bring it to a level where it will receive accreditation in the future. Provisions will be linked directly to shortfalls identified through the Expectations for Excellence review process.

   b. **Second Year Not Accredited.** To be Not Accredited for a second year indicates the organization has continued to struggle and is not living up to the standards of a University of Rochester student organization. A second year Not Accredited may come with restriction of privileges, such as removal from housing or inability to register social events. In addition to other provisions, the organization will be placed on **Probationary Recognition Status.** While on this status, the organization will have a special meeting with the Standards Subcommittee towards the end of the year to review its progress on these provisions. Failing to complete its provisions and make satisfactory progress as an organization will result in suspension of the chapter. If suspended, the chapter will lose recognition at the University of Rochester. To return in the future, it would need to apply for recognition through the Fraternity and Sorority Management Committee. There is no guarantee that the organization would be approved to return at a future date.

   c. **Third Year Not Accredited.** The fraternity/sorority will lose its recognition as a University of Rochester organization. To return in the future, it would need to apply for recognition through the Fraternity and
Sorority Management Committee. There is no guarantee that the organization would be approved to return at a future date.

**Expectations for Excellence Provisions**

*These are sample provisions that have been given to chapters. Most of the time provisions are kept consistent, but occasionally new/unique provisions must be created for certain situations.*

- Provisions are designed to be educational, linking organizations to resources and individuals that can help them achieve. An organization’s successful completion of a provision should enhance their performance in the Expectations for Excellence and make them a stronger group in the coming year.
- Provisions address specific areas of concern identified through the Expectations for Excellence process. For example, an organization with weaknesses in the Scholarship area will be given provisions to connect them with academic resources at the College and help them create a stronger plan for connecting their members with academic support.
- Provisions that are considered punitive will only occur after the organization is Not Accredited for a second year and are assigned to help the organization focus on its mission and its Expectations for Excellence goals. For example, a group may be limited to one social event with alcohol per month if the Standards Subcommittee feels they need to prioritize health and safety initiatives before being able to host more regular social events. The Expectations for Excellence is not meant to supplant the University conduct process but may address issues that impact the organization’s performance in the 12 standards of the Expectations for Excellence.

- Creation of an Academic Assistance Plan
- Creation of a Service and Philanthropy Plan
- Attend a Values Seminar
- Attend a Recruitment Workshop
- Meeting with Intercultural Center
- Attend a Program Planning Workshop
- Programming Requirement
- Attend a Mandatory Mid-year Review
- Attend an Expectations for Excellence Document Review
- Attend a Mandatory Feedback Meeting with Fraternity and Sorority Standards Sub-Committee
- Host Chapter Values Retreat
- Attend a New Member Meeting with Director of Fraternity and Sorority Affairs
- Attend a Strategic Planning Workshop
- Attend Monthly meetings with the Director of Fraternity and Sorority Affairs
- Attend a Meeting with Dean Marcy Kraus, Director of the College Center for Advising Services
- Attend a Transition Workshop
- Attend a Goal Setting Workshop
- Program Evaluation Requirement
- Attend a Chapter Engagement Workshop
- Plan a Brotherhood Development Event
- Work on Alumni Development Planning
- Connect with Paul J. Burgett Intercultural Center (March 2014)
- Attend an Expectations for Excellence Workshop
- Attend Monthly meetings with the Assistant Director of FSA (March-December 2015)
- Must participate in two dialogues with the Burgett Intercultural Center - one in the Spring, one in the Fall
- Participate in Planning the "Teal Talk" event (March 27th)
- Sexual Assault Awareness and Prevention Workshop (March 2015)
- Community Service Requirement - establish a connection with a local Rochester agency and provide community service
- Expectations for Excellence Achievement Requirement
- Mandated meeting with Chapter Advocate

**Additional Information to be submitted annually by chapters**

Each chapter is responsible for submitting and updating the following information to Fraternity and Sorority Affairs report each semester:

1. List of current officers, members (via the Campus Club Connection)
2. List of alumni advisors and faculty/staff advisors (annually and when changes occur)
3. List of potential new members (procedures dictated based on governing council)
4. List of students joining the organization
Continuing Recognition Policy

It is important for recognized fraternities and sororities to maintain an active presence at the University of Rochester. There are times that an organization may lack University of Rochester undergraduate membership not as the result of a conduct process.

In the event an organization has no University of Rochester undergraduate members, the organization will have two years to initiate a University of Rochester undergraduate. If the organization does not recruit any University of Rochester students in two years, the organization will lose recognition at the University of Rochester. The organization can re-apply for recognition at the University of Rochester through the Procedures for Expansion.
Conduct Expectations for Fraternities and Sororities

Whenever possible, Fraternity and Sorority Affairs will work proactively with undergraduates and their advisors to identify potential problems and prevent them from escalating. Advisors are also encouraged to share concerns with Fraternity and Sorority Affairs and work with the university to address issues before they rise to the level of a conduct violation.

Group Responsibility
- Fraternities and sororities fall under the Group Responsibility Policy in the Standards of Student Conduct, which holds them accountable to the same policies, procedures, and expectations as individual students.

Individual Responsibility
- Individuals who are on disciplinary probation or deferred suspension from the university are ineligible to join a fraternity or sorority.
- See the Fraternity and Sorority Life Statement in the Standards of Student Conduct for more information regarding individual accountability as a member of a fraternity or sorority.

Violations of the Standards of Student Conduct
- If an organization is charged with a violation of the Standards of Student Conduct, they will be notified directly by the Center for Student Conflict Management (CSCM). Fraternity and Sorority Affairs (FSA) will notify the Chapter Advocate, Alumni Advisor, and Inter/National Staff when a violation has occurred and provide information on how to review case materials with the Center for Student Conflict Management. FSA may also share a copy of the organization’s charge letter with those individuals.
- As a member of the university community, a Chapter Advocate may serve as the Advisor to the organization in a disciplinary proceeding. The Chapter Advocate may access all case materials in person at the CSCM. An Alumni Advisor who is officially recognized through FSA may, with the approval of the Chapter, also access case materials in person at the CSCM.
- Following an investigation, the organization will receive an outcome letter from CSCM. FSA will also notify the Chapter Advocate, Alumni Advisor, and Inter/National Staff that the process is complete and may send a copy of this letter to those individuals. It will be at the discretion of the chapter and advising team to share outcomes of the investigation with other students, alumni, and community members.
Chapter Conduct Release Policy

Exemplary conduct is one of the twelve standards of the Expectations for Excellence and is fundamental to the Communal Principles of Freedom, Fairness, Honesty, Inclusion, Respect, and Responsibility. Despite popular misconceptions about fraternity and sorority life, the majority of our Fraternities and Sororities do not have any violations of the Standards of Student Conduct and hold themselves to a high standard of personal accountability. However, there are instances where a fraternity or sorority violates a university policy in a way that puts members or new members at risk or fundamentally alters the activities of the organization.

There are members of the campus community with a legitimate interest in knowing an organization’s conduct history. For instance, a student interested in joining a fraternity or sorority may seek transparency in whether that group lives up to the values it espouses. That student may wish to know if the organization had any hazing or alcohol policy violations or is under a university conduct status (such as social probation) prior to investing time and resources in the organization.

Therefore, Fraternity and Sorority Affairs (FSA) will share up to four semester’s worth of conduct history, upon request and verbally, to a student who has expressed interest in joining a fraternity or sorority and taken steps to pursue membership (ex. participate in recruitment). This information is intended for the personal use of a student in determining whether an organization fits with the student’s personal values.

FSA will share this information with undergraduate leadership, the alumni advisor, and the chapter advocate on an ongoing basis. It is the responsibility of every organization to understand its own conduct history and to be able to share this information with a Potential New Member upon request.
Procedures of the College for Recognition of Fraternities and Sororities

As the College advances and adapts to the changing needs of students, so too must the fraternity and sorority system. In efforts to provide a fair and accurate review of new groups, as well as ensure the proper support for existing groups, the following procedures for recognition of fraternities and sororities will be applied in the event of expansion. The University of Rochester reserves the right to implement a moratorium on expansion or re-establishment at any time.

This policy will serve as a guideline for all groups with the intent to establish a new fraternity or sorority at the University of Rochester. In order to provide the maximum stability, guidance and support for each group, all fraternities and sororities intending to apply for recognition must be an inter/national fraternity/sorority. Preference will go to members of the following national umbrella organizations: North-American Interfraternity Conference (NIC), the National Panhellenic Conference (NPC), the National Pan-Hellenic Council (NPHC), the National Association of Latino Fraternal Organizations (NALFO), National Multicultural Greek Council (NMGC), and the National Asian Pacific Islander American Panhellenic Association (NAPA).

First step for current students looking to start a chapter
1) The students should meet with the Director of FSA to discuss their interest. FSA will establish a joint meeting with the student(s) and the inter/national organization to review timelines and procedures related to recognition.

First steps for inter/national organizations looking to expand to Rochester
1) The organization should meet with the Director of FSA to review the expansion process.
2) The organization may request approval from the Director of FSA to visit the University of Rochester and meet with current students to gauge interest in the organization.
3) The organization may compile a list of interested members and maintain contact with those students; however, those students are not permitted to host programs or interest meetings without approval from the Director of FSA.

Note on NPC Women’s Organizations
The University of Rochester follows all policies for Extension set by the National Panhellenic Conference. At such a time the campus is open for Extension, the Director of Fraternity and Sorority Affairs will notify all NPC organizations of all expansion procedures and timelines.

Criteria for Recognition by Fraternity and Sorority Affairs (FSA)
Recognition procedures shall be essentially the same for all prospective chapters of an inter/national organizations.

1) All fraternities and sororities must be recognized by a national governing body. Preference will be given to members of the National Interfraternity Conference (NIC), the National Panhellenic Conference (NPC), the National Pan-Hellenic Council (NPHC), the National Association of Latino Fraternal Organizations (NALFO), National Multicultural Greek Council (NMGC), and the National Asian Pacific Islander American Panhellenic Association (NAPA).

2) Organizations seeking recognition must demonstrate local alumni support, a National Executive Board of alumni/alumnae officers for over five years, and at least seven chapters of the inter/national organization.
3) Organizations that do not fit these criteria (including service and honor societies) may seek University recognition through the Students’ Association group recognition process.

**Submitting an Expansion Proposal**

An organization seeking recognition at the University of Rochester should submit the following information to the Director of FSA by September 1 to be considered for the following academic year:

1. An Expectations for Excellence Proposal for Expansion (available on website)
2. Current list of National officers, Alumni/aec, Graduate and/or Chapter Advisor(s), with current mailing addresses, email address, and phone number contact information. Please specify who will be responsible for expansion effort.
3. A letter from the National or Graduate/Alumni Chapter President which confirms national support of the expansion.
4. Current and official list of local fraternity or sorority members (if applicable).
5. Current list of potential members (interested women/men, if applicable).
6. Current constitution and by-laws of the National organization and local chapter.
7. An updated copy of the organization’s New Member Education/Membership Intake policy and outline of procedure. This outline must be consistent with the all applicable state, university, and national organization rules and regulations.
8. A copy of the organization’s current insurance certificate.

The Fraternity and Sorority Management Committee (FSMC) will review the Expansion Proposal and relevant information. The FSMC may choose to invite the inter/national organization to give a proposal presentation to the FSMC. The Director of Fraternity and Sorority Affairs will work with the inter/national organization to plan this visit and schedule meetings with relevant university staff, alumni, and students.

Following a campus visit, the FSMC will determine whether to grant temporary recognition to the inter/national organization. The Director of FSA will communicate this decision to the inter/national organization.

If the group is approved for temporary recognition, the Director will provide further information regarding expansion.

If the group is not approved for temporary recognition, they may re-apply in subsequent years.

**Temporary Recognition**

If granted temporary recognition by the FSMC in conjunction with FSA, the organization will be allowed to reserve University facilities for the purpose of conducting organizational, recruitment and interest meetings. No pledge/intake/new member activity may occur until such permission is received from the Director of FSA.

An organization with Temporary Recognition status will be reviewed based on the Expectations for Excellence Accreditation Process.

The organization must submit the following information to the Director of FSA prior to beginning any pledge/intake/new member activity:

a. Letter from the inter/national office, which authorizes the membership intake/new member activity.

b. An outline, consistent with all the applicable rules and regulations which details the dates and activities for the process, and the list of any and all persons to be involved with the process.

d. A listing of candidates being pursued by the organization.

**Full Recognition**
If all procedures outlined have been followed and the organization has had a successful new member education program, completed all council-specific requirements, and has achieved Accreditation, said organization will be granted Full recognition.

**Unauthorized Expansion/Intake/New Member Activity**
Violation of this policy will prompt the following action to be enacted against the fraternity/sorority:

- Inability to seek recognition of fraternity/sorority as a recognized student organization and fraternity at the University of Rochester for at least two calendar years after there is clear and definite evidence that no University of Rochester student has been initiated into the fraternity/sorority.
- Inability to host or coordinate any events at the University of Rochester that are affiliated, in any way, to the fraternity/sorority.
- Inability to participate as a co-sponsor of any student event hosted at the University of Rochester.
- Without formal recognition at the University of Rochester the fraternity/sorority is not given permission to list the University of Rochester as a chapter/auxiliary on any materials, including, but not limited to, websites, chapter rosters, etc.

**Re-establishing a previously recognized fraternity or sorority**
In addition to Submitting an Expansion Proposal, organizations that were previously recognized by the university must follow the following procedures:

**Voluntary closure**
*Includes Organizations that were closed due to decreasing membership or by no fault of the group/membership*
1. All outstanding debts to the university and undergraduate council must be retired prior to approval of colony/chapter status.

**Involuntary closure**
*Includes organizations that were closed due to University and/or international disciplinary sanctions*
1. The inter/national organization must send a notice to the Director of Fraternity and Sorority Affairs outlining interest and how judicial sanctions imposed by the University and or inter/national organization have been satisfied.
2. The Director of Fraternity and Sorority Affairs, in consultation with the Dean of Students and the Dean of the College can create a review committee to assist with the re-establishment process.
3. The Director of Fraternity and Sorority Affairs shall meet with the Director of the Center for Student Conflict Management to review sanctions and establish whether or not sanctions have been met. Special focus will be on compliance with University expectations that undergraduate chapter operations and activity and group support by alumni and the inter/national organizations cease during the suspension period. If the review determines the sanctions have not been met, further direction will be provided to the inter/national organization as to how the sanctions might be met. Ongoing communication between the Director of Fraternity and Sorority Affairs and the inter/national headquarters will work toward the completion of all sanctions. If the review determines that all sanctions have been satisfied, consideration of the re-establishment will continue.
4. Following determination that these items have been met, an inter/national representative will meet with the Director of Fraternity and Sorority Affairs to review system, statistics, guidelines, interest and the Expectations for Excellence Accreditation Process and Expansion Process.
5. The organization shall follow the same procedures as outlined in the original expansion process with the following additions:
   a. Strong consideration should be given to the concept of substance free housing when re-establishing a fraternity/sorority. These types of housing situations allow the new chapter to concentrate on group development and community connection through substance free activities and programs.
b. A fraternity/sorority re-established following an involuntary closure shall be placed on probation for a period of two years. The probation period will begin when the final review has been successfully completed. At the end of each probationary year, the Director of Fraternity and Sorority Affairs will call together a committee to review the progress of the group. Organizations will be reviewed based on the Expectations for Excellence Accreditation Process.
University Gift Accounts

The IRS considers University Fraternities and Sororities social organizations. As such, charitable contributions to the University of Rochester cannot be used to further their social programs, activities, or mission. All gifts designated for the benefit of students in fraternities or sororities can only be used for academic mission-related activities; they cannot be used to fund non-academic activities. Please see pages 2 of IRS Publication 526.

An IRS Regulation 526 Gift Account has been established for each fraternity and sorority recognized by the University of Rochester. Some fraternities and sororities have more than one gift account established through the University of Rochester. The following information pertains only to the fund titled IRS 526 Gift Account.

The name of the fund is:
The (name of fraternity or sorority) IRS Regulation 526 Gift Account

The purpose of this fund is listed as:
To record gifts received for building and educational expenses for (name of fraternity or sorority).

Expenses chargeable to this account may only be used to support buildings or furnishings belonging to UR or educational expenses that benefit the students of (name of fraternity or sorority).

Gifts to the fund are acknowledged by the University, and each donor receives an official gift receipt from the University. Gifts are tax deductible to the extent allowed by law. Charitable gifts to the University of Rochester are University resources and are subject to all internal policies and controls on disbursement; the University has final authority on expenditure.

Per College policy, all ledger 6 gift accounts (including the fraternity/sorority gift accounts) are assessed a 15% overhead charge upon receipt.

Money can be requested using the Fund Request Form, available on the Fraternity and Sorority Affairs website.

Examples of Approved Expenses

Building maintenance and repair
Residential Life will maintain all fraternity and sorority campus residential areas to appropriate standards. Gifts can be made to provide extra amenities/upgrades to those provided by Residential Life.

In general, the expense is appropriate if approved by Residential Life as the dormitory buildings are University property. If the expense is beyond what is appropriate to be approved by Residential Life then the expense is not valid.

Working through the appropriate purchasing channels, expenses that are likely to be approved include:

    Kitchen appliances, outdoor furniture, dining furniture, picnic tables, benches, large screen TV, upgraded furnishings as deemed reasonable by Residential Life.

All purchases through the gift account become the property of the University of Rochester. Expenses of this type must be coordinated through and approved by Facilities or Residential Life.
Leadership Development
Gift funds can be used on programs or resources that are consistent with Rochester’s approach to leadership. All expenses are approved at the discretion of the Director of Fraternity & Sorority Affairs. Possible examples include:

- **Sending a student to a national convention for the specific fraternity or sorority.** Using gift funds to sponsor a student to a fraternity or sorority national convention will only be approved on a case-by-case basis where the convention itinerary schedule has at least a 51% academic or educational focus. Students must apply and document that focus as part of the review and approval process. Appropriate expenses would include: registration fee, airfare, hotel accommodations, ground transportation and meals.

- **Funding a leadership retreat for organization members.** The organization must demonstrate that the event will enhance leadership development and that funds will be used towards that end.

- **Hosting a leadership workshop or training.**

**Academic events and programs**
Gift funds can be used on programs or resources that support the Academic mission of the College. All expenses are approved at the discretion of the Director of Fraternity & Sorority Affairs. Possible examples include:

- **Events that connect undergraduates with alumni.** For example, Meliora Weekend events. The event must be open to the public (family, friends and alumni). This includes events that are co-sponsored with University Advancement.

- **Networking receptions.** The event must be open to all students and pre-approved through Fraternity and Sorority Affairs.

- **Events that are co-sponsored with an academic department.** The event must be pre-approved through Fraternity and Sorority Affairs and the academic department.

- **Film Screening.** The event must be deemed to have an educational component, which can be determined by Fraternity and Sorority Affairs in collaboration with the Assistant Dean of River Campus Libraries. Funds can be used for the licensing rights as well as a reception following the event.

- **Educational Speaker.** A speaker (can be a fraternity or sorority representative) must give a university approved lecture related to the academic mission and open to the university community. The event must be approved by Fraternity and Sorority Affairs and deemed to have an academic focus. Appropriate expenses would include: stipend for speaker, cost of airfare, hotel accommodations, meals for speaker, food and beverage (reception, lunch etc…) in conjunction with the lecture or program.

**Unapproved Expenses**

**Social events**
In general, expenses to cover social events are not allowable. This includes food and beverages for recruitment events of new students as well as the weekly chapter meeting.

**Annual awards or cash prizes for students**
Awards or cash prizes to students cannot be expensed directly from this gift account. All awards and scholarships to students must be coordinated through the Office of Financial Aid where appropriate reviews and controls exist governing the disbursement of University resources to students to defer the costs of their education. Fraternities/sororities are able to create interest-bearing endowed accounts for this purpose, and groups can speak with the Director of Fraternity and Sorority Affairs to set up such an account.
Fraternity Occupancy Policy (Fraternity Quad)

The College appreciates the historical support and contributions the fraternity community has made to the Fraternity Quad. One significant goal of the Fraternity Quad Task Force was to establish an occupancy plan for the quad houses that provides clear guidelines for an organization to maintain occupancy of its house while ensuring financial viability through sufficient occupancy. This document clarifies the expectations for house fraternities and other houses on the quad to maintain occupancy in these facilities.

Occupancy Expectations

All houses must meet expected minimal occupancy with group members during the academic year. In most cases, expected minimal occupancy is one less than standard occupancy (see page 3 for a chart of standard and expected minimal occupancy). House occupancy is determined at the official University fall and spring census dates (approximately 5 weeks after the start of classes). The expectation is that groups who do not meet expected minimal occupancy at fall census must fill the house to the expected minimal occupancy by the beginning of spring semester. If the house is not at expected minimal occupancy at the spring semester census date, additional points will accrue.

It is the responsibility of each group that cannot fill with members to fill with other students to the expected minimal occupancy rate. Groups that do not maintain occupancy at this rate with members will be assigned points. The organization can maintain occupancy of its house by remaining below a certain number of points.

*Placements made by the Office of Residence Life in an effort to fill the undersubscribed houses will not count toward group occupancy numbers.

Housing Points

There are two conditions by which a group will receive one housing point:
- The house is below the expected minimal occupancy rate.
- The house does not reach at least 90% of standard occupancy with members of that organization. (i.e. there are non-members or vacancies in the house that constitute greater than 10% of standard occupancy).

It is possible to receive up to two points each semester. If there are extenuating circumstances such as a group removing a member for disciplinary reasons that affects occupancy, a point can be appealed to the Fraternity and Sorority Management Committee for review. Organizations that accrue a total of 6 points over the course of three years or less will lose their residency in the house. Occupancy and membership will be reviewed both fall and spring terms at census and points will be assessed each term as needed. Houses will be notified of their current status each semester after the review. If a house reaches 6 points, any removal from housing will occur at the conclusion of the spring semester. The group may petition the Fraternity and Sorority Management Committee to review this decision. The Office for Residential Life and Housing Services will provide notification to each group of their point accrual in mid-October and mid-February of each year. Below is an example of point accrual over the course of 5 years to illustrate the impact of points on a group carries implications:

<table>
<thead>
<tr>
<th>XYZ Fraternity</th>
<th>2016-17</th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>F</td>
<td>S</td>
<td>F</td>
<td>S</td>
<td>F</td>
</tr>
<tr>
<td>Expected Minimal Occupancy?</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>90% members?</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Point Accrual</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

5 POINTS

4 POINTS

5 POINTS
Returning to Housing
A group that is removed from its house can work with Residential Life to determine if there is alternate housing available for that group. The group will have three years from the time it loses its house to grow to sufficient size to meet expected occupancy with members. At that time, the group may go to the Fraternity and Sorority Management Committee to petition their return to the house.

Houses with Meal Plans (Fraternities only)
To operate a fraternity meal plan, the fraternity house must be filled to expected minimal occupancy (see chart). In addition, an organization must reach 90% of standard occupancy with members of that organization. This occupancy rate will be determined during Spring Housing selection and re-confirmed at Census. If a group falls below 90% occupancy with members mid-semester while the kitchen is open, the kitchen will remain open the remainder of that semester, and the organization will be responsible for any deficit resulting from lost meal plan revenue. If this occurs during the Fall semester with the organization unable to return to 90% of standard occupancy with members for the spring semester, the kitchen will be closed for the spring semester, and members will be reassigned to a regular campus dining plan. Occasionally, there are mitigating circumstances that may require a review. An appeal can be made to Fraternity and Sorority Management Committee.

Further Meal Plan requirements are explained in the Fraternity Meal Plan – Dining Services Scope of Work document.
## FRATERNITY OCCUPANCY POLICY

*Standard House Occupancy Levels and Examples*

<table>
<thead>
<tr>
<th>House</th>
<th>Standard Occupancy</th>
<th>Expected Minimal Occupancy</th>
<th>Occupancy with Members Necessary to reach 90% of standard occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drama House</td>
<td>16</td>
<td>15</td>
<td>14</td>
</tr>
<tr>
<td>Douglass Leadership</td>
<td>21</td>
<td>20</td>
<td>18</td>
</tr>
<tr>
<td>Sigma Phi Epsilon</td>
<td>28</td>
<td>27</td>
<td>25</td>
</tr>
<tr>
<td>Psi Upsilon</td>
<td>27</td>
<td>26</td>
<td>24</td>
</tr>
<tr>
<td>Alpha Delta Phi</td>
<td>20</td>
<td>19</td>
<td>18</td>
</tr>
<tr>
<td>Delta Kappa Epsilon</td>
<td>20</td>
<td>19</td>
<td>18</td>
</tr>
<tr>
<td>Sigma Alpha Mu</td>
<td>29</td>
<td>28</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td><strong>33</strong></td>
<td>32</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td><strong>37</strong></td>
<td>35</td>
<td>34</td>
</tr>
<tr>
<td>Theta Chi</td>
<td>17</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td>Sigma Chi</td>
<td>27</td>
<td>26</td>
<td>24</td>
</tr>
</tbody>
</table>

**Note:** Sigma Alpha Mu’s 2016-17 requirement is 29. This will rise in the future.

### Examples:

1. Sigma Chi has 27 residents, 25 of whom are brothers. *(able to have meal plan)*
   - a. Result: 0 points
   - b. Reason: fraternity reached expected minimal occupancy and reached 90% occupancy with members

2. Sigma Phi Epsilon has 26 residents, all of whom are brothers. *(NOT able to have a meal plan)*
   - a. Result: 1 point
   - b. Reason: fraternity reached 90% occupancy with members but did not reach expected minimal occupancy

3. Psi Upsilon has 27 residents, 20 of whom are brothers. *(NOT able to have a meal plan)*
   - a. Result: 1 point
   - b. Reason: fraternity reached expected minimal occupancy but did not reach 90% occupancy with members

4. Delta Kappa Epsilon has 18 residents, 17 of whom are brothers. *(NOT able to have a meal plan)*
   - a. Result: 2 points
   - b. Reason: fraternity did not reach expected minimal occupancy and did not reach 90% occupancy with members

5. Alpha Delta Phi has 15 residents, all of whom are brothers. *(NOT able to have a meal plan)*
   - a. Result: 2 points
   - b. Reason: fraternity did not reach expected minimal occupancy and did not reach 90% occupancy with members
Insurance Requirement

Each fraternity/sorority must maintain comprehensive general liability insurance in the minimum amount of $1,000,000.00 of primary liability coverage (each occurrence) with general aggregate coverage of at least $2,000,000.00. Such insurance shall name the University of Rochester as certificate holder and as an additional insured under policy. A certificate of such insurance shall be forwarded to Fraternity and Sorority Affairs on an annual basis and no later than August 1.
Academic Release Policy

The University of Rochester maintains the perspective that students own their education individually. While fraternities and sororities can support academic programming and resources to assist members in their scholarly pursuits, it is the responsibility of individual members to take advantage of these resources. For this reason, the University does not require a minimum GPA to join a fraternity or sorority.

While GPA is only one measure of a student’s academic performance, research shows that the organization’s GPA has a significant impact on an individual member’s GPA, particularly when that student is joining. Additionally, the incentives and support an organization provides can have a measurable impact on a student’s GPA. There is value in tracking GPA within the community to allow chapters to understand how their members are performing in relation to the rest of the community and to determine the necessity of providing additional academic resources to members. Therefore, Fraternity and Sorority Affairs will provide chapter presidents and advisors with each organization’s mean weighted GPA, broken down between new/initiated members and cumulative/semester. This information will also be provided to inter/national staff members of these organizations, upon request.

To protect personal information, a piece of data will only be shared if it contains the average of at least five students. For instance, if a Panhellenic sorority has four members in its new member class, the New Member GPA will not appear in the grade report.

Given the impact fraternity/sorority membership may have on GPA, positive or negative, there may be potential members who can make a more informed decision about joining an organization based on the organizations’ GPAs. It is important that this information be shared in the appropriate context. Therefore, Fraternity and Sorority Affairs staff will share organizations’ GPA to potential new members, upon request, to a student who has expressed interest in joining a fraternity or sorority and taken steps to pursue membership (ex. participate in recruitment).
Fraternity and Sorority Assessment Fees

Each fraternity and sorority at the University of Rochester pays an assessment fee to Fraternity and Sorority Affairs to assist with the cost of operating the unit. These funds cover services the university provides for the benefit of fraternity and sorority members, including programming and leadership development.

Assessment fees are projected to rise 4% annually, and confirmed costs will be shared with the fraternities and sororities during the previous academic year. Fees are due on a semester-basis. If an organization has an overdue fee that is not paid by the start of the next academic semester, Fraternity and Sorority Affairs reserves the ability to freeze an organization’s ability to use university resources (i.e. room reservations, flex requests, event registration, etc.) until the fees are paid.
Fraternity Meal Plans

ARAMARK/Dining Services agrees to manage the Fraternity Food Service under the currently accepted Self-Managed Plan.

Under this option, fraternities will manage their own kitchens in collaboration with a chef who is an employee of Aramark using the following key features:

- For a house to have a meal plan, every person living in the house must be on the meal plan for that fraternity.
- Apart from house residents, only initiated members of the fraternity may participate in that fraternity’s meal plan.
- To operate a fraternity meal plan, an organization must reach 90% of standard occupancy with members of that organization. If the house is not filled to capacity by the fraternity, members living in the house will be placed on an Option A Dining Plan.
- Fraternities will play a role in identifying their chef, but the final decision on hiring and continued employment of all fraternity dining personnel will be at the sole discretion of ARAMARK. Each spring, a meeting will be scheduled to review the overall performance of the chef to be used for house operation improvements.
- Food will be ordered only from approved vendors. Collaboration will occur within the program to maximize purchasing efficiency, waste management, and to better control costs.
- ARAMARK will meet with fraternity leadership individually or as a group to develop base fraternity quad menu standards and individual house menus.
- The chef will work with the students on menu selection and cost management.
- Lunches and dinners will be prepared by the chef Monday-Friday.
- Each fraternity will be given a budget for each semester, and their chef will work with them to assure adherence to that budget.
- Food purchases and costs will be made available for fraternity review on a weekly basis. Monthly meetings will be scheduled for financial review and menu change requests.
- Budgeted food costs will be determined by April meal plan sign up results.
- Aramark/Auxiliary Services will bill the fraternity board accounts on a monthly basis. This will include the costs of food and food preparation (including staff), plus an 8% administrative fee.
- Fraternities are responsible for the daily cleaning of pots/pans, serviceware and service and seating areas after meals. Chefs will keep work stations, storage and preparation equipment clean. This is a shared responsibility due to unlimited access to the kitchen.
- Dining Services will reserve the right to bring in and charge for additional staff if the fraternity is unable to maintain the cleanliness standard. [See notes below.]
- By agreement, any meals not prepared in house due to chef absence Monday – Friday will be replaced in a residential dining hall. In such a case, a meal plan roster will be placed at the cash register at Danforth or Douglass, and members can enter by showing their university ID. Fraternity accounts will be billed at the current campus cost per meal for each member eating at the dining center.

Off-Hours Access

- Fraternities will have access to the kitchens on weekends and after hours.
- **Unsanitary conditions:** If the kitchen is left in an unsanitary condition during off-hours usage, it will be closed immediately. The kitchen steward, Residential Life, the campus sanitarian and Fraternity and
Sorority Affairs will be notified immediately of the condition. The fraternity will be provided the opportunity to bring the house back to a sanitary condition. If that does not occur within 4 hours of notification, a cleaning crew will be brought in. The fraternity will be billed for the cleaning services. The kitchen will then reopen. If this occurs a second time within a semester, the fraternity will be billed for cleaning services and the kitchen will be closed during off-hours the remainder of the academic year.

ARAMARK management reserves the right to determine the threshold for unclean conditions.

- **Damaged equipment**: If equipment or facilities are damaged (through abuse or misuse) during off-hours usage, the kitchen will be closed immediately. It will be the responsibility of the fraternity to provide the funds necessary for any repairs that are made. Non-fraternity funds will not be used to make repairs under these circumstances. The fraternity or its membership may also be subject to campus judicial processes.

- **Failed equipment**: If equipment fails, not as a result of abuse or misuse, during off-hours usage, repairs will be made using fraternity’s the Kitchen Expense Fund.

**Cost of Plan**: See attachment.

A $200 minimum declining deposit is required of all students on a full fraternity meal plan each semester.

**Start-up costs if necessary**: Any kitchen that is closed for a full semester or more will need to be inspected and licensed prior to reopening. Any costs associated with bringing the kitchen up to standards will be charged to the fraternity. The fraternity will receive a cost estimate and an itemized list of the work to be done.

**Kitchen Expense Fund**: The Kitchen Expense Fund minimum of $10,000 protects fraternities from having a large sudden expense force the closing of the kitchen due to lack of funds. If a major piece of equipment were to break, it is possible that the kitchen would be unable to operate until the required funds are raised. The mandated amount will provide enough for minor repairs, estimates on the costs of larger repairs, and other necessary expenses that may arise.

- If an expense exceeds the balance of the Kitchen Expense Fund, the fraternity will have two weeks (10 business days) to raise the necessary funds to have the required work completed and still maintain a positive balance. If the necessary funds are not raised within two weeks, the kitchen will be closed for the remainder of that semester.

- If the Kitchen Expense Fund falls below $10,000 but there are no repairs that cost more than the balance of that account, the fraternity will have until the end of the fiscal year (June 30) to replenish the Kitchen Expense Fund back to at least $10,000. If the fund is not replenished to at least $10,000 by June 30, the kitchen will be closed for the following academic year, and students on the fraternity meal plan will be enrolled automatically in a campus dining plan.

- Any balance in the fraternity’s Board Account at the end of the fiscal year will be transferred to the Kitchen Expense Fund.

**Oversight**

- The Dining Plan portion of this program will be overseen by the Director of Campus Dining Services and Auxiliary Operations.

- The University will have oversight and management costs associated with this plan:
  - Financial oversight: Fraternity and Sorority Affairs will manage each fraternity’s board account and Kitchen Expense Fund. ARAMARK will work directly with the fraternities to ensure their spending is in line with the fraternity’s budget. Relevant university offices (ex. Facilities, Environmental Health & Safety) may bill the Board Account (maintenance sub-code) directly for costs related to maintaining and operating the kitchen.
Facilities management: Kitchen equipment must be tested, exhaust systems must be cleaned, and other routine maintenance performed. This is not typically the responsibility of the ARAMARK chef. Nor is it typically the responsibility of the Residential Life system. ARAMARK will notify University Facilities of work that needs to be done in the kitchen. University Facilities will oversee any necessary repairs, including determining what scope of work is necessary and either completing the repairs or finding an approved vendor to do the repair/maintenance. The Office of Residential Life, Fraternity and Sorority Affairs and Auxiliary Operations will receive monthly reports.

- Fraternities will be required to cover costs for staff time for these functions. An additional $200/person/semester is included to cover these costs. This is an initial estimate of the cost of these services. Should equipment in a kitchen fail or a fraternity lose its right to maintain its kitchen, students will be switched to a University dining plan, and their unused funds will be applied to the costs of that plan. Fraternities will be responsible for continued payment to their chef.

- It is possible that a fraternity mismanages its finances and overspends its account. This could leave the brothers without meals during the final part of the semester. Full semester and year projections will be available the 15th of each month. Action plans will be jointly created to put corrective measures into place to bring the budget back into line and insure funds are available through the end of the semester. Examples of measures would include menu changes, and up to and including partial and full meal replacement at residential dining halls. With the oversight described above, this should not happen. However, it remains a possibility.

**Kitchen Closing**

It is possible that the kitchen may be closed during the semester due to equipment failure, lack of funding, poor sanitation, etc. ARAMARK will determine if a kitchen equipment failure results in the kitchen closing. ARAMARK and the University Sanitarian will determine if health and safety concerns necessitate closing the kitchen. Different procedures will be followed for temporary (two weeks or shorter) or long-term kitchen closing.

- **Temporary Closing.** All participants in the meal plan may eat in any residential campus dining facility under the procedures described above. Fraternity accounts will be billed at the current campus cost per meal for each meal consumed.

- **Long-term Closing.** Students will be switched to a University dining plan, converting the remaining board account funds into declining balance dollars to be split evenly among the members. The fraternity will be responsible for continued payment to their chef during that time until the end of the semester; this money for the chef will be deducted from the remaining board account funds before being divided among the members.

**Determining Meal Plan Pricing**

- The meal plan costs for an academic year are based on the previous academic year’s actual costs and expected number of participants. In future years, the fraternities will have the opportunity to change this pricing under the following parameters:
  - The University will notify the fraternities regarding pricing for each year prior to the housing lottery. Factors such as current spending and anticipated cost increases of food and labor will be considered.
  - The fraternities will be given a date in mid-February by which all meal plan costs must be set.
  - The cost of the fraternity meal plan can be no more than 10% higher than the most expensive meal plan offered by Dining Services that year, including Declining Balance. This maximum is to ensure that living in a fraternity house is not cost prohibitive to students and to be compatible with students’ financial aid packages.
The cost of the fraternity meal plan also cannot be less than 10% lower than the least expensive meal plan offered by Dining Services to students in an equivalent housing area (i.e. fraternity quad houses without a commercial kitchen). This minimum ensures that students on a fraternity meal plan will have reasonable and healthy food options throughout the academic year.

### Meal Plan Exceptions and Appeals

Every house resident is expected to be on the fraternity meal plan. Dining Services will work with students who have special dietary needs to provide reasonable accommodations to be provided through the fraternity meal plan. Fraternity members should request accommodations through the [Dining Plan Appeal Form](#) prior to signing a housing contract to help Dining Services determine if the student’s dietary needs can be met through the Fraternity Meal Plan. Exceptions or reductions to the fraternity meal plan are unlikely to be granted due to the need for all members to be on the meal plan to make it financially viable.

### Whom to Contact with Questions

- Each fraternity will appoint a point of contact for the chef to discuss menu plans, service times and other aspects of the program unique to each fraternity. Members wishing to make menu requests should talk to their fraternity representative.
- If you have special dietary needs you should discuss them with your chef. If he/she cannot meet your needs they will bring in additional assistance from Dining Services.
- If you have questions about your contract or individual financial questions you should contact Fraternity and Sorority Affairs.
House Fraternity Lounge Furniture Policy

Office for Residential Life and Housing Services

The Office for Residential Life and Housing Services agrees to provide living room and library couches or loveseats for house fraternities under the following conditions:

1. A senior level representative from Residential Life will work directly with the group in selecting suitable furniture that meets the University fire safety standards (CAL 117) and construction standards.

2. An approved University vendor must be used. Currently that includes Sedgwick, Meadows, and Raymour and Flanigan.

3. Residential Life agrees to pay $1,000 towards each couch or loveseat. The Residential Life representative and the fraternity will work together to determine the number of couches and/or loveseats needed in the space.

4. The fraternity must agree to pay the difference between the Residential Life contribution and the cost of the selected couch(es) plus any associated delivery charges. The fraternity agrees to reimburse Residential Life for their portion of the costs using a fraternity check made out to the University of Rochester. For those fraternity with University renewal and replacement accounts, arrangements can be made to transfer monies to the Residential Life furniture account.

5. Residential Life will provide for living rooms and libraries only. The agreement applies to couches and love seats. Chapter room furnishings are the responsibility of the fraternity but also must meet the CAL 117 fire safety standards.

6. Couches and loveseats are expected to last five years. The first year the unit is under warrantee. From the end of the first year to year five, the fraternity will be responsible for the cost of repair or replacement should the unit sustain damage or be destroyed. Residential Life will bill the group for any repair or the replacement of the damaged couch or loveseat.

7. Residential Life agrees to provide funding for new couches/loveseats on a cycle of every 5 years up to $1,000 per couch or loveseat.
Special Presentation/New Member Reveal (Probate Show – on-campus)

Objective: The New Member Reveal is a formal presentation for our organizations to introduce their New Fraternity and Sorority Members to the University of Rochester Community and pay their respects to the Fraternity and Sorority Community that they have recently joined. The presentation is to be treated as a celebration of New Members.

General Guidelines:
The following guidelines are applicable to all fraternities and sororities recognized at the University of Rochester.

1. The organization must reserve space and gain approval from Fraternity and Sorority Affairs (FSA) no less than fourteen (14) days prior to the presentation.
   a. A copy of the reservation confirmation, any special requests, and an outline of how the presentation will run must be submitted.
   b. If the presentation is to take place in another organization’s house, then that respective organization must provide approval of the event.
2. Presentation of New Members must be done in a voluntary manner by the participants.
3. A staff member from FSA MUST be in attendance. It is the responsibility of the presenting organization to coordinate with FSA to schedule a staff member to be present. Please note that significant notice may be needed in order to coordinate staff presence—there is no guarantee a staff member can be available, even with 14 days’ notice, though FSA staff will work to accommodate reasonable requests.
4. Rehearsals for the show must be held at reasonable hours and be positive in nature. Forced calisthenics and physical demands outside of what is considered reasonable for practicing of the dance/step is not permitted.
5. Participants must be fully-initiated members of the organization and must have completed all new member education activities prior to the presentation.
6. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual.
7. The Director of Fraternity and Sorority Affairs or his/her designee must approve the use of any props, including, but not limited to: shields, staffs, masks, canes, paddles, etc.
8. 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 presenting organization is responsible for all guests attending their show.
9. All shows must respect new members, members, alumni, other organizations, and the University. Under no circumstances will degrading or negative sentiment towards another chapter or another chapter’s members be permitted. This type of behavior includes mocking signature steps or calls in order to cause laughter or poke fun. Under no circumstances will profanity, racism, sexual innuendos, explicit attire, obscene gestures or hate towards another culture, gender, or identity be permitted.
10. Unless given special permission by the University, the presentation is restricted to University of Rochester community members (and other Rochester-based colleges) and alumni of the organization. The general public shall not be admitted, and all advertisement must be limited to the college campus(es).
11. One member of the organization must be the primary point of contact between the Governing Council, Fraternity and Sorority Affairs, and the organization’s respective National Council.
12. At least one member of the organization must be appointed as the Risk Management Officer and be in contact with security during the presentation itself.
13. The actual presentation must take place in an open and safe space. Presentations must take place between 2:00pm-11:00pm and may NOT be longer than thirty (30) minutes. Following the new member presentation, members of the presenting organization must vacate the area within 30 minutes and must assist with crowd disbursement.
   a. Presentations may take place indoors or approved outdoor locations including, but not limited to:
. Fraternity Quad Houses
  i. May Room
  ii. Hirst Lounge
  iii. Wilson Commons Porch
  iv. Eastman Quad
  v. Spurrier Den
  vi. Fraternity Quad
  vii. Friel Lounge
  viii. Douglass Dining Hall
  ix. Goergen Atrium (BME building)
  x. Leibner – Cooper Room (MAC room)
  xi. Spurrier Gym
  xii. Todd Theatre
  xiii. O’Brien Dance Studio
  xiv. Riverview/Southside Community Rooms

14. The start time of the presentation must be listed on the Approval Form and the actual start time must take place WITHIN thirty (30) minutes of the stated time.
   a. Example: If the presentation is said to start at 7:11pm, then it must actually start no later than 7:41pm.
15. The space/facility must be left in its original condition.
16. All organizations must adhere to their National Council’s respective guidelines for New Member presentations.
17. Presentations are NOT to be scheduled at the same time as another organization’s new member presentation.
   a. If avoidable, presentations are not to be scheduled at the same time as another organization’s planned event.
18. New Members can be presented to the audience through greetings, step routines, strolls and other performances deemed appropriate by the organization and Fraternity and Sorority Affairs.
19. New Members are permitted to stand in a uniform line and wear matching outfits during the presentation.
   a. In order to protect the identity of a New Member, masks may be worn but have to be removed by the end of the presentation/reveal.
20. For any type of marching or entrance performance, a path from the entrance to location of the presentation must be cleared.
21. Crowding around New Members is strictly prohibited. There must be a clearly identifiable, designated performance area reserved solely for the performers. If the performance is on a raised area, such as the porch of Wilson Commons, all guests and observers must stand below the raised area.
22. Disparaging comments or behavior from or about other organizations or the use of foul language will not be tolerated.
   a. Organizations are to remain respectful towards one another.
23. No alcoholic beverages or hazing activities will be permitted under any circumstances.
   a. If any such behavior occurs, then the presentation is subject to be immediately ended.

Approval Form Guidelines:

1. Any Special Presentations/ New Member Reveals must be registered through the designated Approval Form and submitted to Fraternity and Sorority Affairs no later than fourteen (14) days prior to the presentation date.
2. Any requests, outside of the stated guidelines, that are specific to an organization must be included in the form.
3. A copy of space reservation as well as names of New Members must be provided with the Approval Form to Fraternity and Sorority Affairs.
4. An outline specifying how the presentation will take place must be submitted along with the Approval Form.
5. All information on the approval form is confidential and will only be seen by Fraternity and Sorority Affairs Officers. FSA will share the presentation date, time, location, member in charge of communication, and risk management officer with the MGC Executive Board.
6. The organization must inform the Executive Board of their Governing Council that an approval form has been submitted; however, the details of the form will not be released to the Executive Board or members unless permitted by the respective organization.

7. Conducting a presentation without approval is **strictly prohibited.**

**Clause:**

1. The organizations must abide by these guidelines and attain individual approval for any requests specific to their own presentations. Any organization that acts outside of these guidelines is responsible for their own actions and will do so at their own risk.

2. These guidelines do not apply to any presentations or similar events that take place off campus. The Councils are not responsible for any such activity.