



FRATERNITY & SORORITY HANDBOOK

Fall 2025

TABLE OF CONTENTS

Governance and Structure	3
Overview	3
Organizational Chart	4
Governance Hierarchy.....	4
FSA Committees	5
Fraternity and Sorority Management Committee	5
Fraternity and Sorority Standards Subcommittee	5
Fraternity and Sorority Growth and Expansion Subcommittee	5
Governing Councils and Honor Society	6
Interfraternity Council (IFC)	6
Multicultural Greek Council (MGC).....	6
Panhellenic Association (PHA)	6
Order of Omega	7
Contact Information	7
FSA Staff.....	7
Governing Council Officers	7
Chapter Presidents.....	9
Recognition	10
Benefits of Recognition.....	10
Chapter Expectations	10
Requirements for Good Standing - Chapters.....	11
Standards of Student Conduct	11
Rules and Expectations	12
Academic Policy.....	12
Chapter Requirements.....	12
Governing Council Requirements	12
Academic Release Policy	12
Activity Registration	13
Advisors & Advocates.....	14
Purpose	14
Chapter Advocates	14
Alumni Advisors.....	14
Indemnification.....	14
Chapter Requirements	15
Chapter Checklists.....	15
Document Submission	15
Chapter Questionnaire	16
Roster Reviews.....	16
Community Service and Charitable Donations.....	18
Expansion and Recognition Policy.....	20
Terminology.....	20
Expansion Process.....	21
First Steps for Seeking Recognition	21
Submitting an Expansion Proposal	21
Expansion Proposal Deadlines	21
Review Process for Expansion Proposals	21

Council-Specific Conditions for Supporting Expansion	22
Interfraternity Council	22
Multicultural Greek Council.....	23
Panhellenic Association	23
Continuing Recognition.....	23
Re-establishing Organizations.....	24
Unrecognized Organizations.....	25
Fraternity and Sorority Affairs Assessment Fees	26
Gift Accounts	27
Insurance Requirements	30
Mailing Address.....	30
New Member Education	31
New Member Eligibility	31
Presidents Meetings.....	32
Recruitment.....	32
Special Presentation/New Member Reveal	32
Resources	35
Supplemental Funding	35
Virtual EMS.....	36
WCSA Services.....	36
Zoom Pro Accounts	36
Housing Policies	37
Fraternity Quad Occupancy Policy	37
Furniture Policy	40
Leadership Appeal Process and Conditions	41
Right Size Occupancy Policy	42

Governance and Structure

Overview

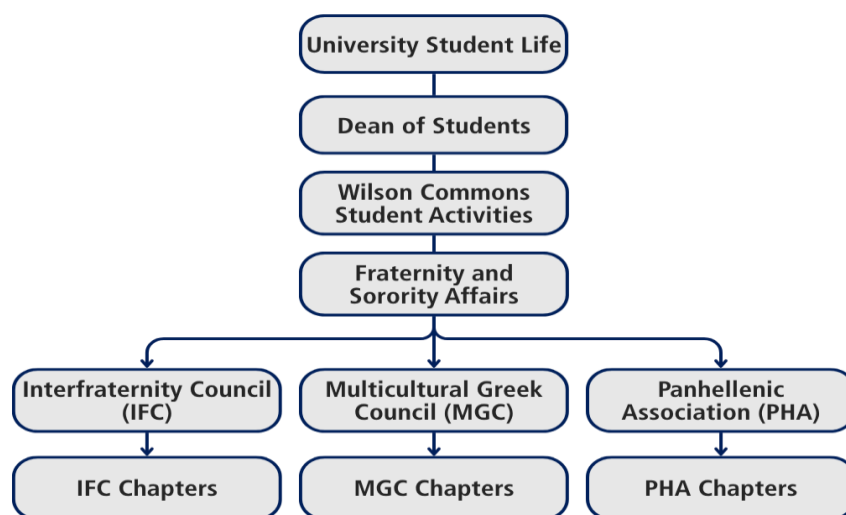
The working relationship between the fraternity & sorority community and the University of Rochester is the responsibility of the Wilson Commons Student Activities (WCSA) – Fraternity and Sorority Affairs (FSA). FSA is under the direct supervision of the Associate Director of Fraternity & Sorority Affairs and the Assistant Director of Fraternity and Sorority Affairs. In executing this responsibility, the staff:

1. Oversee university recognition for all social fraternities and sororities;
2. Provide reports and statistics as related to all social fraternities and sororities;
3. Serve as the advisors to the three governing councils and Order of Omega;
4. Offer programming and resources in areas such as academic performance, campus involvement, chapter leadership, personal development, community service, philanthropy, risk management, diversity & inclusion, and wellness;
5. Meet with regional and/or inter/national representatives from inter/national fraternities & sororities;
6. Creates, implements, and interprets UR policies and regulations to the fraternity & sorority chapters;
7. Administer the Fraternity and Sorority 526 Gift Accounts
8. Reviews and evaluates petitions of fraternity & sorority interest groups which seek recognition from the University;
9. Serve as the liaison between the fraternity & sorority community and the remainder of the University.

Note – this document and its rules/regulations/policies are subject to change at the discretion of the University of Rochester, Office of the Dean of Students, and/or Fraternity & Sorority Affairs at any time.

Organizational Chart

The following is the hierarchy of the University of Rochester's fraternity and sorority community:



Governance Hierarchy

In accordance with the university's Standards of Student Conduct, all chapters and their members must comply with all university and FSA rules, regulations, and policies as they apply to recognized fraternities and sororities.

As a requirement for recognition, all chapters must maintain membership in one of the university's three governing councils (Interfraternity Council, Multicultural Greek Council, or College Panhellenic Council). Failure to maintain membership could result in university recognition being suspended or revoked.

In addition to university and FSA rules and policies, each chapter must adhere to the rules and policies of their respective governing council and inter/national governing organization.

The hierarchy of policy shall be the following:

1. University of Rochester
2. University Student Life (Dean of Students >WCSA>FSA)
3. Inter/national Governing Organization
4. Governing Council
5. National Headquarters
6. Chapter

FSA Committees

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.

1. The purpose of the Fraternity and Sorority Management Committee shall be to:
2. Create, review, and update fraternity and sorority policies while ensuring their implementation.
3. Promote acquaintance, cooperation, and the pursuit of common goals among all fraternity and sorority groups at the University of Rochester
4. 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
5. Promote communication and cooperation between the University and fraternities/sororities at the undergraduate, graduate, alumni, and national or international levels
6. 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 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 Fraternity and Sorority Growth and Expansion Subcommittee, chaired by the Assistant Director of Fraternity and Sorority Affairs, is charged with:

1. Ensures the fraternity and sorority recognition policy is clear, succinct, and equitable, recommending revisions as needed.
2. Reviews expansion proposals and recommends whether to recognize prospective organizations.
3. Produces an annual 1–2-page report highlighting community recruitment and demographic data with a focus on helping chapters, councils, and university staff make better decisions.

Governing Councils and Honor Society

The University of Rochester has three governing councils responsible for the oversight of their member organizations and their respective members. All chapters at the University of Rochester are required to maintain membership in a governing council to remain in good standing with the university. In addition to the governing councils, the university also hosts a chapter of the Order of Omega, a leadership honor society for undergraduate members of fraternity & sorority organizations.

INTERFRATERNITY COUNCIL (IFC)

The Interfraternity Council (IFC) is the governing body of 9 recognized social fraternities at the University of Rochester. Every person who joins one of these groups is a member of the IFC. Every organization has a delegate that attends bi-weekly IFC meetings. These individuals are the communication link between the IFC and their chapters. The IFC leadership is composed of a President and 6 Executive Officers. The IFC advocates and promotes fraternity life on campus, providing opportunities for interaction among chapters with events such as various social and community service programs, educational speakers, and workshops, and much more.

President: Ryan Chase, Alpha Delta Phi Fraternity

Advisor: Eric M. Pope, Ed.D., Associate Director for Fraternity and Sorority Affairs

MULTICULTURAL GREEK COUNCIL (MGC)

The Multicultural Greek Council (MGC) is the governing body of 7 recognized at the University of Rochester. MGC serves as a liaison between the National Pan-Hellenic Council (NPHC), the National Association of Latino Fraternal Organizations (NALFO), the National APIDA Panhellenic Association (NAPA), National Multicultural Greek Council (NMGC), and Fraternity and Sorority Affairs. The purpose of MGC is to govern and promote Greek organizations that contribute specifically to diversity and inclusion at the University of Rochester. The council addresses, coordinates, and develops strategic action plans to unify affiliations, promote higher education, provide community service, enhance leadership, and serves as a liaison between the MGC, the student body, and administration, thereby improving the campus climate. The MGC focuses on spreading cultural awareness to ensure diversity and unity within Greek life at the University of Rochester.

President: Amanda Ambriz, Mu Sigma Upsilon Sorority, Inc.

Advisor: jay skye, Assistant Director for Fraternity and Sorority Affairs

PANHELLENIC ASSOCIATION (PHA)

The Panhellenic Association (PHA) is the governing body of 6 recognized social sororities at the University of Rochester. The PHA serves as a liaison between the National Panhellenic Conference (NPC) and Fraternity and Sorority Affairs. The PHA is responsible for enforcing the bylaws set forth by the council, NPC, and the University, as well as pursuing initiatives on campus such as philanthropy, academic excellence, and school spirit. PHA governs six national sororities at the University of Rochester and is comprised of 9 executive board positions.

President: Mariana Lopez, Chi Omega Fraternity

Advisor: jay skye, Assistant Director for Fraternity and Sorority Affairs

ORDER OF OMEGA

The Order of Omega is a leadership honor society for undergraduate members of fraternity & sorority organizations. Membership in the Order of Omega is limited to fraternity and sorority members who meet the minimum grade point average and demonstrate leadership within the fraternity and sorority community. Membership is limited to twenty community members annually.

President: Alexis Fielding, Chi Omega Fraternity

Advisor: Vector Zhang, Graduate Assistant for Fraternity and Sorority Affairs

Contact Information

FSA STAFF

Staff Member	Role	Email Address
Eric M. Pope, Ed.D.	Associate Director	eric.pope@rochester.edu
jay skye	Assistant Director	jay.skye@rochester.edu
Courtney Floom	Associate Director	courtney.floom@rochester.edu
Kristen Miller	Administrative Assistant	kristen.miller@rochester.edu
Vector Zhang	Graduate Assistant	zzhang80_work@ur.rochester.edu
Maria Diaz Sosa	Warner Fellow	mdiazsos_work@ur.rochester.edu
Philip Kim	IFC Student Coordinator	pkim14@u.rochester.edu
Yuliahnna Mendiola	MGC Student Coordinator	ymendiol@u.rochester.edu
TBD	PHA Student Coordinator	TBD

GOVERNING COUNCIL OFFICERS

IFC Executive Board

Role	Name	Email Address
President	Ryan Chase	rchase5@u.rochester.edu
VP Judicial	Ethan Hess	dhess5@u.rochester.edu
VP Finance	Michael Scholz	mscholz3@u.rochester.edu
VP Recruitment	Gui Chadad Toledo	gchadadt@u.rochester.edu
VP Health & Safety	Arindam Deb	adeb@u.rochester.edu
VP Community Relations	Justin Pencek	jpencek@u.rochester.edu
VP DEI	Jorge Melendez-Burgos	jmeland2@u.rochester.edu

MGC Executive Board

Role	Name	Email Address
President	Amanda Ambriz	aambriz@u.rochester.edu
Executive VP	Dominique Barksdale	dbarksda@u.rochester.edu
VP Administration	Yuliahnna Mendiola	ymendiol@u.rochester.edu
VP Finance	Diego De Los Santos	ddeloss2@u.rochester.edu
VP Programming	Khia Williams	kwill113@u.rochester.edu
VP Marketing	Amanda Lee	alee123@u.rochester.edu

PHA Executive Board

Role	Name	Email Address
President	Mariana Lopez	mlopez23@u.rochester.edu
VP Operations	Caitlin Lipton	clipton@u.rochester.edu
VP Recruitment	Kayla Liss	kliss3@u.rochester.edu
VP Finance	Sarjona Sritharan	ssrithar@u.rochester.edu
VP Administration	Renae Spangler	rspangl2@u.rochester.edu
VP Programming	Haley Nelson	hnelson4@u.rochester.edu
VP DEI	Varuni Hazra	vhazra@u.rochester.edu
VP Publicity	Elisa Sohn	esohn@u.rochester.edu
VP Scholarship	Audrey Brossette	abrosset@u.rochester.edu

Order of Omega Executive Board

Role	Name	Email Address
President	Alexis Fielding	afieldin@u.rochester.edu
Vice President	Alyssa Yin	ayin7@u.rochester.edu
Secretary	Bari Klein	bklein12@u.rochester.edu
Treasurer	Julia Owsianska	jowsians@u.rochester.edu

CHAPTER PRESIDENTS

Greek Letters	Organization	First Name	Last Name	Email
ΑΔΦ	Alpha Delta Phi	Nathan	Weiss	nweiss3@u.rochester.edu
ΑΕΠ	Alpha Epsilon Pi	Ryan	Garber	rgarber3@u.rochester.edu
ΑΚΑ	Alpha Kappa Alpha	N/A - no UR members		omicronbetaaka@gmail.com
ΑΦ	Alpha Phi	Isha	Ghude	ighude@u.rochester.edu
ΑΦΑ	Alpha Phi Alpha	N/A - no UR members		musigmaalphas@gmail.com
ΧΩ	Chi Omega	Sam	Sheran	ssheran@u.rochester.edu
ΧΦ	Chi Phi	Alexander	Wexler	awexler4@u.rochester.edu
ΔΓ	Delta Gamma	Bella	Man	bman2@u.rochester.edu
ΔΚΕ	Delta Kappa Epsilon	Justin	Pencek	jpencek@u.rochester.edu
ΔΣΘ	Delta Sigma Theta	Khia	Williams	kwill113@u.rochester.edu
ΔΥ	Delta Upsilon	Alexander	Yu	ayu31@u.rochester.edu
ΓΦΒ	Gamma Phi Beta	Linnea	Duffy	lduffy5@u.rochester.edu
ΚΑΨ	Kappa Alpha Psi	N/A - no UR members		xiepsilonnupes@gmail.com
ΚΔ	Kappa Delta	Danielle	Colelli	dcolelli@u.rochester.edu
ΛΣΥ	Lambda Sigma Upsilon	Diego	De Los Santos	ddeloss2@u.rochester.edu
ΜΣΥ	Mu Sigma Upsilon	Yuliahna	Mendiola	ymendiol@u.rochester.edu
ΨΥ	Psi Upsilon	Nico	Sorce	ncorce@u.rochester.edu
ΣΧ	Sigma Chi	Peter	McCole	pmccole@u.rochester.edu
ΣΔΤ	Sigma Delta Tau	Hanah	Cohen	hcohen8@u.rochester.edu
ΣΦΕ	Sigma Phi Epsilon	Finley	Gloor	fgloor@u.rochester.edu
ΣΨΖ	Sigma Psi Zeta	Avril	Huang	ahuang27@u.rochester.edu
ΘΧ	Theta Chi	Ben	Ye	hye13@u.rochester.edu

Recognition

BENEFITS OF RECOGNITION

It is expected that the university will grant privileges to recognized fraternities and sororities in good standing; therefore, the university will:

1. Allow fraternities and sororities to use the name of the University of Rochester, along with, but not in place of, identification of the sponsoring body. This includes endorsement by the university of the positive aspects of the fraternity & sorority experience;
2. Support and participate in activities of the Interfraternity, Panhellenic, and Multicultural Greek councils as well as the individual chapters;
3. Allow access to and use of university facilities for official chapter functions as approved by the appropriate office/department or approval through the CCC Activity Registration and VEMS online reservation system;
4. Facilitate participation as a group in all athletic, social, service, or other group activities or programs sponsored by or under the auspices of the university;
5. Provide the services of the Alumni Relations and Constituent Engagement Office to help communicate with chapter alumni/ae;
6. Provide advice and assistance to the FSA staff to help coordinate programs for chapter development, operations, business affairs, membership recruitment, educational programs, etc.;
7. Assist in protecting the organization and its property from disruptions, theft, damages, and other intrusions by persons who are not members or guest(s) of the chapter;
8. Sponsor programs to promote effective leadership, chapter maintenance, etc.;
9. Maintain and update records for membership, scholarship, and community service.
10. Provide information regarding fraternities and sororities to interested students and their parents/guardians.
11. Maintain contact with regional and inter/national offices of the fraternities and sororities.

CHAPTER EXPECTATIONS

It is expected that a recognized fraternity and sorority will support the interests of the University by:

1. Encouraging and stimulating intellectual growth by promoting participation in the intellectual and cultural life of the university.
2. Providing an environment in which learning takes place through free exchange of ideas and beliefs among members;
3. Promoting academic achievement and scholarship through tutoring, study skill, and scholarship development programs and by rewarding outstanding achievement.
4. Promoting campus involvement and encouraging members to become involved with other student organizations;
5. Providing a forum for social interaction that permits individuals to become involved with other student organizations;
6. Providing valuable experience in group living.
7. Educate members to know that individuals are responsible for one another, knowing that what each member does or what each member fails to do affects themselves and the entire organization;

8. Providing valuable leadership experience and opportunities for developing fiscal management skills;
9. Existing as communities that, through the communal efforts of staff, students, and faculty, may serve as the focal point to help bridge the gap between the intellectual and social life of the community;
10. Providing a support system for individuals as they proceed through significant developmental changes;
11. Promoting an individual's lifelong obligation to serve the community by attending/hosting service projects.
12. Providing individuals the opportunity to participate in a variety of recreational activities;
13. Providing a safe and habitable facility for its members, if applicable;
14. Maintaining membership in one of the three governing councils;
15. Adhering to the standards set for continued recognition for fraternities and sororities by the university;
16. Upholding the student policies and the student code of conduct

REQUIREMENTS FOR GOOD STANDING - CHAPTERS

For a chapter to be in good standing and retain its university recognition, the following requirements must be met:

1. Have at least one advisor and/or advocate;
2. Meet the minimum chapter GPA of 2.500.
3. Have at least 1 full-time students on the roster;
4. Be up to date on all finances;
5. Follow the policies and processes of the university, FSA, their national governing organization, national organization, and council;
6. Maintain membership in a governing council
7. Have an up-to-date certificate of liability insurance;
8. Turn in all forms and documents by the dates set by FSA

Standards of Student Conduct

Students are expected to conduct themselves in a way that respects the cooperative standards of our community and accords with the University's educational mission. This includes obeying federal, state, and local laws and the policies listed below. Not knowing or understanding these standards and policies is not a defense or excuse.

The university views the conduct system as only one tool to address student behavior and concerns. The Student Conduct Office and the Office of the Dean of Students seek to include a variety of individuals in the University community in assisting students in the pursuit of growth and a fulfilling college experience.

University of Rochester Standards of Student Conduct: Processes and Policies

Rules and Expectations

Academic Policy

The University of Rochester expects fraternities and sororities to promote the academic achievement of its members. The following academic policies must be followed

CHAPTER REQUIREMENTS

1. Each chapter must develop, implement, and maintain a written, comprehensive scholarship development program. The program should include the following components:
 - a. Skill building
 - b. Incentives
 - c. Tutoring
 - d. Use of Campus Resources
2. Chapter presidents must maintain a cumulative GPA as stipulated in their chapter's international constitution and/or local bylaws.
3. If a chapter's semester GPA falls below 2.500, the chapter shall be placed on academic probation, and a notification will be sent to the organization's inter/national office.
 - a. Chapters on academic probation are limited to holding chapter meetings, community service/philanthropic events, and academic activities. All other types of chapter activities are prohibited.
 - b. If after three consecutive semesters the chapter fails to meet the required chapter GPA of 2.500, their university recognition will be withdrawn.
4. Each chapter is recommended to achieve a semester GPA equal to or above all men's or all women's GPA, as applicable, for each semester

GOVERNING COUNCIL REQUIREMENTS

1. Governing council officers must have above a 2.000 semester GPA the semesters before and during their term of office and maintain a minimum cumulative GPA of 2.500 before and during their term of office. If the member fails to meet this GPA, they will be required to resign.

Academic Release Policy

The university 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 grade point average (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.

If an organization wishes to obtain individual GPA information for its members, they may work with Fraternity and Sorority Affairs to have members sign a grade release, authorizing the university to share their individual GPA data with the leadership of their sorority or fraternity.

To protect personal information, a piece of data will only be shared if it contains an 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 an 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 (e.g., participate in recruitment).

Activity Registration

Fraternities and sororities must register all on- and off-campus events and activities on CCC. Activity registration helps determine what kind of support is needed such as Event and Classroom Management (ECM), Public Safety, Ticketing, and more.

Organizations must adhere to strict timelines to ensure the success of their activities. Failure to follow event registration timelines will result in event denial by the organization's advisor.

Any activity that meets the following registration criteria must follow the **30-Day Activity Registration Timeline**:

- Any on-campus activity where attendance will exceed 100 people.
- Any on-campus activity that requires significant University resources (e.g., services supplied by Facilities, Public Safety). This includes activities that will be held in the following spaces: Upper Strong, Lower Strong, Spurrier Dance Studio, Douglass Commons, Wilson Commons Hirst Lounge, Wilson Commons May Room, the Palestra, and the Field House.
- Any on-campus or off-campus event where alcohol is served.
- Any event using the university ticket system.

Any activity that meets the following registration criteria must follow the **14-Day Activity Registration Timeline**:

- Food (approved caterers, temporary food permits, perishable food items). *This excludes pizza and pre-packaged foods.*
- Additional AV/Furniture needs beyond self-service options.
- Funding, *but excludes funding for pizza and pre-packaged foods or General Interest Meeting funds.*
- *Any Non-UR Guest Speaker*
- Any additional services.

The only activities that can follow the **4-Day Activity Registration Timeline** are:

- Hirst Info Tables
- Member/Chapter Meeting (No Services)

- General Interest Meetings

All executive board and chapter meetings that **do not need services do not need to be registered**

Advisors & Advocates

PURPOSE

Chapter advocates and alumni/ae advisors serve as a vital link between the undergraduate chapter, the national organization, and the university. They provide mentorship, continuity, and accountability to help student leaders operate responsibly and in alignment with organizational and campus expectations. Rather than managing daily operations, chapter advocates and alumni advisors coach, advocate, and support students in fostering a healthy, sustainable chapter culture.

Chapter Advocates

Chapter advocates are faculty or staff members at the College who serve as coaches, advisors, referral sources, and mentors to their organization's members. They provide understanding of campus resources and the University as a whole.

Alumni Advisors

Alumni advisors are graduate members of an organization, often having graduated from university. They provide a historical context for the organization, assist with connections to alumni, and provide knowledge of their inter/national organization's policies.

INDEMNIFICATION

Each University-sanctioned fraternity or sorority shall identify to Fraternity and Sorority Affairs its alumni advisors, who shall receive indemnification. The process of approval of all such individuals by the Dean of Students shall be coordinated by the Associate Director of Fraternity and Sorority Affairs. It shall be the responsibility of each University-sanctioned fraternity or sorority 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 the 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.

Chapter Requirements

CHAPTER CHECKLISTS

FSA has created checklists for all recognized fraternities and sororities at the University of Rochester. Access to each chapter's checklist has been delegated to the current chapter president. These checklists comprise a list of required form submissions, trainings, meetings, and requirements that each chapter must complete during the identified term.

FSA staff will update each chapter's checklist upon completion of each item, but presidents are invited to regularly review their checklist to ensure its accuracy.

DOCUMENT SUBMISSION

To ensure that FSA has the most accurate information regarding chapter operations and governance, the following non-ritualistic documents will need to be submitted.

Documents do not need to be resubmitted in the spring unless changes have been made except for the New Member Program Calendar:

- Chapter Constitution and/or Bylaws for 2025-2026
- Current Inter/national Constitution and/or Bylaws
- Chapter Risk Management Policy
- Officer Transition Plan
- Chapter New Member Program Plan & Calendar - *SUBMISSION REQUIRED EACH SEMESTER*
- Completed Advisor Agreements for all advisors
- Certificate of Liability Insurance (when expired, chapter-specific)

If an inter/national headquarters does not comply with the request for any of the aforementioned documents, the chapter's status will be frozen until they are received. It is not the responsibility of FSA to communicate these requests to inter/national headquarters – that responsibility lies with the chapter.

An up-to-date certificate of insurance is required for all recognized fraternities and sororities at the University of Rochester. Failure to submit or provide an updated version could result in delayed Activity Registration restrictions and/or VEMS access paused until an updated version has been supplied.

Failure to submit all-other documents by the deadlines may result in sanctions being placed on the organization, including Activity Registration restrictions, VEMS access paused, and/or notification of inter/national headquarters.

CHAPTER QUESTIONNAIRE

The Chapter Questionnaire has been designed to provide FSA with information to help publicize the fraternities and sororities to prospective students, parents, and other interested parties. The information provided is vital to the accurate reporting of fraternity and sorority statistics to the university, inter/national organizations, and other interested parties. All information requested is non-ritualistic in nature and would be shared with any potential new member.

Failure to submit the chapter questionnaire by the deadlines may result in sanctions being placed on the organization, including Activity Registration restrictions, VEMS access paused, and/or notification of inter/national headquarters.

ROSTER REVIEWS

All recognized chapters are required to update their chapter roster at the beginning and end of each semester to ensure that FSA has the most up-to-date listing of members. Roster updates are done by appointment with Kristen Miller, WCSA Administrative Coordinator. Rosters must be updated by the following dates:

- **Beginning of Fall** – Friday, September 12th
- **End of Fall** – Friday, December 5th

Chapters can update their roster at any time if the need arises. This can be done via the [Change in Membership Status](#) on the FSA CCC page. The Change in Membership Status form is the only form recognized for the changing status of chapter members

The following statuses will be used for all university-recognized fraternities and sororities:

1. **Active (A)** – Any part-time or full-time enrolled undergraduate student who has been ritually initiated into the chapter, on the national roster, actively involved and participating.
 - a. A chapter member enrolled as a full-time graduate student enrolled in 9 or more credit hours may be eligible to be an active member pending confirmation from the chapter's national headquarters.
 - b. Students partaking in an internship may keep their active status if they choose to pay dues for their semester that they are doing their internship.
2. **New Member (NM)** – Any individual who has not yet initiated and is affiliated with the chapter through the New Member education process.

- a. All new members must be ritually initiated during the semester they take part in New Member Education; “Holdovers” are not permitted*
- 3. **Depledged/Dropped (D)** - Any New Member who has either self-terminated or had their affiliation with a chapter terminated
- 4. **Inactive for Semester (I)** – Not active, participating and/or paying dues;
 - a. Organizations are only able to put individuals on “Inactive for Semester” status with verification from their inter/national organization.
 - b. The length of time they will be away from campus must also be included (used for Panhellenic Total calculation).
 - c. Chapter members who are inactive may partake in the official activities of the organization at the discretion of the chapter’s Executive Board.
 - d. FSA must be notified of inactive chapter members partaking in any official chapter activity/event
- 5. **Study Abroad (SA)** – Any member who is enrolled in the Study Abroad program must also include the length of the time they will be away from campus (used for Panhellenic Total calculation).
- 6. **Graduated/Alumni (G)** - **A chapter member who graduated from the university.** Members will be removed from a chapter’s official roster if a member is coded as graduated.
- 7. **Resigned/Disaffiliated/Expelled (R)** - Any active member who has formally ceased their membership in your organization and been removed from the chapter’s roster on the inter/national level. Documentation is required before a member can be placed on this status.
- 8. **Transfer (T)** - A member who has decided to transfer to another college or university.

Failure to review your chapter’s roster by the deadlines may result in sanctions being placed on the organization, including Activity Registration restrictions, VEMS access paused, and/or notification of inter/national headquarters.

Community Service and Charitable Donations

All chapters are required to submit their community service hours and philanthropic donations no later than 30 days after the date the event was held, or the last day of an event held on consecutive days, via the Community Service and Charitable Donations form.

These will be totaled at the end of each semester for a cumulative report and at the end of each calendar year for a cumulative report on UR Fraternity & Sorority Life Community Service and Charitable Donations.

Hours and donations submitted via this form will be included in the FSA Community Service and Charitable Donations Report and will be verified if any organization requires it. Hours and donations submitted via this form will be included in the report and verified. Hours and donations not submitted through this form will not be included in the report and will not be verified.

Fraternity & Sorority Affairs utilizes the following guidelines for calculating service hours, charitable contributions, and non-profit compliance with Section 501(c)(3) of the Internal Revenue Code.

Restrictions

Service hours and/or Philanthropic donations cannot be earned for the following:

- Driving to and from a service site
- Service completed due to a mandate from the Center for Student Conduct, or a local, state, or federal court or agency.
- Attending an educational program
- Participating in another chapter's program
- Funds raised in support of another chapter's program
- Attendance/participation or other fees associated with entry into an event
- All monetary amounts must be in, or converted to, USD (\$) to be counted

Direct Service

- Active, physical, and/or hands-on work on-site with an organization.
- 1 hour of Direct Service = 1 Hour
 - Examples: Tutoring or mentoring, gardening or landscaping, building or renovating, cleaning or janitorial services, preparing and/or serving food, assisting a helpline or staffing a crisis center, firefighting or auxiliary policing, caring for animals, hospital or long-term care services, set up, tear down, and/or staffing of a fundraising event with a non-profit, Serving on a board for a non-profit, Pro bono services.

Monetary Donations

- Direct funds given to a non-profit
- \$1.00 given = \$1.00
 - This excludes admission, attendance, and purchase fees

Non-Monetary Donations

- Donations of goods to a non-profit that have a monetary value
- Conversions

- Canned or Boxed Items = \$1.00
- Clothing: Use Goodwill's posted conversion rates or the receipt from the receiving agency
- Books: 30% of retail value
- Humanitarian Items: 30% of retail value
 - An item is defined as the entire retail sale size/package in new or slightly used condition
 - A copy of a receipt from a receiving agency for a larger amount than converted here will be counted for the higher amount

Advocacy

- Educating, advocating, or instructing people on a certain cause or about an organization where more than half the time spent in the activity is doing one of the three things listed.
 - Tabling for a non-profit
 - Tabling in support of a cause
 - Hosting seminars/talks
 - The hours a Chapter hosts a seminar or talk are credited to the Chapter rather than the individuals of the Chapter who attend
 - This can be adjusted if there was significant planning, set up, tear down, or staffing required for the seminar/talk
- 1 Advocacy hour = 1 hour

Special Cases

- Blood Donations
 - Counted by pints donated.
- Written Cards
 - Cards written to organizations that distribute them to the elderly, soldiers, etc., are counted by the number of cards written
- Proceeds of Purchase Events (Galas)
 - Events where it is advertised that a portion of the purchase or proceeds go towards another cause
 - If an item is purchased and the amount that is being given as a donation is advertised, then that amount can be claimed under Monetary Donations
- If the amount is not listed, then you can claim 10% of the purchase price under Monetary Donations

Expansion and Recognition Policy

The following procedures guide the recognition and re-establishment of fraternities and sororities. The University of Rochester reserves the right to implement a moratorium on expansion or re-establishment at any time.

Criteria for Recognition by Fraternity and Sorority Affairs (FSA)

1. All fraternities and sororities must be recognized by a national governing body. Preference will be given to members of National APIDA Panhellenic Association (NAPA), National Association of Latino Fraternal Organizations (NALFO), National Multicultural Greek Council (NMGC), National Pan-Hellenic Council (NPHC), National Panhellenic Conference (NPC), and North American Interfraternity Conference (NIC).
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. Service and honor societies that use Greek letters may seek University recognition through the Students' Association group recognition process.

Terminology

- **Temporary Recognition** – A group with temporary recognition is not yet a recognized Rochester fraternity or sorority but has approval to conduct a new member education process with a minimum of four (4) potential University of Rochester members. A group with temporary recognition may request campus space to conduct their new member education process. They may not co-sponsor events with other student organizations or host their own events, nor are they granted privileges given to recognized student organizations, including the ability to represent themselves as a University of Rochester organization in print and social media.
 - If the organization does not initiate at least one (1) member within one calendar year of receiving temporary recognition, the organization will need to re-apply for temporary recognition.
- **Emerging Chapter Recognition** – A group is considered as an *emerging chapter* if it successfully initiates at least one (1) but less than four (4) University of Rochester students **or** successfully initiates at least four (4) University of Rochester students but less than two (2) are returning the next academic year. A group with emerging chapter recognition may host events and co-sponsor events with other organizations but may not host social events (i.e., parties/mixers) nor events with alcohol.
 - Following at least one member's initiation, the chapter will have two years (four semesters) to meet the requirements for full recognition.
- **Full Recognition** – An organization will proceed to full recognition upon completion of the new member education process with at least four (4) University of Rochester members, two (2) non-senior students at the time of their initiation. This membership requirement is in place to promote sustainability for the fraternity/sorority and ensure sufficient members to manage the responsibilities of starting a new chapter. If an organization does not receive full recognition within one calendar year of receiving temporary recognition, the organization will need to re-apply for temporary recognition.

EXPANSION PROCESS

First Steps for Seeking Recognition

1. The individual(s) interested in starting a chapter should meet with the associate director or assistant director of FSA to review the expansion process.
2. After this meeting, the associate director or assistant director will permit the organization to hold up to two interest meetings per semester. The FSA staff will help the organization reserve campus space and hang promotional materials provided by the organization in the Campus Center.
3. The organization may compile a list of interested members and maintain contact with those students; however, those students may not host programs or interest meetings without approval from FSA.
4. The organization should submit an expansion proposal.

Submitting an Expansion Proposal

An expansion proposal may come from an inter/national organization, a graduate chapter, or interested undergraduate students. The proposal form is available on the FSA website.

Expansion Proposal Deadlines

- **August 1** – deadline to request temporary recognition in the spring semester.
- **December 1** – deadline to request temporary recognition in the following fall semester.

REVIEW PROCESS FOR EXPANSION PROPOSALS

The Fraternity and Sorority Growth and Expansion Subcommittee (GES) will review the expansion proposal. The GES may invite the inter/national organization to meet and/or give a formal presentation on the organization. FSA will work with the inter/national organization to plan this visit and schedule meetings with relevant university staff, alumni, and students.

After reviewing all necessary information, the GES will determine whether to grant temporary recognition to the inter/national organization. FSA will communicate this decision to the inter/national organization and share any conditions/requirements for the group. If the group is not approved for temporary recognition, they may re-apply in subsequent years.

Criteria for a Group with Temporary Recognition to Begin New Member Education

After receiving temporary recognition, the organization must submit the following information to FSA prior to beginning any pledge/intake/new member activity:

- A letter from the inter/national office authorizing the membership intake/new member activity.
- An outline, consistent with all applicable rules and regulations, which details the dates and activities for the process, and the list of all the people involved in the process.
- A list of potential members with confirmed plans to join the organization.

Emerging Chapter Recognition

If the organization completes its new member education with at least one but less than four initiated University of Rochester members (two of whom must be first-year, sophomore, or junior students at the time of initiation), the organization will receive temporary recognition status.

If the organization completes its new member education with at least four initiated University of Rochester members (two of whom must be first-year, sophomore, or junior students at the time of

initiation), it will meet the requirements for full recognition. These organizations shall be subject to at least one semester with additional support, training, and meetings with FSA staff.

Full Recognition

If the organization completes its new member education program with at least five initiated University of Rochester members (three of whom must be first-year or sophomore students at the time of initiation), the organization will receive full recognition if all other procedures were followed.

A new organization may complete a new member education program with fewer than four initiated Rochester members if some students do not. If that happens, the organization will remain in *emerging chapter* status and will have four semesters to initiate at least four total University of Rochester members, at least two of whom must be non-senior students at the time of initiation. If this requirement is not met in four semesters, they will lose their temporary recognition and need to submit another expansion proposal to be considered for university recognition.

- Example #1: An organization began its new membership process with five students (3 sophomores, 2 seniors). Two sophomores drop out before initiation, and the two seniors graduate. Because the organization initiated three students, one of whom was a non-senior member, the organization is in *emerging chapter status* and has **two years** to meet the requirements for full recognition.

The following fall semester, the chapter starts with one initiated junior member. The organization initiates one sophomore and two senior members. The organization meets the requirements for full recognition.

- Example #2: An organization began its new member process with three students (2 first-years, 1 junior). All three completed the process and were initiated. Because the organization **did not initiate at least four students**, they did not meet the total number requirement for full recognition, even though they met the non-senior requirement. The organization is considered in emerging chapter status and has two years to reach the four-member requirement with a member from any class year.
- Example #3: An organization began its new membership process with five students (1 sophomore, 2 juniors, 2 seniors). The sophomore drops out before initiation. Because the organization initiated four students, two of whom were non-seniors, they met the requirements for *full recognition*. Although the chapter is considered fully recognized, they will be subject to no less than one semester of additional support, required training, and regular meetings with FSA staff.

COUNCIL-SPECIFIC CONDITIONS FOR SUPPORTING EXPANSION

Each governing council has documented its conditions for supporting expansion. The GES weighs the council's perspective heavily when making expansion decisions. The councils and university staff jointly agree only to support one expansion in each governing council in a single academic year to ensure the new organization receives sufficient support as it builds its membership.

Interfraternity Council

The IFC will support a new chapter in their community when one of these criteria is met:

- At least 60% of the students who attend recruitment events do not end up joining an IFC organization
- The organization can compile a list of interested students that is at least as large as the average chapter size after the IFC bid day.

Multicultural Greek Council

The Multicultural Greek Council will always consider itself open to new organizations that will contribute to the development of the culturally based organizations and their members. In reviewing proposals, the Multicultural Greek Council is interested in organizations that can describe their unique contributions to the university and that show sufficient interest among the undergraduate population (i.e. meet the requirement of at least four members for a new group with at least two first year, sophomore, or junior new members).

Panhellenic Association

The Panhellenic Association will follow expansion procedures specified by the National Panhellenic Conference. The Panhellenic community will initiate a discussion and vote to open for Extension when any of the following criteria are met:

- Quota during formal recruitment is set at 28 or higher.
- The average chapter size exceeds 85 members in the fall or 100 in the spring.
- 75% or more of the women dropping formal recruitment will indicate one of their top two reasons for leaving is "I just didn't find my place." This question is listed in the Panhellenic Formal Recruitment post-recruitment withdrawal survey administered by Fraternity and Sorority Affairs.

At such a time, the campus is open for Extension, the staff in Fraternity and Sorority affairs will notify all NPC organizations of all expansion procedures and timelines.

CONTINUING RECOGNITION

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 six consecutive semesters to initiate a University of Rochester undergraduate. If the organization does not recruit any University of Rochester students in three years, the organization will lose recognition at the University of Rochester and forfeit all privileges associated with university recognition. The organization can re-apply for recognition at the University of Rochester through the Procedures for Expansion.

RE-ESTABLISHING ORGANIZATIONS

Re-establishing a previously recognized fraternity or sorority that was closed voluntarily:

- If an organization was previously recognized by the university and closed for more than three years, it must complete the expansion proposal.
- The organization must pay all outstanding debts to the university and governing council prior to receiving *temporary recognition*.

Re-establishing a previously recognized fraternity or sorority that was closed due to university and/or international disciplinary sanctions.

1. The inter/national organization must send a notice to the associate director of FSA outlining how judicial sanctions imposed by the University and/or the inter/national organization have been satisfied.
2. Fraternity and Sorority Affairs will convene the FSA Growth & Expansion Subcommittee to review the organization's proposal and assist with the re-establishment process. At the discretion of FSA, additional stakeholders may be added to the subcommittee (e.g., Student Conduct, Residential Life) depending on the nature of the previous violation(s) of the chapter.
3. The Associate Director of FSA shall meet with the director of the Center for Student Conflict Management to review whether 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 associate director of FSA 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 associate director of FSA to review system, statistics, guidelines, interest and the Expectations for Excellence Accreditation Process and Expansion Process.
5. 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.

UNRECOGNIZED ORGANIZATIONS

Organizations without University of Rochester recognition are prohibited from doing the following without permission from FSA:

- Hosting or coordinating any events at the University of Rochester affiliated to the fraternity/sorority.
- Participating as a co-sponsor of any student event hosted at the University of Rochester.
- Listing the University of Rochester as a chapter/auxiliary on any materials, including websites, chapter rosters, etc.
- Organizations whose recognition is prohibited/revoked due to a university conduct status may not recruit University of Rochester members to join their organization.

An organization that violates these policies will be prohibited from submitting an expansion proposal during the academic year in which the violation occurred. Stricter sanctions may be enacted for organizations whose recognition is prohibited/revoked due to a university conduct status.

Fraternity and Sorority Affairs 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.

Funds are used at the discretion of the Fraternity and Sorority Affairs team for programs, events, trainings, and other activities that are in the best interest of the fraternity and sorority community.

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.

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*

This fund's purpose is listed as: To record gifts received for building and educational expenses (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 university 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 Financial Transaction Form (FTR), 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 for 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. Examples include:

- Sending a student to a national convention for a 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 Associate Director of Fraternity & Sorority Affairs. 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 licensing rights and a reception after 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.) 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.

Individual Dues (Initiated or New Member)

Gift account donations cannot be used to cover the cost of an individual member's dues, initiated member or new member.

Insurance Requirements

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 upon expiration of the previous version.

Mailing Address

If your chapter is having any items mailed to campus, please use the following address:

Fraternity or Sorority Name

U of R Box 270443

500 Joseph C Wilson Blvd

Rochester, NY 14627

Please do not use your chapter's on-campus house/floor address for any personal mail. Personal mail should be addressed in the following manner:

Student Name

U of R Box XXXXXX

500 Joseph C Wilson Blvd

Rochester, NY 14627

New Member Education

The following rules and regulations apply to all university-recognized fraternities and sororities regardless of governing council affiliation:

1. Each chapter will abide by the university's Hazing Policy, educating all members on this policy at the onset of every new/associate member education program. Every member of the UR Greek community is responsible for upholding zero tolerance for hazing. The Hazing Policy must be signed by each new/associate member before they begin a chapter's new member education program.
2. All new member activities and events are expected to be registered and approved through CCC
3. No new/associate member activities can involve alcohol and/or drugs.
4. New/associate member programs may not last longer than eight (8) weeks. All new/associate member education programs must be completed by the deadline established and announced by FSA each semester.
5. Each chapter's new/associate member education program must be submitted to and approved by FSA.
6. Any changes to new/associate member calendars must be discussed and approved by FSA at least 72 business hours (Monday – Friday, 9:00 AM to 4:00 PM) in advance.
7. Scavenger hunts or other similar activities by any other name are prohibited.
8. New/associate member activities must end no later than 12:00 AM (midnight) and begin no earlier than 8 AM.
9. For organizations with organized study tables/hours, flexibility must be given to those individuals who need to study alone, in the library or computer lab, with a study group, or in a separate location. Only academic coursework may be completed during organized study hours (no fraternity/sorority information).
10. All chapters must follow their own inter/national new/associate member education programs.
11. Any organization found to have taken a new member class/line without the knowledge of FSA will immediately have their status frozen and shall be turned over to the Student Conduct Office for a Judicial Hearing. Additionally, the inter/national organization shall be made aware of the violation via email.

New Member Eligibility

Chapters may extend offers of membership ("bids" or "invitations") only to eligible students. Eligibility is defined as:

1. Only full time (12 credit hours or more), matriculated, undergraduate students at the University of Rochester are eligible to become New/Associate Members.
2. First semester students (i.e., first-year students) are ineligible to become new/associate members.
3. A transfer student can become a new/associate member with at least 12 credit hours completed.
4. Students must meet the GPA requirements as outlined by each individual chapter's inter/national organization or local constitution/bylaws. These requirements must be submitted to the FSA prior to any extension of bids.
5. Grades must be checked **before** any bids can be distributed.

- a. Failure to have a person's grades checked prior to distributing bids will result in that group's status being frozen and the inter/national headquarters being notified of the unauthorized distribution of bids and unauthorized new member education.
6. Grades will only be checked from those individuals who have properly filled out the [FSA Recruitment Sign-Up](#). Inaccurate information will not be checked.

Presidents Meetings

Chapter presidents are the primary point of contact for all fraternities and sororities at the university. To ensure FSA and chapters are working together effectively, all chapter presidents are required to meet with their respective council advisor monthly. The timeline for these meetings is:

- Fall Semester
 - August/September
 - October
 - November
- Spring Semester
 - January/February
 - March
 - April

FSA will also host a mid-semester meeting for all chapter presidents to gather and discuss issues that are relevant to the community at large.

Recruitment

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 on disciplinary probation or deferred suspension from the University may not be eligible for membership. A student's eligibility may be communicated to the inquiring groups, who may deem the student ineligible, but their conduct will not be shared with the chapter. In this case, a student may join after such a sanction has been lifted.
2. The student has completed at least one full semester at UR. 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.
3. Transfer students with a full semester at another institution are eligible to join.
4. 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.

FSA, in concert with the governing councils, will determine the dates for the primary and secondary recruitment periods each semester. These dates will be provided before the previous semester's end.

Special Presentation/New Member Reveal

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 recognized fraternities and sororities recognized at the University of Rochester.

1. The organization must reserve space and gain approval from Fraternity and Sorority Affairs (FSA) at least fourteen (10) days before 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 voluntarily 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 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 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 Associate 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 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 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 public shall not be admitted, and all advertisements 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-10:00pm 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:
 - i. Fraternity Quad Houses
 - ii. May Room
 - iii. Hirst Lounge
 - iv. Wilson Commons Porch
 - 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, it must 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. To protect the identity of a New Member, masks may be worn but must 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 **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 Approval Form and submitted to Fraternity and Sorority Affairs no later than fourteen (14) days before 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 and 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 **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 it 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.

Resources

Supplemental Funding

Supplemental Funding requests must align with the Student Organization's primary mission for them to be considered. Supplemental requests may be denied if an event, activity, or program is competing with an existing SA Funded program. Fraternities and sororities are eligible for Supplemental Funding for Events and Programs if they meet the following criteria:

- Event or Program must be open to the entire undergraduate campus community
 - An exception to this policy may be granted for Academic/Professional organizations on a case-by-case basis.
- The same Student Organization may only receive funding 2 times per year or \$4,000, whichever occurs first
 - Academic/Professional Organizations will be permitted to request funding.

- SAAC will not fully budget a program where a Student Organization can profit.
- SAAC will require organizations that host programs whose expenses exceed \$1,000 to charge an entrance fee for the program unless the Committee deems that the program meets the following criteria:
 - Cultural or educational in nature.
 - A demonstration that an entrance fee will materially impair the success of the program.
- SAAC will not consider Event or Program Supplemental Funding for Club Sports Organizations.
- SAAC will consider one supplemental funding request for groups that were not accredited via the Expectations for Excellence process in the prior iteration.

Virtual EMS

The Registrar, Event and Classroom Management (ECM), and Wilson Commons Student Activities (WCSA) work together to coordinate the reservation process. Reservations are granted to departments and [recognized student organizations](#). Individual students can only submit reservations for specific uses and are limited to using Wilson Commons 504. More information can be found below.

Student organizations can request rooms, within building hours, which are available in [Virtual EMS](#) for regular or weekly meetings. Reservations outside of building hours are possible for one-time events, with WCSA approval.

To update your Student Organization's Reservation Contact: [submit a Virtual EMS Contact Change Request](#).

WCSA Services

WCSA offers a wide range of services to clubs, organizations, and the fraternity & sorority community. To view the full list of services provided, please check out the WCSA Services webpage - <https://rochester.edu/college/wcsa/services/index.html>

Zoom Pro Accounts

Undergraduate student organizations (including fraternities and sororities) are allowed one e-board member to hold Zoom Pro access during each academic year. This allows the selected individual to host Zoom meetings for more than 30 minutes at a time. If your student organization is interested in this resource, please complete the [Zoom Pro Contact Form](#).

To change the student who holds the Zoom Pro Access for your student organization, please complete the [Zoom Pro Contact Form](#).

Housing Policies

Fraternity Quad Occupancy Policy

Historical Information

The original Fraternity House Occupancy Policy was put into effect fall 2016. Since that time, there have been several revisions and the inclusion of the former Academic Living Centers (Drama House, Douglass Leadership House, and the Sigma Phi Epsilon House). The policy is now called the House Occupancy Policy to reflect that inclusion. This document clarifies the expectations for all houses (Greek and Non-Greek) on the quad to maintain occupancy in these facilities.

The university 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 now includes all houses, Greek and Non-Greek, on the quad.

Occupancy Expectations

All houses must meet expected minimal occupancy with group members during the academic year. In most cases, the expected minimal occupancy is one less than standard occupancy. Adjustments have been made to reflect different expected occupancy levels for fall and spring terms (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 the 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 in with members to fill in 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.

As an added incentive to fill, houses that fill to standard occupancy (full capacity) both fall and spring terms will be given a credit of 1 point to use within the next 3 years should they have a term where occupancy dips and points are accrued.

*Placements made by the Office of Residence Life 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 in the case of fraternities and to an equivalent Residential Life team in the case of non-Greek houses. Organizations that accrue 6 points over 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 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 or to an equivalent Residential Life team in the case of non-Greek houses 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:

XYZ Fraternity

Academic Year	2017-2018		2018-2019		2019-2020		2020-2021		2021-2022	
<i>Term (Fall or Spring)</i>	F	S	F	S	F	S	F	S	F	S
Expected Minimum Occupancy?	Y	Y	N	Y	Y	Y	Y	Y	N	Y
90% members?	N	Y	Y	N	N	N	Y	N	N	N
Point Accrual	1	0	1	1	1	1	0	1	2	1

The diagram illustrates the point accrual for XYZ Fraternity over five years. The points are represented by colored bars: 5 points (orange) for 2017-2018, 4 points (yellow) for 2018-2019, 5 points (teal) for 2019-2020, 6 points (red) for 2020-2021, and 6 points (blue) for 2021-2022.

Returning to Housing

A group that is removed from its house through this policy can submit a request to Residential Life to obtain alternate housing (i.e., a floor or suites) appropriate for the group's size. 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 or the equivalent Residential Life team to petition their return to the house. The group may submit this petition to return to the house as early as one year after their removal.

In reviewing a request to return, the Management Committee or Residential Life team will consider several factors, such as:

1. The group's standing through the Expectations for Excellence process
2. The group's conduct status with the university
3. The group's ability to fill the house. For most special interest housing, Residential Life will want to see a group's membership equal 150% of the total residential spaces available to ensure the group has enough members to fill the space should some members be unable to live in the

house. Simply having enough members to meet the expected minimum occupancy may not be enough to warrant return to the house.

Should an organization fail to reapply for the house or be unable to grow its membership within three years of being removed from the house, the group will lose its exclusive opportunity to return to this space. At that point, the University may give existing Special Interest Housing groups the opportunity to apply to live in that space.

House	Standard Occupancy (full capacity)	Expected Minimal Fall Occupancy	Expected Minimal Spring Occupancy	Occupancy with Members Necessary to reach 90% of standard occupancy
Drama House	16	15	14	14
Delta Kappa Epsilon	20	19	18	18
Sigma Phi Epsilon	28	27	25	25
Psi Upsilon	27	26	24	24
Alpha Delta Phi	20	19	18	18
Theta Chi	17	16	15	15
Sigma Chi	27	26	24	24

Examples:

1. Sigma Phi Epsilon has 25 residents spring term, all of whom are brothers. (**NOT** able to have a meal plan)
 - a. Result: 0 points
 - b. Reason: fraternity reached 90% occupancy with members and reach expected minimal occupancy for spring
2. Psi Upsilon has 27 residents in fall term, 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
3. Alpha Delta Phi has 15 residents in spring term, 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

Furniture Policy

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:

- 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.
- An approved University vendor must be used. Currently that includes Sedgwick, Meadows, and Raymour and Flanigan.
- 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.
- 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 fraternities with university renewal and replacement accounts, arrangements can be made to transfer monies to the Residential Life furniture account.
- 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.
- Couches and loveseats are expected to last five years. The first year the unit is under warranty. 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.

Leadership Appeal Process and Conditions

The Office for Residential Life and Housing Services requires that the president and house manager for a group (residence hall based and house based) live in the group's housing. This is a long-standing Residential Life policy based on the importance of leadership presence in the group's housing and providing mature leaders and mentors for their group.

On rare occasions, there are circumstances that may warrant consideration of a waiver of this policy. For a waiver to be considered, the following criteria must be met:

- The Vice President and House Manager must both live on the floor.
- The group must be fully accredited with no provisions through the Expectations for Excellence review process.
- The group must have completed all required programs and participated regularly in hall/community council.
- The group cannot have any pending serious conduct violations nor a recent history of serious conduct violations within the last year.
- The group's housing must be filled for the past 2 semesters to minimal standard occupancy in the houses and 100% filled in residence hall-based groups.

An appeal should include a plan on how the group will provide a comparable level of leadership in the house/on the floor. Please include:

1. Reason the President cannot live on the floor.
2. A plan on how the President will remain engaged in the life of the floor/house and instill the level of leadership and mentorship for the members.
3. The role the President will play when the group has major events.

The appeal will be reviewed by the Executive Director and Director of Housing Operations for Residential Life and Housing Services and the Director/Assistant Director of Fraternity and Sorority Affairs.

February 2019

Right Size Occupancy Policy

Residential Life confirms yearly with each residence hall-based group the number of desired spaces that a group agrees to fill. Along with information about their membership, groups request the space that they believe they can fill for the following academic year. Residential Life reviews the request and the membership information along with previous information about a group's ability to fill their space and confirms with the group the spaces for the next academic year. If a group has had trouble filling their spaces during the current academic year, Residential Life will typically reduce the number of beds. Groups can appeal the revised number of beds.

It is advantageous for a group to realistically review their ability to fill the allotted number of beds. If a group is struggling to keep members on the floor, it is a better decision to request fewer spaces than to be held accountable for filling too many beds resulting in vacancies and non-members being assigned. Groups are not penalized for asking to reduce the number of beds and can ask for additional beds in the future if the group needs the space.

February 2019