

# **Fraternity and Sorority Life Procedures**

**Updated January 2025**

# Section 1: Recognition of Fraternities and Sororities

## 1. Organization Recognition

### 1.1. Current Organization Recognition

**1.1.1.** Fraternity and sorority organizations must maintain recognition from the University to be eligible for the privileges associated with fraternity and sorority organizations.

**1.1.2.** Fraternity and sorority organizations are eligible for the following privileges: advising support, recruitment support, academic records support for members and potential new members, campus reservations, program participation, chapter mailbox, and access to additional campus resources.

#### **1.1.3. Requirements:**

**1.1.3.1.** Active status as a member of a Greek-letter governing council. (i.e. Panhellenic, IFC, NPHC, MGC).

**1.1.3.2.** Must be active with the (inter)national organization if applicable.

**1.1.3.3.** Must meet all academic requirements as described in Section 6.

**1.1.3.4.** Submit all necessary documents and information for the Fraternal Excellence program. See Section 8 for implications regarding recognition.

**1.1.3.5.** Attend all mandatory programs as documented and reviewed at the FSL Leadership Institute.

**1.1.3.6.** Follow all procedures and requirements this document outlines (FSL Procedures).

**1.1.4.** Failure to satisfy any of the above requirements may result in warning/probationary terms or immediate loss of recognition.

**1.1.5.** In addition to the above requirements, Fraternity & Sorority Life may withdraw recognition of an organization based on the sustained performance issues regarding the chapter's membership, leadership, stability, and/or demonstrated ability to provide a constructive member experience. Fraternity and Sorority Life will provide chapter leadership and advisors with clear expectations for improvement and ample time to respond to the concerns before withdrawing recognition.

### 1.2. New Organizations and Organizations Returning After an Absence

**1.2.1.** All new fraternities or sororities must adhere to the following procedures to be eligible for recognition. The University of West Florida values growth and change in the fraternal community. The University will consider membership demand, institutional needs, support from the (inter)national organization and local alumni, responsiveness and organization during the new organization process, and Fraternity and Sorority Life resources in deciding to recognize or not recognize new organizations.

**1.2.2.** New organizations belonging to the National Panhellenic Conference will apply and seek recognition as described in the most recent NPC Manual of Information. These organizations must also meet all other University and FSL requirements.

**1.2.3.** All organizations that do not belong to the National Panhellenic Conference must submit a proposal to join the UWF FSL community. The proposal may include

information pertaining to potential members and advisors, a plan of action to support the chapter's success, examples and statistics from other institutions, etc. The organization must provide additional information as requested by the University. For organizations returning after an absence, the proposal should address the conditions that resulted in the absence. UWF FSL staff members will review the proposal, determine the organization's recognition status, and/or consult with the respective governing board for the organization. Organizations will be informed in writing of their recognition status and any terms or conditions of the recognition. Recognition status will also be documented online at [uwf.edu/fsl](http://uwf.edu/fsl).

**1.2.4. New organizations are recognized as one of the following:**

**1.2.4.1. Interest Group** - Interest groups may be students and/or non-members who recruit potential members even though a UWF chapter or colony has not yet been recognized by the (inter)national organization. Interest Groups must reserve meeting spaces and tables through FSL. Interest Groups will be invited to participate in FSL programming as approved by FSL staff, and may participate in council programs as determined by the relevant council. Interest groups must obtain written approval to persist beyond one semester as an interest organization.

**1.2.4.2. Colony** - Colonies are composed of students who are sanctioned by the (inter)national organization to conduct recruitment and membership activities with the purpose of establishing a chartered organization. Students may or may not be initiated members into the organization per each (inter)national organization's procedures. Colonies receive full recognition as a fraternity or sorority. Colonies must be making progress toward chartering their organization as determined by FSL Staff.

**1.2.4.3. Chapter** - An organization that is chartered to operate on the campus of the University of West Florida. The organization must provide the University with official documentation of its chartered status.

**1.3. Membership**

**1.3.1.** Students must meet the following requirements to be eligible for initiation, recruitment, and/or intake processes, or participation in new member activities. Students who do not meet these requirements are not allowed to join a fraternity or sorority at UWF or otherwise participate in new member activities.

**1.3.1.1.** Enrollment at the University of West Florida in the current semester.

**1.3.1.2.** Classification as an undergraduate, degree-seeking student.

**1.3.1.3.** Fraternity and Sorority Life Informational Session Completion.

**1.3.1.4.** Hazing Prevention Module Completion.

**1.3.1.5.** Signed Hazing Regulation Notice.

**1.3.1.6.** Complete FSL Grade Release Form.

**1.3.2.** Students affiliated with UWF FSL will be classified as Potential New Members, Active Members, Inactive Members, or Alumni.

**1.3.2.1. Potential New Members** have formally expressed interest in joining a fraternity or sorority (i.e., by registering for recruitment, attending an

informational session, and completing intake paperwork) and who meet the minimum requirements described above.

**1.3.2.2. New Members** are those students who have formally indicated their desire to become an initiated member of a specific organization, and who, at some point during the semester, accepted a bid to join an organization and/or participated in new member education processes (including intake).

**1.3.2.3. Active Members** have been fully initiated into the organization, are recognized as members of the organization by the (inter)national organization, and actively participate in the organization (i.e., paying dues, attending chapter meetings, and other functions). Active members must be currently enrolled undergraduate, degree-seeking at the institution, except during the Summer semester.

**1.3.2.4. Inactive Members** have been initiated into the organization, but are currently formally inactive. These members are not participating in chapter meetings or activities, and may not be paying dues. The exact nature of inactive membership may be different from chapter to chapter.

**1.3.2.5. Alumni** have formally and permanently ended their active status with the organization as a result of graduation or by approval of the (inter)national organization.

# **Section 2: Recruitment, Intake, and New Member Education**

## **2. Recruitment, Intake, and New Member Education**

### **2.1. General Recruitment and Intake Procedures**

**2.1.1.** Chapters must follow all recruitment/intake procedures and policies as documented by their respective council and/or their (inter)national organization.

**2.1.2.** Recruitment events are defined as events that are designed intentionally for the purpose of attracting students to join the organization, educating students about the organization, and/or engaging students in actions or processes related to joining the organization (i.e., completing paperwork). Events need not be specifically named in ways that indicate their recruitment purposes; events during which current members actively promote membership, educate non-members about the organization, or engage in registration or paperwork processes related to recruitment may be considered recruitment events. Events that specifically target non-members may also be considered recruitment events, such as events in which several non-member new students are invited. Interest meetings and FSL or council tabling events are considered recruitment events.

**2.1.3.** Recruitment activity is defined as those activities that are designed to attract, inform, and engage non-members in the recruitment or intake process. Recruitment activities may include one-on-one conversations, tabling activities, and various marketing or promotional efforts.

**2.1.4.** Recruitment events must be alcohol-free and should not occur at a venue that has age requirements for venue access.

**2.1.5.** Recruitment activities must not occur in conjunction with alcohol use.

**2.1.6.** Organizations must confirm Potential New Member status and eligibility prior to extending a membership bid or otherwise engaging a student in new member education, activities, or rituals.

**2.1.7.** Organizations must claim all new members (or those affiliated and engaged in new member activities - see Definitions or Section 1) and submit a list to the FSL staff within 24 hours of engaging the New Member in any new member activities or rituals.

**2.1.8.** All chapters must conduct new member intake and/or education activities and initiate new members at least once during the fall or spring semester unless exempted in writing by FSL staff.

**2.1.9.** FSL chapters that deactivate due to the lack of consistent recruitment/intake practices resulting in a (0) zero person memberships will not be permitted to reactivate on UWF's campus for a minimum of (3) three years. The only exception to this practice is if a signed return agreement with UWF FSL and the national headquarters for the organization is in place.

### **2.2. Membership Intake Registration**

**2.2.1.** Organizations must complete the FSL Membership Intake Form on ArgoPulse prior to engaging in any Membership Intake activities. Chapter Intake Registration requires the approval of the chapter advisor.

**2.2.2.** Organizations must meet with FSL staff members to discuss the Membership Intake submission and review relevant policies and procedures. The chapter president and the officer responsible for intake must attend this meeting.

### **2.3. New Member Program and Membership Intake Procedures**

**2.3.1.** New member activities are defined as any activities related to a new member's affiliation with the organization. These activities may include education and training, team building and brotherhood/sisterhood activities, new member class projects, new member presentation practice, etc. New member programs include activities that are formal (prescribed by organization documents) or informal (not officially documented but required or encouraged by members or advisors).

**2.3.2.** Before a chapter can engage New Members in any new member activities, including new member rituals, FSL must have on file:

**2.3.2.1.** New Member Academic Release for all new members must be received by FSL

**2.3.2.2.** New member must be eligible for membership per FSL Procedures Section 1.3

**2.3.2.3.** Membership Intake Form (if applicable)

**2.3.2.4.** Formal recruitment registration (if applicable)

**2.3.2.5.** Membership Intake Schedule (if applicable)

**2.3.3.** Alcohol or other controlled substances are prohibited during all new member activities, including but not limited to recruitment/intake events, interest meetings, new member education, chapter meetings, ceremonies/rituals, new member presentations, probates, or bid day events. New member activities led by individuals who are under the influence of alcohol are prohibited.

**2.3.4.** All new member activities (including Membership Intake) must take place on campus or at an official chapter residence unless otherwise approved by an FSL staff member.

**2.3.5.** New Member Programs and Membership Intake Processes shall take no longer than 8 weeks, including any new member presentation or initiation ceremony. New Members should be initiated or released prior to the first day of final exams during the semester in which they became new members.

## **Section 3: Council Management and Advising**

### **3. Council Management and Advising**

**3.1.** Fraternity and Sorority Life will serve as the institutional advisors and provide education, counseling, programming support, and administration for the activities of the Fraternity and Sorority Governing Councils and the individual student leaders of these councils.

**3.2.** The National Pan-Hellenic Council shall be co-advised by FSL staff and a delegate from the Pensacola Graduate National Pan-Hellenic Council per NPHC bylaws.

**3.3.** The Fraternity and Sorority Governing Councils shall be recognized as Departmental Student Organizations and will receive all of the responsibilities and privileges included with that designation – with the exception of an annual A&S Budget allocation.

**3.4.** Each Fraternity and Sorority Governing Council shall maintain and adhere to an approved constitution, bylaws, and rules, which must be reviewed and approved by the Fraternity and Sorority Life staff whenever updates occur.

**3.5.** A Fraternity and Sorority Life staff member will oversee the academic qualifications for candidates of Fraternity and Sorority Governing Councils during an election; officers should be elected representatives of the students they govern and must meet necessary requirements laid out in each council's bylaws. The Fraternity and Sorority Life Advisor shall actively monitor their academic performance and conduct related to their official duties while in the office.

**3.6.** The Fraternity and Sorority Life advisor is not responsible for directly enforcing or implementing council constitutions and bylaws. As per 1.3, however, councils must adhere to their constitutions and bylaws. The FSL advisor will offer recommendations, guidance, and support in the efforts of council officers to enforce or implement their constitution and bylaws.

### **3.7. Council Officer Requirements**

**3.7.1.** Attend all mandatory programs as documented in writing at the start of each semester and/or the officer's term.

**3.7.2.** Meet all requirements per council constitution and bylaws as well as any relevant University policy, including the Student Leader Eligibility Policy SA-10.05-10/18.

**3.7.3.** At the beginning of each term of office, Fraternity and Sorority Life Staff will set expectations regarding professionalism and performance; if those expectations are not met, the staff will report the performance concerns to the relevant council's executive board.

## **Section 4: Chapter Management and Advising**

### **4. Chapter Management and Advising**

**4.1.** Fraternity and Sorority Life will provide education, counseling, programming support, and administration for the activities of recognized fraternity and sorority organizations and the individual student leaders of these councils.

**4.1.1** Fraternity and sorority organizations must supply updated advisor information before the third Friday of the semester. Organizations must also notify Fraternity and Sorority Life within 7 business days of the introduction of a new primary chapter advisor.

**4.2.** Each fraternity and sorority organization shall maintain and adhere to its constitution, bylaws, and rules, which must be submitted to FSL at the beginning of each year.

### **4.3. Chapter Officer Requirements**

**4.3.1.** Meet all requirements per chapter constitution and bylaws as well as any relevant University policy, including the Student Leader Eligibility Policy.

**4.3.2.** Two officers must attend the Fraternal Leadership Institute (FLI) at the beginning of each semester.

**4.3.3.** Two officers must attend monthly FSL Officer Workshops.

**4.3.4.** Chapter presidents and relevant officers must attend FSL Monthly President Meetings as scheduled by FSL.

**4.3.5.** Chapter officers must submit all paperwork as required in Section 1 and Section 7.

### **4.4. Chapter Program Requirements**

**4.4.1.** Chapter new members must complete the New Member Institute (NMI). New members must complete the NMI within 30 days of beginning new member programs or activities – with the exception of MGC and NPHC members who become members at the end of the semester. Attendance at the next immediate NMI is required.

**4.4.2.** Chapters must submit the Fraternal Excellence documentation by the posted deadlines.

**4.5.** Failure to satisfy the requirements listed above may result in warning and/or probationary terms as described in Section 1.

## **Section 5: Health and Safety**

### **5. Health and Safety**

**5.1.** UWF FSL prioritizes the health and safety of its members. Education and training programs, event registration procedures, and other efforts are offered and required to foster a safe and constructive member experience.

**5.2.** FSL organizations are responsible for abiding by and enforcing applicable local, state, and federal laws, as well as University policies and procedures and those policies or procedures described in council, chapter, and (inter)national organization documents.

**5.3.** Any incident related to chapter activity in which a member, guest, or event attendee receives medical attention or if law enforcement becomes involved must be reported immediately to a UWF FSL staff member.

**5.4.** Students have a responsibility to render care per UWF Regulation 3.010.

**5.4.1.** “Students have a duty to care for others in the University community, on or off campus, by rendering aid and seeking help from appropriate medical emergency, or University staff members during a moment of need” (UWF Regulation 3.010).

### **5.5. FSL Event Procedures**

**5.5.1.** FSL organizations will be responsible for all aspects of chapter activities and events. Chapter activities and events are defined as those activities or events that a reasonable observer would classify as chapter activities or events. Evidence that an activity or event is a chapter activity or event may include, but is not limited to, advertising or other media associating the activity/event with the organization; the use of organization funds in the execution of the activity/event; planning and implementation of the event conducted primarily by the organization’s members; attendance at the event or activity by many chapter members; formal or informal expectations that members attend.

**5.5.2.** UWF FSL will make efforts to ensure that activities or events are classified according to the spirit and nature of the event.

**5.5.3.** Event registration will be required for FSL-sponsored events taking place at any point during the year, including Summer, on or off campus that meet at least one of the following criteria (University Policy SA-31.04-02/24):

**5.5.3.1.** An event open to the public where food will be served.

**5.5.3.2.** An event where alcohol will be served.

**5.5.3.3.** An event featuring a non-University guest speaker.

**5.5.3.4.** An event that, as judged by Student Engagement, requires risk management review.

**5.5.3.5.** A fund-raising activity that meets the scope of Policy DV-02.03-04/14, Fundraising and Solicitation.

**5.5.3.6.** An event involving travel and/or a trip that relates to the Student Organization’s mission or where the group is representing the University.

**5.5.4.** Per UWF policy SA-24.02-07/15 all student organization events with alcohol must be registered with UWF.

**5.5.4.1.** Events with alcohol will not be approved during the first full week (7-days) of each academic semester and the last week of an academic semester (Finals Week).

**5.5.4.2.** All events with alcohol, both on and off campus, must be submitted for registration via EMS at least three weeks prior to the event. All requests by FSL staff for additional information, documentation, or clarification must be resolved at least one week prior to the event.

**5.5.4.3.** Events with alcohol may not be co-sponsored by a bar or tavern. Co-sponsorship is defined as those events in which the chapter and co-sponsor jointly promote an event.

**5.5.4.4.** Philanthropic events, which may include alcohol, must be closed events and follow all applicable UWF policies.

**5.5.4.5.** Event registration submissions must include:

**5.5.4.5.1.** A copy of vendor contracts for venues and/or bar service.

Vendor contracts must note that the service provided is a cash bar (alcohol must be purchased by the individual from the bar) and that the organization is not purchasing alcohol.

**5.5.4.5.2.** An event risk management plan addressing strategies specifically noted in the event registration process.

**5.5.4.5.3.** A list of sober event monitors for the event.

**5.5.4.6.** When a chapter submits an event with alcohol registration request, FSL will forward that request to the chapter advisor(s).

**5.5.4.7.** Event managers (i.e. Social Chair, Risk Manager, etc.) must meet with an FSL staff member to discuss the proposed event plan. The FSL staff member will finalize the event registration if all preparation and risk management needs are met, then the event will be added to the FSL calendar, and advertising or event marketing may begin.

**5.5.4.8.** A complete list of attendees must be submitted by the end of the business day following the event.

**5.5.4.9.** UWF FSL may require insurance to be purchased through the UWF EHS if the circumstances of the event warrant it.

**5.5.4.10.** All events with alcohol must be provided by a third-party vendor or when law enforcement or an approved security vendor is present. FSL organizations may be responsible for securing security.

**5.5.4.11.** The chapter president or a proxy approved by UWF FSL must attend the event from start to finish. The chapter president or approved proxy must submit in writing a summary of the event and any incidents by the end of the business day following the event.

**5.5.5.** Event registration will be required for FSL-sponsored events or meetings taking place on campus in reservable locations.

**5.5.6.** In the case that UWF or FSL adopt additional event guidelines and procedures, FSL organizations will be required to adhere to those additional guidelines.

## **5.6. Hazing Procedures**

**5.6.1.** No student organization, students, advisors, or alumni shall conduct nor condone hazing activities. Hazing activities will not be tolerated, and potential violations will be investigated and adjudicated aggressively.

**5.6.2.** The University of West Florida's Regulation 3.018 notes: "Hazing means any action or situation, which occurs on or off university property, that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to: (i) Initiation into any organization operating under the sanction of a postsecondary institution; (ii) Admission into any organization operating under the sanction of a postsecondary institution; (iii) Affiliation with any organization operating under the sanction of a postsecondary institution; or (iv) The perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing also includes observation of hazing activities by Bystanders, defined as individuals in a position to intervene, but who fail to intervene. D. Hazing is a violation of the UWF Student Code of Conduct and is prohibited in any form both on and off campus. E. Hazing is a crime in the State of Florida, pursuant to Section 1006.63, Florida Statutes." (UWF/REG – 3.018 Anti-Hazing Regulation: Prohibition and Prevention of Hazing - Procedures and Penalties)

**5.6.3.** If a student reports an incident to an FSL staff member, or if a staff member has reason to believe that a hazing incident has occurred, the staff member will engage in the following response protocol:

**5.6.3.1.** Submit the online Dean of Students Incident Report, notifying the Dean of Students (DOS). These reports are checked daily during the regular work week (Monday – Friday).

**5.6.3.2.** Forward report to direct supervisor and Director of Student Engagement, if applicable. If emergent needs are present, the Director of Student Engagement will immediately notify the Associate Vice President and Dean of Students of the incident and/or the FSL staff member will notify University Police (PD) by calling 911.

**5.6.3.3.** Collect organizational and incident-related information, including contact information, descriptions of incidents, social media evidence, etc.

**5.6.3.4.** Assist in an investigation as advised by DOS and potentially PD, including, but not limited to, arranging meetings and managing public awareness (i.e. communicating with students if media becomes involved).

**5.6.3.5.** Make recommendations to DOS related to any impending events or activities affiliated with the organization (i.e. canceling recruitment events or adjusting travel plans).

**5.6.3.6.** In consultation with the DOS, notify the national organization.

**5.6.3.7.** Document all notes from meetings, steps, and actions taken.

**5.6.3.8.** Follow up with DOS, PD, and General Counsel on steps being taken, if applicable.

**5.6.3.9.** Assist in disseminating information as advised by DOS and General Counsel, if applicable.

**5.6.3.10.** Engage advisors in the process for support or investigation.

**5.6.4.** All FSL officers, members, and advisors must review and become familiar with UWF Regulation 3.018.

**5.6.5.** All UWF FSL members must complete an online hazing prevention module as disseminated by UWF FSL on an annual basis. Returning members must complete the module prior to the first Friday in November. Potential new members must complete the online module in order to be eligible to join a fraternity or sorority.

**5.6.5.1.** Chapters whose members fail to complete the online module by the deadline(s) may be charged with violation of this policy and sanctioned per Section 7.

## Section 6: Academic Procedures

### 6. Academic Procedures

**6.1.** Academic achievement, sometimes named “scholarship” in organizational nomenclature, is a central tenet for all fraternal organizations. UWF FSL prioritizes academic achievement as a community value as well.

**6.2.** At the end of each fall and spring semester, UWF FSL will produce a Community Grade Report (Grade Report) describing each chapter’s academic performance. The Grade Report will indicate each organization’s academic standing for the following semester. The Grade Report and a chapter roster indicating each member’s semester and cumulative GPA will be sent to each organization’s president and advisor upon request and with proper documentation of members’ academic records release. Organizations must appeal any information that they deem inaccurate within one week of receiving the report. If changes are made to one or more member’s academic reports, the chapter can request a new report. If the new report results in a change to the organization’s academic standing, the new report will be disseminated reflecting the change.

**6.3.** Recognized organizations must meet the following minimum standards:

**6.3.1.** The average semester GPA (active and new members, fall and spring only) must meet or exceed 2.50.

**6.3.2.** The average semester GPA of FTIC new members must meet or exceed the all-UWF FTIC women’s or men’s average semester GPA (respective to the organization’s single-sex status).

**6.3.2.1.** This standard applies when a chapter has bid three or more FTIC members.

**6.4.** If a chapter fails to meet either standard, the chapter will be placed on Academic Warning for the next three semesters (including the summer semester). Chapters on Academic Warning must submit to FSL an updated Academic/Scholarship Plan approved by their chapter advisor by the end of the second week of each semester. If the chapter fails to meet the FTIC standard, the plan should address the new member experience and the chapter’s recruitment or intake planning specifically. If the chapter meets both standards in each of the following three semesters, the chapter will return to good standing.

**6.5.** If a chapter on Academic Warning fails to meet either standard, the chapter will be placed on Academic Probation. Chapters on Academic Probation must submit a revised Academic/Scholarship Plan by the end of the second week of each semester and should address the new member experience and the chapter’s recruitment planning if the chapter fails to meet the FTIC standard. Chapters in their first semester of Academic Probation are only permitted one social event for that semester. The chapter may not participate in Intramural Sports programs or other University programs (including Greek Week, Football tailgating, Homecoming’s Golden Fleece Challenge, etc.). Chapters on Academic Probation may host the following activities as approved in advance by FSL: brotherhood/sisterhood events (for members only), educational programs, Founders Day celebrations, philanthropy events, or community service activities. Chapters may participate in Dance Marathon or other organizations’ philanthropy events. Failure to adhere to these terms may result in the loss of all social event privileges. If a chapter remains on Academic Probation for additional semesters, the chapter will be prohibited from hosting any

social events and may not participate in any University programs or other organizations' events. If a chapter on probation meets both standards, they are moved to Academic Warning through the following fall or spring semester.

**6.6.** If a chapter on Academic Probation fails to meet either standard, UWF FSL may revoke the organization's recognition. The organization will be invited to submit a proposal advocating for continued recognition and to meet with FSL staff members to discuss the organization's status. The organization will be informed in writing of the recognition status no later than two University business weeks after the official grade report is filed. If recognition is continued, the chapter will remain on Academic Probation as described in 6.5.

**6.7.** If a chapter fails to meet both standards in a given semester, the chapter will automatically be placed on Academic Probation.

### **6.8 Grade Report Distribution**

**6.8.1.** Academic Grade reports will be distributed to FSL organizations that request the report through the FSL Grade Report request form and must be up to date on all roster, advisor, and officer updates, in addition to completing the correlating FSL End of Semester Report.

**6.8.1.2.** Grade reports may be requested at any time by a chapter president or appropriate executive board member via the FSL Grade Release form via Argo Pulse. Grade reports will only be shared via Google Drive directly with the appropriate chapter president, executive board member, or advisor.

# Section 7: Conduct and Accountability

## 7. Conduct and Accountability

### 7.1. Organizational Violations of the Student Code of Conduct

**7.1.1.** Fraternities and sororities, as student organizations, must abide by UWF Regulation 3.010, the Student Code of Conduct. Organizations and individuals may be charged with violations of the code related to chapter activity. If an activity or behavior that is alleged to violate the Student Code of Conduct has been sanctioned or condoned by the chapter, the chapter will likely be charged with a violation.

**7.1.2.** The Student Code of Conduct requires adherence to all university policies and procedures, including FSL Procedures. Failure to adhere to the FSL Procedures or other written policies and expectations may result in charges that the chapter has violated the Student Code of Conduct. Examples of FSL Procedures for which failure to comply may result in charges include, but are not limited to:

**7.1.2.1.** The terms of Academic Warning and Probation as outlined in Section 6.

**7.1.2.2.** New member and recruitment procedures and guidelines as outlined in Section 2.

**7.1.2.3.** Program requirements, including New Member Institute and Fraternal Leaders Institute attendance as outlined in Section 4.

**7.1.2.4.** Risk management plans submitted for events with alcohol as outlined in Section 5.

**7.1.3.** If the alleged violation involves potential hazing activity, DOS will investigate and adjudicate the case per UWF Regulation 3.018 - Prohibition of Hazing.

**7.1.4.** Information regarding a potential violation of the Student Code of Conduct on the part of an organization should be referred to DOS by FSL staff members. The staff member will notify the DOS office and organize the relevant facts or information, including relevant procedures.

**7.1.5.** FSL staff members may assist, at the direction of DOS, in fact-finding related to the potential violation. If evidence suggests that a violation may have occurred, the FSL staff member will file an incident report with DOS.

**7.1.6.** If an organization is charged with an alleged violation, the DOS will adjudicate the process per the Student Code of Conduct. Per the Code: "The student organization's executive officer will serve as the representative for the group during the conduct process unless the student organization designates in writing to the Dean of Students Office another student member to represent the group during the conduct process."

**7.1.7.** During an investigation and/or during the adjudication process involving an organization, chapter, or council, DOS, and FSL staff members will make determinations regarding the notification of (Inter)national organizations and advisors. (Inter)national organizations and advisors will, at minimum, be notified of any findings of responsibility and/or sanctions resulting from Student Code of Conduct charges.

### 7.2. Conduct Notification Procedure

**7.2.1.** All chapter presidents and relevant campus partners will be notified should an FSL organization receive specific disciplinary sanctions from the Dean of Students Office that

impact the organization's ability to function and operate on campus, which will be reflected on the FSL website.

### **7.3. Sanctions**

**7.3.1.** Fraternities and sororities found responsible for violations of the UWF Policies/Regulations, Student Code of Conduct, and/or FSL Procedures will be sanctioned according to the adjudication process detailed in the Student Code of Conduct or through FSL as appropriate. Sanctions may include written reprimand, probationary terms in which additional violations will result in increasingly severe consequences, suspension from specific activities or from all operations for a specific time period, loss of recognition, educational programming, or other sanctions as deemed appropriate in the Code of Student Conduct."

**7.3.2.** Appeal processes are outlined per the Student Code of Conduct.

# Section 8: Fraternal Excellence

## 8. The Fraternal Excellence Program

**8.1.** The Fraternal Excellence Program seeks to promote chapter excellence in scholarship, member experience, campus involvement, philanthropy, and service. The program consists of Semester Reports, the FSL Dashboard, and the Fraternal Excellence Awards. The features of the Fraternal Excellence Program, including the Dashboard's Chapter Engagement metrics, may also impact chapters' standing and recognition as noted in Section 1.

## 8.2. Roster Updates

**8.2.1.** Chapters may update their rosters only during the timeframes listed below.

**8.2.1.1.** Any changes can be made as part of the Semester Report as outlined in Section 8.2.

**8.2.1.2.** Changes to active members may be made during the first two weeks of each fall and spring semester.

**8.2.1.3.** Changes to new members may be made until the halfway point of the New Member Program as outlined in the dates provided in the Membership Intake Form.

## 8.3. FSL Dashboard

**8.3.1.** The FSL Dashboard is an internal resource that tracks and highlights chapter performance and quality of the FSL community. The FSL Dashboard will track:

**8.3.1.1.** Chapter Semester GPA - as indicated in the most recent fall and spring FSL Community Grade Report.

**8.3.1.2.** Membership - total number of active members at the start of each fall and spring semester

**8.3.1.3.** Chapter Engagement - as informed by the chapter's satisfaction of the requirements described in the FSL Procedures:

**8.3.1.3.1.** Full New Member Institute Completion

**8.3.1.3.2.** Fraternal Leadership Institute (FLI) Attendance

**8.3.1.3.3.** Monthly President Meeting Attendance

**8.3.1.3.4.** Roster/Advisor Update Completion

**8.3.1.3.5.** Full Chapter Hazing Module Completion

**8.3.1.3.6.** Membership Intake Form/Meeting Completion

**8.3.1.3.7.** Officer Workshop Attendance

**8.3.1.4.** Community Service - hours logged total and per member from the previous fall and spring semesters (used from recent semester reports)

**8.3.1.5.** Chapter Highlights - from most recent semester reports or by request

**8.3.1.6.** Current and Recent Conduct Sanctions - Findings of Responsibility for code of conduct violation allegations; Active and recent (within the last two years) sanctions and/or probationary statuses from UWF or the (inter)national organization.

## 8.4. Fraternal Excellence Awards

**8.4.1.** At the end of each semester, chapters will submit the FSL End of Fall/Spring Semester Report via Argo Pulse and provide the ways in which the organization

benefited its members, the campus community, and local or national community service and philanthropic efforts during the associated semester. Fraternity and Sorority Life's internal dashboard will also be assessed to ensure requirements are completed by each chapter.

**8.4.2.** FSL staff and campus partners will use the gathered evidence and select one chapter to receive the Fraternal Excellence Award for overall fraternal experience, academics, community service, and breakthrough chapter of the year.

**8.4.3.** FSL staff and campus partners will select individual members of FSL for FSL Member of the Year, New Member of the Year, Emerging Leader of the Year, FSL President of the Year, and Council Member of the Year.

# Section 9: Plot and Bench Procedures

## 9. Bench and Plot Procedures

### 9.1. Plot Program

**9.1.1.** In keeping with the tradition honored by National Pan-Hellenic Council organizations at many colleges and universities, and to support the presence of these historically black Greek-letter organizations on campus, the University affords recognized NPHC fraternities and sororities the opportunity to construct a “plot” on campus. Plots are designated areas within which the organization installs artistic or symbolic representations of the organization’s values and history or other items that represent its chapter and organization. These plots serve as excellent ways to create awareness of and campus support for fraternities and sororities and to communicate the vibrancy and student-centeredness of the University. Student Engagement with support from UWF Facilities, is responsible for the oversight of this program. The UWF NPHC must maintain bylaws relevant to the proper upkeep and use of plots by member organizations.

### 9.1.2. Eligibility

**9.1.2.1.** Recognized and active chapters of the University of West Florida’s National Pan-Hellenic Council are eligible to construct a plot. This is a privilege unique to NPHC organizations in recognition of the tradition honored on many college campuses.

### 9.1.3. Plot Process and Requirements

**9.1.3.1.** To request a plot, eligible chapters must submit and obtain approval via the NPHC Plot Proposal and Agreement. Chapters must not begin any construction or use of a plot until the Proposal and Agreement are fully approved by Student Engagement and UWF Facilities. The NPHC Plot Proposal and Agreement may be submitted at any time.

**9.1.3.2.** Plots must be bordered by a material approved by UWF Facilities, as per the NPHC Plot Proposal and Agreement. The border material should be of stone or concrete construction and a neutral color, as found among typical garden and landscaping stones available at most home improvement stores. Rubber mulch is prohibited.

**9.1.3.3.** Plots may not occupy a square area larger than 10 feet by 10 feet. The constructed plot does not need to be a square, but must not occupy an area larger than the 10’x10’ square.

**9.1.3.4.** Trees inside or adjacent to the plot may not be painted or augmented. Any requests to alter the tree (i.e. to cut back branches) must be made to UWF Facilities. Chapters may propose to affix letters to a tree in or adjacent to the plot per the NPHC Plot Proposal and Agreement.

**9.1.3.5.** Chapters must strictly adhere to the plan as approved per the NPHC Plot Proposal and Agreement. Failure to adhere to the approved plan may require that the chapter remove or undo plot features.

### 9.1.4. Maintenance and Upkeep

**9.1.4.1.** The location and nature of the plots ensure that campus visitors will see these plots year-round. As such, plots must be properly maintained at all times. Proper maintenance requires repairs of any broken elements or materials, repainting of any cracked or flaking painted surfaces, the removal of dirt and mold, and other efforts to ensure a professional and attractive appearance. Chapters that fail to address maintenance or upkeep needs may lose the privilege of occupying a plot on campus. Warnings regarding the potential loss of this privilege will be provided to the chapter in writing and with a sufficient amount of time to respond to the required maintenance or upkeep as determined by Student Engagement and UWF Facilities.

#### **9.1.5. Chapter Status**

**9.1.5.1.** If a chapter becomes inactive on campus or loses its membership in the UWF National Pan-Hellenic Council, the University, based on its discretion, may allow it to be maintained by the local Graduate Chapter. If the University elects to not allow the plot to be maintained, if the graduate chapter opts not to maintain the plot, or if the graduate chapter fails to do so in keeping with the standards described above; the organization will lose any claim to the plot. Student Engagement and UWF Facilities will determine the best solution for incorporating the plot into the campus landscaping.

### **9.2. Bench Program**

#### **9.2.1. Eligibility**

**9.2.1.1.** All active and recognized fraternities and sororities are eligible to have a painted bench on the UWF main campus.

#### **9.2.2. Bench Agreement**

**9.2.2.1.** In having a painted bench on campus, the organization recognizes and agrees that the bench is available for use by any guest, visitor, or community member. Anyone who uses the benches cannot and will not be asked to cease use of the benches.

**9.2.2.2.** Student Engagement will provide the chapter with the initial bench as constructed by UWF Facilities. Afterward, the responsibility will fall to the chapter for any painting, general upkeep, repair, or replacement.

**9.2.2.3.** The bench is the property of the chapter, meaning that it can be removed by the organization at any time, including if the organization were to be suspended.

#### **9.2.3. Maintenance and Upkeep**

**9.2.3.1.** Benches are to be maintained throughout the academic year and are the responsibility of the chapter. Chapters that fail to address maintenance through UWF Facilities or upkeep needs may lose the privilege of occupying a bench on campus.

**9.2.3.2.** Organizations may utilize UWF Facilities for bench repair or replacement. All costs related to repair and replacement are the responsibility of the chapter.

**9.2.3.3.** No items should be added to the benches or the surrounding area

(i.e. flowers, stones, etc.).

#### **9.2.4. Chapter Status**

**9.2.4.1.** If a chapter becomes inactive or unrecognized, the University, based on its discretion, may allow the bench to be maintained by the local Graduate or Alumni Chapter. If the University elects to not allow the bench to be maintained, if the graduate/alumni chapter opts not to maintain the bench, or if the graduate/alumni chapter fails to do so in keeping with the standards described above, the organization will lose any claim to the bench. Student Engagement and Grounds Services will determine the best solution for incorporating the bench into the campus landscaping.

**9.2.4.2.** An inactive or unrecognized organization may choose to remove the bench from campus with prior approval from Student Engagement. If a chapter does not elect to remove its bench or otherwise maintain it as outlined above, then Student Engagement and UWF Facilities will determine the best solution for incorporating the bench into the campus landscaping.