



GREEK LIFE HANDBOOK

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Introduction to Greek Life

Mission

Saint Leo University Greek Life will provide members with the education and tools necessary to practice leadership, scholarship, excellence, integrity, and responsible stewardship in a community of mutual respect that will foster lifelong friendships. Greek Life will have a positive impact on Saint Leo University and its surrounding community, while holding ourselves to the high standards reflected in our core values.

Purpose

The purpose of the Greek community at Saint Leo University is to enhance the University community through service, scholarship, leadership development, positive interpersonal connections and interactions, and structure that assists members in excelling in their individual and collective pursuits.

Vision

Greek Life members will set the standard among all students for leadership, scholarship, and campus involvement by fostering community among all Greek Life members in accordance with the Benedictine Values of Saint Leo University.

If the Greek Life community is functioning at its highest potential, our community will have:

- Better relationships and new opportunities to connect outside of the University.
- Alumni who are aware of trends in the current community and show support through positive personal connections.
- Individual chapters who accept members based on Greek Life's mission and the organizations values.
- Leadership involvement within individual chapters and governing councils, as well as the campus community.
- Accountability for members who reinforce negative stereotypes or do not positively represent the community.
- Members who are developing academically and interpersonally throughout their membership
- A community where individuality is celebrated and valued.
- Greater appeal to students, faculty, and staff through demonstrated purpose, prestige, and respect.
- Unity among governing councils and between members of various organizations.

Responsibilities of the Office of Student Activities

The Assistant Director for Greek Life & Community Engagement, under the Office of Student Activities, will support Greek Life in the following areas:

- Compile a comprehensive list of chapter and council officers which will be available to fellow officers with their consent
- Work to find, or create, Greek leader retreats and leadership opportunities which will help to build skills for newer members of the community
- Assist past council presidents in hosting annual Executive Board transitions

- Assist chapter presidents in the creation and implementation process of their chapter goals for each semester, if requested by the chapter president.
- Develop a series of workshops and roundtables to assist chapter offices in sharing ideas and discussing relevant topics. These areas include, but are not limited to:
 - Recruitment/Intake
 - Risk Management/Social Host Training
 - New Member Education and Hazing Prevention
 - Membership Development
 - Officer Development
 - Creating a Values Based Recruitment Plan
 - Advising
 - Alumni Engagement
- Host a forum each semester for Greek presidents to discuss ideas and give feedback on how the university can better serve the community.
- Provide a semester report to all chapter advisors and presidents, highlighting our progress in academics, programming, grades, and service to the community. This will be provided in the first president's meeting of the semester.
- Provide information for parents and family members on its website.
- Actively assess the formal recruitment process and allow for feedback from the student community.
- Assist in finding ways for students to go to national conferences through funding and scholarship opportunities.
- Create and maintain an updated calendar.

Overview of Fraternity and Sorority Life

Definition of Greek-Lettered Organization (GLO)

A Greek-Lettered national organization shall be defined as any fraternity or sorority governed by national bylaws of a parent organization. Organizations are members of a national Greek council include, but are not limited to:

- National APIDA Panhellenic Association (NAPA)
- National Association of Latino Fraternal Organizations (NALFO)
- National Multicultural Greek Council (NMGC)
- National Panhellenic Conference (NPC)
- National Pan-Hellenic Council (NPHC)
- North American Interfraternity Conference (NIC)

All Greek-lettered national organizations must be an active member of the Saint Leo University, hereafter referred to as the University, council of the respective national governing council for which they are a member. When defining Saint Leo's Greek Community, we recognize only social Greek-letter organizations as part of Fraternity and Sorority Life. Any other Greek-letter professional, leadership, or philanthropic organization will be considered as a student organization.

Current Chapters of Fraternity and Sorority Life

The recognized Greek-lettered organizations existing on the University Campus include:

Alpha Phi Alpha Fraternity, Incorporated

Alpha Sigma Tau Sorority

Gamma Upsilon Sorority

Latinas Promoviendo Comunidad/Lambda Pi Chi Sorority Incorporated (Colony)

Sigma Lambda Beta International Fraternity, Incorporated (Colony)

Kappa Alpha Psi Fraternity, Incorporated (Colony)

Kappa Sigma Fraternity

Sigma Alpha Epsilon Fraternity

Sigma Gamma Rho Sorority, Incorporated

Sigma Lambda Fraternity

Sigma Lambda Gamma International Sorority, Incorporated

Sigma Sigma Sigma Sorority

Tau Kappa Epsilon Fraternity

Theta Phi Alpha National Women's Fraternity

Current membership of Greek-lettered organizations are subject to change pursuant to the University policy on expansion and the rules governing the local and national bodies of the respective councils. Final approval is required from all necessary administrators of the University.

Accreditation Program & Requirements

Purpose of Accreditation Program

Members of the University's Greek Life community pledge to be a part of a community in which they are held to the highest of standards: socially, academically, and spiritually. Members of the Greek Life community at the University strive to live their lives not only in accordance with their organization's values, but also in line with the Benedictine values on which the University was founded.

To accomplish these goals, the Office of Student Activities and the Assistant Director of Greek Life & Community Engagement have developed an accreditation program that seeks to:

- Develop intentionality within the Greek Life community and the operations of individual Greek-lettered organizations
- Create meaning and value within the Greek Life community beyond the social experience of membership in a Greek-lettered organization
- Offer direction and guidance toward success through implementation of minimum expectations to enhance the experience of organization members

Each chapter is required to meet the minimum accreditation expectations as delineated in these policies and procedures, both within their individual chapters and through co-sponsored events with other groups or departments across campus. In the spirit of the University's Core Values of *Community* and *Excellence*, chapters are strongly encouraged to strive to meet more than the minimum requirements of these policies and procedures.

The Office of Student Activities with the assistance of the governing councils will hold a calendar roundtable at the beginning of each semester to discuss upcoming events, compare chapter calendars, and set deadlines for the respective councils. The Assistant Director of Greek Life & Community Engagement will inform the chapter of required events during the semester. As some events and requirements may change over the course of the semester, the office of Student Activities will not assign mandatory events to chapters any sooner than two (2) weeks prior to the event unless deemed absolutely necessary.

Organizational Management

Organizational Officers and Elections

All Greek organizations are to hold, at least once annually, elections for any officers within their chapter. A list of elected and appointed positions with job descriptions must be submitted to the Assistant Director of Greek Life & Community Engagement by the end of the fourth week of the semester. Failure to comply with the timeline may be considered noncompliance to accreditation requirements and subject to consequences including but not limited to probationary hearings or disciplinary action.

Bylaws & Constitutions

A copy of an organization's local bylaws or constitution must be submitted to the Assistant Director of Greek Life & Community Engagement by the end of the fourth week of each semester. Failure to comply with the timeline may be considered noncompliance to accreditation requirements and subject to consequences including but not limited to probationary hearings or disciplinary action.

Governing councils are required to review their bylaws and update them in accordance with any changes to the handbook at least one month after the handbook is distributed to the Greek Community.

Certificate of Insurance

A copy of an organization's Certificate of Insurance must be submitted to the Assistant Director of Greek Life & Community Engagement by the end of the fourth week of each semester. The Certificate is written proof that the organization does in fact carry insurance, and the Certificate also provides the Certificate Holder with details about the insurance coverage, including limits and deductibles.

Failure to comply with the timeline may be considered noncompliance to accreditation requirements and subject to consequences including but not limited to probationary hearings or disciplinary action.

Membership Rosters

A membership roster listing all current members of the organization must be submitted to the Assistant Director of Greek Life & Community Engagement by the end of the fourth week of the semester. Failure to comply with the timeline may be considered noncompliance to accreditation requirements and subject to consequences including but not limited to probationary hearings or disciplinary action.

A list must be given to the Assistant Director of Greek Life & Community Engagement listing all new members that accepted bids for the respective semester no later than five (5) days after the conclusion of the recruitment period, both in the fall and the spring. Any updates, including adding new members or members resigning from the chapter must be given to the Assistant Director of Greek Life & Community Engagement

Chapter Development

Membership/Chapter Meetings

Full membership or chapter meetings must occur once per month unless otherwise designated by an organization's national or local bylaws or constitutions.

Each organization is responsible for the reservation of specific meeting locations for the year through the use of 25Live.

Retreats & Officers Transitions

Each Greek-lettered organization is encouraged to have at least one (1) chapter retreat and officer transition retreat during each academic year. A chapter retreat is an opportunity for members of a Greek-lettered organization to spend a period of time away focusing on accomplishing an objectives including, but not limited to:

- Goal setting
- Increasing morale and teambuilding
- Recruitment planning
- Member development planning or implementation
- Career development

Criteria for Retreats & Officers Transitions:

- At least one of the following individuals should be present at the retreat:
 - Alumni or chapter advisor designated by chapter. Persons leading the retreat may not be undergraduate members on alumni status
 - Regional director, traveling organizational consultant, or equivalent
 - Faculty/Staff advisor

- A professional member of the Office of Student Activities, a staff representative from the Division of Student Affairs & Campus Operations, or any selected staff or faculty representative of the university
- At least 75% of the current active membership of a Greek-lettered organization should be present in order for a given chapter retreat to count towards the accreditation program.
- Offices are encourage to share with the Assistant Director of Greek Life & Community Engagement the detailed explanation of the retreat including, but not limited to:
 - Agenda
 - Copy of handout(s) or presentation(s)
 - List of participants

Goal Setting

Each Greek-lettered organization is required to continually evaluate its direction and focus through the establishment of annual or semesterly goals. When setting an organization's goals, its leadership should consider the use of specific, measurable, achievable, realistic, and time-targeted (S.M.A.R.T.) goals. In addition, Greek chapter presidents will be expected to identify specific learning outcomes and goals for their position.

By the first one-on-one meetings with the Assistant Director of Greek Life & Community Engagement, Chapter Presidents are required to submit a list of their organization's goals for the semester to the Assistant Director of Greek Life & Community Engagement.

Each Greek-lettered organization is structured differently and therefore the manner in which or the individuals involved in the development of the goals shall be left to the discretion of each organization's leadership.

New Membership Education

Each Greek-lettered organization is expected to implement a new member education program that aligns with that organization's values, national or local bylaws, or membership programs. In addition, it is the expectation that new member education programs support the University's Core Values as well as support the policies outlined within the Code of Conduct.

By the Monday after Bid Day, or accompanying an Intake Form, each Greek-lettered organization is required to submit a new member education plan including all planned activities to the Assistant Director of Greek Life & Community Engagement.

Criteria for Membership Education:

- A new member educational plan should include, but is not limited to, a detailed listing of each event including times, locations, topics, and designated facilitators
- Any deviation from the new member education process without notification may be subject to disciplinary action. Recognizing plans can change due to different circumstances, changes will be accepted as long as the Assistant Director of Greek Life & Community Engagement is notified within fourteen business days.
- If an organization does not have a new member program, the organization must provide the general education program for their organization.
- New member educators are required to attend one hazing-prevention program/educational roundtable per academic year and/or per term of office.

Academics

Each Greek-lettered organization is expected to maintain a 2.5 minimum semester grade point average (GPA). This includes chapter and new members' GPA. If an organization fails to meet this goal then it will be placed under the probationary conditions listed below.

Programming

Educational Programs

A number of internal and external educational programs outside of regular meetings are expected as a part of the accreditation program. An educational program is defined as an educational opportunity provided to a specific population that intends to benefit the participants and provide an intellectual takeaway.

Criteria for Educational Programs

- Each Greek-lettered organization is expected to complete at least three (3) educational programs per academic year.
- At least one (1) educational program must take place each semester.
- At least one (1) educational program per academic year must be an external educational program.
 - An external educational program is defined as any educational opportunity provided to the campus population that intends to benefit the greater University community and provide an intellectual takeaway.
- At least one (1) educational program per academic year must be an internal educational program.
 - An internal educational program is defined as any closed educational opportunity provided to at least seventy-five percent (75%) of the total membership of the Greek-lettered organization that intends to benefit the participants and provide an intellectual takeaway.
- Seventy-five (75) percent of members will be required to attend one educational event on a wellness/prevention subject per year. This event include, but are not limited to,
 - Title IX/sexual assault
 - Alcohol/drug awareness
 - Mental health.
- Members who drop out of the new member process will not count towards the total attendees. If a new member presentation is scheduled after the new member retreat, new members of cultural groups do not have to attend the new member programming until the following semester.

Social Programs

A number of social programs outside of regular meetings are sponsored by each Greek-lettered organization for the entire University Campus community or to benefit the development of community within the organization itself. These programs compliment the mission and values of the organization and seek to either educate or provide social opportunities.

Criteria for Social Programs

- Each Greek-lettered organization is expected to complete at least two (2) socials per academic year.
 - Both socials are expected to be external social programs.
 - An external social program is defined as any social event that is open to the entire University Campus community and is not otherwise designated as an educational or community service event.
- Internal social programs are defined as any social event that occurs with a majority of the total membership of the Greek-lettered organization and is closed to the general population. Internal social programs may occur at a frequency of the organization's choosing; however, an internal social program does not count towards the accreditation program.
- Paperwork for social programs must be submitted within accordance of the procedures outlined in the Greek Life Handbook and the Campus Handbook.

Community Service Programs

Each organization is required to do at least one community service program per academic year. A community service program is defined as any event, philanthropic in nature, performed for the betterment of a particular community without monetary gain, course credit, or compensation for labor or other services on the part of the organization or an individual member.

Criteria for Community Service Programs

- Pre-Community Service
 - Paperwork for a community service program must be submitted to the Assistant Director of Greek Life & Community Engagement forty-hours (48) prior to the event. Paperwork includes:
 - A University Event Form
 - List of attendees
- Post-Community Service
 - Paperwork for a community service program must be submitted to the Assistant Director of Greek Life & Community Engagement no later than seven (7) business days after the event. Paperwork includes:
 - Documentation listing each member who participated that is approved by the chapter president and the site coordinator.

Individual Service

Each individual member is required to meet the minimum yearly individual service requirements. The Office of Student Activities posts service opportunities on NobleHour and the community bulletin board.

Criteria for Individual Service

- 75% of each chapter must meet the minimum yearly individual service requirements of 20 hours (10 per academic semester) per active member.
 - If 20 hours of individual service is completed within the first semester, it will count towards the full service requirements.
 - Members graduating fall semester must complete 10 hours of community service.
- 75% of new members taken in the fall semester must complete 20 hours of community service within the same academic year.

- 75% of new members taken in the spring semester must complete 10 hours of community service within the semester.
- The number of hours completed by each member over the summer can count towards one half of individual hours for the fall semester only, and must be submitted to NobleHour by September 30.

University Presence

Each Greek-lettered organization is expected to identify and attend at least two (2) University events per academic year to attend as an organization.

The criteria for University Presence is as follows:

- The organization must attend at least one (1) University event per semester.
- The organization must have 75% of active members attend each University event per semester.
- The chapter may not split attendance into several events to meet this requirement. The purpose of University Presence events is that the chapter attends as a group.
- University events can include, but are not limited to:
 - Any large speaker or lecture series
 - Academic Excellence Day presentations
 - Large-scale social events
 - Holiday celebrations such as Veterans' Day, Martin Luther King, Jr. Day, or Tree Lighting.
 - Speakers sponsored by SGU may count with the exception of the Leadership Retreat.
- Exceptions include Spring Fling or any off-campus trips sponsored by the Campus Activities Board, Student Government Union, or Student Activities office.
- The Chapter president is expected to notify the Assistant Director of Greek Life & Community Engagement of a University Presence event in writing no later than for forty-eight (48) hours prior to the event. This will be used as a sign-up during the event, and will be used for verification purpose.

Greek Life Required Events

- Each Greek-lettered organization is expected to have 75% of active members attend any event hosted by the Office of Student Activities on behalf of Greek Life. These events can include, but are not limited to:
 - National Hazing Prevention Week
 - Greek Unity Week
 - Fall and Spring Day of Service Events (i.e. Make a Difference Day)

Inter-Greek Relationships

While additional co-sponsorships are encouraged, these events will not be counted towards the accreditation requirements unless approved in advance by the Assistant Director of Greek Life and Community Engagement. Any additional co-sponsoring counting towards accreditation must have proof of both organizations contributing equally to the event.

Inter-Organization Relationships

Each Greek-lettered organization is encouraged to host an event of any accreditation category with a non-Greek club/organization or department. This includes SGU-recognized clubs, academic departments, or university departments such as Athletics, Counseling, etc.

Accountability & Education

The basic philosophy of discipline at the University is one of accountability and education. In the event that a Greek-lettered organization does not meet the standards of the accreditation program, the Office of Student Activities has developed a process for recovery and action steps to ensure the success of all organizations. In short, there will be three stages to the accountability process: Warning, Probation, and Suspension.

Failing to Meet Expectations: First Semester

If a Greek-lettered organization fails to meet the minimum expectations outlined above as a part of the accreditation program in a given semester, the organization will be placed on a probationary status for one (1) semester by the Office of Student Activities.

During this probationary status, a letter informing the chapter will be created for the organization detailing the areas that were not fulfilled. A recovery plan that establishes expectations for the given semester will be generated by and agreed to in writing by the second Friday of the probationary semester by the following individuals:

- Chapter president
- Faculty/Staff advisor
- President of the respective governing council
- Assistant Director of Greek Life and Community Engagement
- Director of Student Activities

The organization will be allowed to conduct regular operations during this probationary semester provided that they abide by the current accreditation requirements as well as any additional expectations outlined in the organization's recovery plan. Status updates will be given to the chapter and a mid-semester meeting will update on progress that still needs to be made.

If the organization meets the expectations of the accreditation program and any additional expectations outlined in the organization's recovery plan by the end of the probationary semester, then the probationary status will be lifted and the organization will be placed on good standing at the conclusion of the probationary semester by the Assistant Director of Greek Life & Community Engagement.

Failing to Meet Expectations: Second Semester

If a Greek-lettered organization fails to meet the minimum expectations outlined as a part of the accreditation program for two (2) consecutive semesters and/or fails to complete the expectations outlined in the organization's recovery plan after the first probationary semester, the organization will be placed on Probation for one (1) semester.

While on Probation, a recovery plan that establishes expectations for each month of the given semester will be generated by and agreed to in writing by the by the second Friday of the probationary semester by the following individuals:

- Chapter president
- Faculty/Staff advisor
- President of the respective governing council
- Assistant Director of Greek Life and Community Engagement.

- Director of Student Activities

As a part of Probation, organization operations will be limited to the following activities that must take place in accordance with accreditation expectations and the policies and procedures outlined in the Greek Life Handbook:

- Organizational meetings to include, but not limited to, chapter meetings and executive board meetings.
- Educational and community service programs.
- Chapter retreats and officer transition retreats.
- Member development meetings or events that have been previously scheduled.
- Monthly meetings with the Assistant Director of Greek Life and Community Engagement to update and monitor the progress of the organization on its monthly recovery plan.

A Greek-lettered organization that is currently on Probation will be ineligible to participate in recruitment or intake processes.

If the organization meets the expectations of the limited accreditation requirements listed above and any additional expectations outlined in the organization's recovery plan by the end of the probationary semester, then the probationary status will be lifted and the organization will be placed on good standing at the conclusion of the probationary semester by the Assistant Director of Greek Life and Community Engagement.

Failing to Meet Expectations: Third Semester

If a Greek-lettered organization fails to meet the minimum expectations outlined as a part of the accreditation program for three (3) consecutive semesters and/or fails to complete the expectations outlined in the organization's recovery plan after the second probationary semester (Probation), the organization will be placed on Suspension. While on suspension, all organizational operations must cease. The duration of the Suspension will be determined by:

- President of the respective governing council
- Assistant Director of Greek Life & Community Engagement
- Director of Student Activities

Falsification of Accreditation Documentation

In the event that evidence is provided and further investigation concludes that a Greek-lettered organization or its leadership provides false accreditation information or paperwork, the organization will immediately be placed on Probation, which is described above, for one (1) semester.

Documentation and investigation materials related to individuals who falsified documents or provided false information be provided to the Assistant Vice President of Student Services for review under the University disciplinary system.

Event Policies

Definition of Event

An event will be considered a chapter event or activity under any one or more of the following conditions:

- The organization has any financial commitment to the event including cash from chapter members.
- Officers and/or members of the organization have spent time in an organization meeting planning or preparing for the event.
- The organization has provided representatives of the organization to facilitate the planning, preparation and/or implementation of the event.
- The event is advertised and the advertisement makes any mention of the fraternity or sorority.
- The chapter creates or causes to be created any promotional materials for the activity, including t-shirts, cups, etc.
- The chapter is involved in any way with the sale of tickets for the activity or the sale of promotional items which mention the activity.
- Transportation to the activity is provided by the chapter or chapter members.
- The event is hosted at a member's house or reserved facility with three or more members of the chapter attending.
- The activity is listed on the chapter's calendar of events.
- A reasonable person perceives it to be a chapter's event.
- The activity follows the chapter's national organizations' definition of a chapter event/activity.

Activities off-campus can be considered events. It is not expected that chapters do an event form for every spontaneous gathering, however remember that "you are always wearing your letters" and that an occurrence which includes activities that go against the law or Code of Conduct with several members of a chapter may be considered an unauthorized chapter event if there is sufficient evidence to suggest so.

If any incidents occur, please come forward immediately to discuss them with the Assistant Director of Greek Life & Community Engagement, Director of Student Activities, or your advisor. Your chapter's or chapter member's response to an incident will be considered in any hearing that may result.

External Social Events with Alcohol (Off Campus)

All External Social Events where alcohol will be present are subject to the standards of alcoholic events policies of the University. A Greek-lettered organization may either host the event individually or with another University recognized organization. The Assistant Director of Greek Life & Community Engagement reserves the right to make changes to any information should the information and

documentation be in violation of University policy and/or not in conjunction with the core values of Saint Leo University.

Criteria for External Social Events with Alcohol (Off Campus)

- Complete Contract Review Form
 - Any contract is expected to be reviewed by the University's legal department before signed. As the contract is with an organization and not the university, your chapter presidents/national organization may be held liable. Any event with a contract must be approved prior to signing.
- Pre-List & Sober Monitors
 - A pre-list of attendees must be submitted to the Risk Manager of the respective governing council and the Assistant Director of Greek Life & Community Engagement no later than forty eight (48) hours prior to the date of the External Social Event with Alcohol.
 - The pre-list of attendees for the event include those who were invited by the total membership of the hosting organization(s). The total amount of guests per event should not exceed two guests per member.
 - The pre-list of guests attending the event must include all members of the sponsoring organization(s) and the number of guests attending.
 - For events exceeding twenty (20) or more guests, there should be four (4) organization members designated as "sober monitors" who shall not consume alcohol twenty-four hours prior to the event nor during the duration of the event. All sober monitors must be indicated on the initial pre-list
 - For events with nineteen (19) or less attendees, there should be two (2) members designated as "sober monitors" from the sponsoring organization(s) who shall not consume alcohol twenty-four hours prior to the event nor during the duration of the event. All sober monitors must be indicated on the initial pre-list.
- Post-List of Attendees
 - A post-list of attendees must be submitted to the Risk Manager of the respective governing council and the Assistant Director of Greek Life & Community Engagement no later than forty eight (48) hours of the External Social Event with Alcohol.
 - A post-list of attendees for the event who were invited by the total membership of the hosting organization(s). The attendees list on the post-list must not exceed the total number of attendees of the pre-list.
 - The post-list must be submitted to the Risk Manager of the respective governing council to be compared to the pre-list.
 - Should the post-list show more attendees than the pre-list or list attendees not originally invited by the sponsoring organization(s), the sponsoring Greek organization will be subject to a judicial hearing. Sponsoring non-Greek organizations violating these rules may be subject to sanctions by the University and/or the Student Government Union.

External Social Events with Alcohol (On Campus)

All External Social Events where alcohol will be present are subject to the standards of alcoholic events policies of the University. A Greek-lettered organization may either host the event individually or with

another University recognized organization. The Assistant Director of Greek Life & Community Engagement reserves the right to make changes to any information should the information and documentation be in violation of University policy and/or not in conjunction with the core values of Saint Leo University.

Criteria for External Social Events with Alcohol (On Campus)

- All organizations approved to hold an event with alcohol must use Dining Services as their vendor unless a waiver is received from Dining Services and approved by the Assistant Director of Greek Life & Community Engagement.
- The amount and manner of distribution of alcoholic beverages to be served will be determined forty-eight (48) hours prior to the event by the sponsoring organization, in conjunction with the Assistant Director of Greek Life & Community Engagement, and the Director of Student Activities will make the final approval process.
- The Director of Campus Security and Safety will determine the number of officers to be present to check age identification for those entering the designated drinking area and/or to assist with crowd control. This number of officers will be figured in accordance with the number of persons expected to attend the event, the nature of the event, and past history (if any) of the event.
- Whenever possible, the Department of Campus Security and Safety will provide off-duty University officers for events. The sponsoring organization is responsible for the cost of the off-duty officers. If it is not possible for University officers to staff the party it shall be the sponsoring organization's responsibility to obtain appropriate alternatives in conjunction with the Director of Campus Security and Safety. All student monitors must be trained through the University sponsored program.
- Organizations must take proper steps to clean up after their events in university-owned spaces. If an event is in a classroom, furniture must be rearranged back to the setup it was prior to the event.
- Chapters are not to use any item with open flames indoors, nor may they use sand or glitter in indoor reserved spaces. If these policies are violated there may be a cleaning fee imposed on the chapter after discussion with Plant Ops on the cost of damages.
- A follow-up event meeting will be held between the event coordinator of the sponsoring organization(s) and the Assistant Director of Greek Life & Community Engagement or designee who gave final approval of the event if a concern is brought to the attention to the Office of Student Activities.
- The organization's faculty/staff advisor or approved designee must be present throughout the entire event.

Criteria for Pre and Post-List

- Pre-List & Sober Monitors
 - A pre-list of attendees must be submitted to the Risk Manager of the respective governing council and the Assistant Director of Greek Life & Community Engagement no later than forty eight (48) hours prior to the date of the Social Event with Alcohol.
 - The pre-list of attendees for the event include those who were invited by the total membership of the hosting organization(s). The total amount of guests per event should not exceed two guests per member.

- The pre-list of guests attending the event must include all members of the sponsoring organization(s) and the number of guests attending.
- For events exceeding twenty (20) or more guests, there should be four (4) organization members designated as “sober monitors” who shall not consume alcohol twenty-four hours prior to the event nor during the duration of the event. All sober monitors must be indicated on the initial pre-list
- For events with nineteen (19) or less attendees, there should be two (2) members designated as “sober monitors” from the sponsoring organization(s) who shall not consume alcohol twenty-four hours prior to the event nor during the duration of the event. All sober monitors must be indicated on the initial pre-list.
- Post-List of Attendees
 - A post-list of attendees must be submitted to the Risk Manager of the respective governing council and the Assistant Director of Greek Life & Community Engagement no later than forty eight (48) hours of the External Social Event with Alcohol.
 - A post-list of attendees for the event who were invited by the total membership of the hosting organization(s). The attendees list on the post-list must not exceed the total number of attendees of the pre-list.
 - The post-list must be submitted to the Risk Manager of the respective governing council to be compared to the pre-list.
 - Should the post-list show more attendees than the pre-list or list attendees not originally invited by the sponsoring organization(s), the sponsoring Greek organization will be subject to a judicial hearing. Sponsoring non-Greek organizations violating these rules may be subject to sanctions by the University and/or the Student Government Union.

Open Events

An “open” event is defined as any event or activity where attendance by the campus community or general population is not limited or restricted.

Criteria for Open Events

- No Social, Educational, or Community Service events with Alcohol, either External or Internal, are allowed to be open. This includes, but is not limited to, house parties, open socials or fundraisers at restaurants or bars, or other similar events.
- Only events without the presence of alcohol may be allowed to have open attendance and must first be approved by the Risk Manager of the respective governing council and the Assistant Director of Greek Life & Community Engagement.

Event Paperwork

Other than chapter meetings and ritual meetings, all events hosted by or facilitated by a Greek-lettered organization must be documented using an Event Form and be approved by the Assistant Director of Greek Life & Community Engagement. Any event that is advertised by the organization or indicates an organization as a sponsor shall constitute an organization’s event, which will then require the aforementioned paperwork and procedures.

University Policy & Campus Life Handbook

All Greek-lettered organizations are accountable to the policies and procedures outlined within the Student Code of Conduct and the Campus Life Handbook. Violations of Code of Conduct can be addressed concerning both individual students and organizations. Any events that are outside past 10:00pm will need permission from the Town of Saint Leo if music is played.

Solicitation and Fundraising

University Policy

Solicitations include but are not limited to the following activities that seek contributions of funding or specific items through:

- Personal visits
- Telephone
- Mail and e-mail communications
- Sponsorships
- Underwriting
- Memberships
- Events (including dinners, golf tournaments, etc.)
- Sales (including car washes, tee shirts, etc.)

No solicitation or fundraising event can be submitted for credit as a part of the general accreditation requirements for any Greek-lettered organizations.

- Exceptions to this are for any solicitation where at least seventy-five percent (75%) of all profits or proceeds are designated for a not-for profit-organization or a community event designated as philanthropic.
- The Director of Student Activities and the Assistant Director of Greek Life & Community Engagement reserves the right to deny an event as solicitation for a philanthropic purpose.

All organizations must complete and submit a University Solicitation Policy Form for any event where profit or proceeds will be collected.

- Events designated as service or philanthropy must also must be recorded online through Saint Leo's volunteer software, along with any necessary supporting documents for approval. The amount of money raised in a philanthropic event must be reported to the Assistant Director of Greek Life & Community Engagement within thirty (30) days of the event simply for reports to University Advancement.

The University and the Assistant Director of Greek Life & Community Engagement reserves the right to deny any solicitation event planned and implemented by any organization if the event is not in accordance with the University Solicitation Policy.

Recruitment

Deferred Recruitment

A policy of deferred recruitment at Saint Leo University shall be maintained as it pertains to bidding and rushing students of a first-year class status.

Criteria for Recruitment

- Twelve (12) Saint Leo University undergraduate credit hours
- 2.5 cumulative grade point average (GPA) or greater
- Good standing with Saint Leo University

Established Credits

- Recognizing that high school seniors may come in with college credits, if this is the case if a first-year student comes into college with college credits and may meet the qualifications to go through recruitment/intake, the student will be deferred until an actual Semester at Saint Leo University is completed.
- If a student is a transfer from an accredited university/community college and has at least 12 credit hours and having a 2.5 cumulative GPA, he or she is allowed to partake in recruitment/intake that semester. It must be college credits coming from another accredited university/community college.

Eligibility

Students

Eligible students will be full time (12 credits) during the semester they join, and will be required to have met the below requirements due to Saint Leo's deferred policy. Students will also need to meet requirements placed by the governing council. Students joining should consider the time and dues required before agreeing to commit to Greek organizations. Chapters are also strongly encouraged to disclose how much time will be required for active members, and the cost of chapter dues.

Greek-lettered Organizations

Organizations must be in good standing with the University and national governing body to participate in recruitment, unless otherwise noted by the Assistant Director Greek Life & Community Engagement.

Recruitment Rules & Regulations

- Recruitment plans must be finalized by the end of the previous semester, with the exception of councils who do not hold organized recruitment/intake.
- The recruitment rules and policies must be read at the first council meeting of the semester and voted upon by the chapters of each respective Greek governing council by the second meeting of the semester at the latest.

- All organizations must submit a full list of potential new members agreed to by the chapter as a whole to the Assistant Director of Greek Life & Community Engagement before any formal invitation is issued to the student for verification purposes.
- Any student shall be ineligible for membership in a Greek-lettered organization if the student does not meet the 2.5 cumulative GPA requirement. Only once a student's GPA has reached or exceeded the minimum GPA requirement will the student be allowed to accept their bid.
- Privileges for recruitment may be revoked if the university or the organization's (inter)national office declares a moratorium during any point in the academic year. Administration may induce a moratorium on new membership for reasons including but not limited to: hazing allegations, personnel/staff vacancies, or student conduct concerns.
- A status of honorary membership shall only be given to graduate students, family members, or faculty/staff members. Exceptions may be provided only with the consent of the Executive Board's majority approval by a governing council. Suspended organizations may not give out honorary memberships.
- A student who has been initiated in a social fraternity or sorority either on or off campus may not be initiated into another organization, regardless if the member resigned or was removed from an organization. Honorary membership also may not be given unless the member is no longer an undergraduate student.
- A governing council may discourage contact with potential new members during periods outside of the academic year where only disaffiliated neutral members of the Greek Community may contact potential new members and bids may not be extended. The silent period must be proposed and submitted to the Assistant Director of Greek Life & Community Engagement for approval. This includes but is not limited to orientation, breaks, or the first two weeks of the academic semester.
- After the Recruitment kickoff period, eligible chapters are able to give Continuous Open Bids within the timeframe determined by the Office of Student Activities.
- Any organization found being in violation of recruitment rules shall be subject to disciplinary action.

New Member Paperwork Requirements

Any student who accepts a formal bid with any organization and has been verified and qualified by the Assistant Director of Greek Life and Community Engagement must have the appropriate paperwork submitted to the Assistant Director of Greek Life & Community Engagement. This paperwork includes:

- Anti-Hazing Policy Compliance Form
- Any inter/national or regional paperwork that needs to be signed by the Assistant Director for Greek Life & Community Engagement.
- Bid Acceptance Binding Agreement
- Candidate/Aspirant compliance Form (to be turned in 48 hours after an informational)
- Grade Release Form
- New Member Bill of Rights
- Notice of Intention to Conduct Membership Intake Process Form

Disaffiliation: First Year Experience Employees

First Year Experience (FYE) Employees, including Orientation Leaders and summer staff, who are also members of the Greek Life community have a commitment to maintain a positive first year experience for Saint Leo University prospective and incoming students. This includes creating an environment for a completely unbiased recruitment/intake process for any Potential New Member (PNM). The importance of disaffiliation is vital in creating this environment, since its purpose is to remove the influence on Greek organizations. While disaffiliation is challenging, if utilized for what it is designed for, it will be one of the most affirmative experiences you have with incoming and prospective students.

First Year Experience (FYE) Employees are required to become disaffiliated with Greek Life by the first contact with incoming and prospective students or by July 1, whichever comes first. First contact with students includes, but is not limited to:

- Contacting incoming and prospective students via phone, email, or social media
- Working and volunteering at events with incoming/prospective students
- Participating in Saint Leo University approved events

As a general overview, disaffiliated members may not associate in-depth with any Greek Life members in public. However, this does not apply to any class work or places of employment. Orientation Leaders are allowed to be courteous to their fellow Greek Life members in manners and speech, but must keep communication and actions to a bare minimum. For example, disaffiliated members may exchange simple “hellos” when passing each other or hold the door open for a fellow Greek Life member. Disaffiliation also entails the following:

- Unable to wear anything that reveals or hints at your affiliation. This includes all sorority apparel, stickers, key chains, or other chapter decorations on their car, backpack, etc.
- Not participate in any fraternity or sorority events, whether social, philanthropic, or business
- Have any information on social media that gives away your affiliation
- Tell anyone your affiliation
- Appear in pictures with members of your organization or other Greek Life organizations
- Discuss any aspect of recruitment with any affiliated member of Greek Life
- Be in public with more than three members

First Year Experience (FYE) Employees may re-affiliate with Greek Life at the end of their employment contract with First Year Experience.

IFC & Panhellenic Council: Recruitment Policies

Recruitment Reporting Policy

This document provides Saint Leo University fraternities and sororities, their advisors, and prospective members with information regarding the recruitment process for IFC and Panhellenic organizations. Chapter members, chapter advisors, and Student Activities staff will work together to ensure a successful and positive experience for all involved.

In order for the Office of Student Activities to assist chapters with the membership recruitment process and manage risk, chapters must adhere to the following guidelines when conducting recruitment at Saint Leo University.

Criteria for Meetings

- A meeting with the Assistant Director for Greek Life & Community Engagement must occur the semester prior during which the chapter's membership recruitment process is scheduled to take place.
- This meeting is an opportunity to review preliminary documentation, timelines, and policies and procedures

Criteria for Documentation

- Any inter/national or regional paperwork that needs to be signed by the Assistant Director for Greek Life & Community Engagement.
- Anti-Hazing Policy Compliance Form
- Grade Release Form
- A calendar of events, including a timeline for any recruitment activities, with dates and times. This timeline is to be reviewed with the Assistant Director for Greek Life & Community Engagement and finalized the semester before formal recruitment begins. Activities to include on the calendar, if applicable:
 - Informational and/or interest meetings
 - Selection date(s)
 - Start date of the new member education
 - Initiation date
 - Any additional dates pertinent to a specific organization

Criteria for Recruitment: IFC & Panhellenic

- Each governing council shall designate at least one week during spring semester to hold recruitment activities.
- All governing council executive board Recruitment Chairs and Presidents must act as neutral parties throughout any formalized recruitment week sponsored by IFC or Panhellenic, in addition to any Recruitment Officers deemed necessary by the governing council. The officers may not reveal their affiliation during this time or participate in their chapter's recruitment events. These officers are expected to oversee and check in with any events held by chapters throughout the week to ensure that they are following Recruitment policies and are consistent with the event forms given to the Office of Student Activities.

- No Greek-lettered organization may formally recruit or issue a bid to any student for any reason outside the organized recruitment period with the exception of Continuous Open Bidding (COB) by Panhellenic organizations, or if agreed to by the governing council.
- In accordance with the National Panhellenic Conference's Unanimous Agreement X, no formal or informal recruitment events are allowed to be co-educational. This does not include community service, educational, or social events which have both men and women attending and may have non-Greeks in attendance. It does include events that are expressly for the purpose of recruiting. If an event is during an organized recruitment week, the events may not have co-educational participation.

Continuous Open Bidding (COB)

All organizations (in good standing) participating in the recruitment process at the University are eligible for continuous open bidding.

Criteria for Continuous Open Bidding is as follows:

- Councils may place specific instructions as to when recruitment begins during the semester.
- All students who participated in the recruitment process of the University's Greek Life shall have the right to deny or accept his or her bid from an issuing organization.
- All bids shall be considered "open and active" for one calendar year from the date issued. All students have the right to accept an open bid from the date issued until one full year thereafter.
- Should a student not accept his or her bid from an issuing organization after one calendar year, the bid shall be deemed null and void. The student must again participate in the recruitment process should he or she wish to gain membership into a Greek-lettered organization.
- Should any Greek organization issue a continuous open bid to any student, all applicable eligibility requirements for recruitment must be verified by the Assistant Director of Greek Life and Community Engagement before any formal bid is accepted. The organization must give the required paperwork signed by the new member no later than 24 hours after the bid is accepted. If the bid is given and accepted on a Friday the paperwork must be completed and given to the Assistant Director of Greek Life & Community Engagement no later than 5pm on Monday.

Unified Greek Council Intake Policies

Intake Reporting Policy

This section provides Saint Leo University fraternities and sororities, their advisors, and prospective members with information regarding the membership intake process for UGC organizations. Chapter members, chapter advisors, and Student Activities staff will work together to ensure a successful and positive experience for all involved.

In order for the Office of Student Activities to assist chapters with the membership intake process and manage risk, chapters must adhere to the following guidelines when conducting intake at Saint Leo University.

Meetings & Documentation

Preliminary documentation must be completed and submitted to the Assistant Director for Greek Life & Community Engagement. All documents supplied to the Office of Student Activities are kept confidential from students, student employees, or student leaders, including council officers. They may be shared with university officials and inter/national organization staff as needed. In the event that any dates and times need to be changed on the intake calendar of events, the chapter president or intake director must notify the Assistant Director for Greek Life & Community Engagement (via email) no less than two (2) business days prior to the new time.

Criteria for Meetings

- A meeting with the Assistant Director for Greek Life & Community Engagement must occur within the first three weeks of the semester during which the chapter's membership intake process is scheduled to take place.
- This meeting is an opportunity to review preliminary documentation, timelines, and policies and procedures

Criteria for Documentation

- Any inter/national or regional paperwork that needs to be signed by the Assistant Director for Greek Life.
- Notice of Intention to Conduct Membership Intake Process Form
- Anti-Hazing Policy Compliance Form
- Grade Release Form
- Candidate/Aspirant compliance Form (to be turned in 48 hours after an informational)
- A calendar of events, including a timeline for any intake activities, with dates and times. This timeline is to be reviewed with the Assistant Director for Greek Life & Community Engagement within the first three weeks of the semester. Activities to include on the calendar, if applicable:
 - Informational and/or interest meetings
 - Selection date(s)
 - Start date of the new members' official process/education
 - Initiation date
 - Date of New Member Presentation (if applicable)
 - For official approval of date, please submit an Event Form at least 10 business days prior to date
 - Any additional dates pertinent to a specific organization

Verification of Candidates/Aspirants

All chapters conducting a membership intake process must submit a Verification of Candidates/Aspirants Form, Grade Release and Anti-Hazing Policy Form. These forms should be submitted two (2) weeks prior to an intake/new membership process beginning, including applications. This form lists the individuals approved by your chapter whose names will be submitted to your regional or inter/national representatives as candidates/aspirants for membership. In cases where an inter/national intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Assistant Director for Greek Life & Community Engagement.

Presentation of New Members

All organizations must adhere to the following guidelines when presenting new members to the campus community.

Criteria for New Member Presentation

- Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization or prior to the last day of classes in the semester of initiation, whichever comes first. Exemptions can be granted by the Assistant Director for Greek Life & Community Engagement.
- Presentation must begin within 30 minutes of established start time. If the show is not started within that timeframe Student Activities reserves the right to cancel the performance.
- Presentation shows are not to be schedule on the same night/time as previously planned events by Greek Life, Student Activities, or Saint Leo University.
- An event form for the New Member Presentation must be submitted to the Assistant Director of Greek Life & Community Engagement no later than 10 business days before the proposed date.
- No explicit or revealing attire is to be worn by the new members or other show participants/performers.
- Disparaging comments about other organizations or use of foul language will not be tolerated.
- No physical abuse will be tolerated. In the event of a fight during the presentation, those fighting will be found in violation of the Student Code of Conduct and will be sanctioned accordingly.
- Disruptions by other attending organizations will not be tolerated.
- A Student Life Activities staff member (professional or graduate) must be in attendance at all new member presentations. The presenting organization must coordinate with schedule with the staff member who will be present.

Financial Policies

University Agency Funds Policy

Student Organizations are a vital part of the Saint Leo University Community. As a recognized part of the community, Student Organizations have a responsibility to operate with fiscal responsibility and accountability. Since Student Organizations are part of the University's business, each organization is required to follow University wide procedures for the handling of funds. This policy does not apply to any student organization which has a national affiliate that handles membership dues and other revenues the organization may generate that is under the control of outside organizations.

SLU recognized Student Organizations are prohibited from setting up separate bank accounts using the Saint Leo Federal ID number and must follow the policy below.

General Ledger Account

In order to set up an account for maintaining money for the SLU recognized Student Organization, the advisor to the organization should contact the Controller in the Accounting and Finance Department to make a request for a new general ledger account. Once a general ledger (GL) account has been created for the SLU recognized Student Organization, the advisor and student will be notified. A request for the GL should include the following information:

- Name of the Organization
- Department under which the Organization falls
- Individuals who can create requisitions
- Individuals who can approve requisitions
- A signed Agency Account – Signature Authorization Card
- *This form can be obtained from the Accounting and Finance Department. It should include the signature of the advisor and the signature of the student selected. This form must be updated anytime there is a change in signers for the account.

After the GL set up is complete, the GL account can be used to deposit money collected by the organization and make payments through the university accounts payable system, or to other organizations for their services via general ledger transfers.

Deposits

When a Student Organization collects funds from fundraising, membership dues, or any other activities the funds should be deposited as soon as possible. To deposit funds, a representative from the Student Organization should take the funds ready for deposit to Trane Stop along with the appropriate GL number. The cashier will process the deposit and provide a receipt to the depositor. Once the funds have been deposited they are available for use by the Student Organization. Checks that are deposited may have a holding period to allow them to clear the bank before the funds may be drawn upon.

Payment: Requisition/Purchase Order

In order to issue a payment through the Requisition – Purchase Order process, the following steps should be taken:

- The advisor should be made aware of the expected expense

- The advisor should enter a requisition for the item. Once approved the Accounts Payable department will generate a purchase order (PO)
- In order to pay, the Accounts Payable department must have the original invoice to match to the PO. If there are any questions regarding an invoice or request for payment Accounts Payable should be contacted as soon as possible.
- Once accepted, a check will be issued on the next check run

Check runs normally occur on every Tuesday and Thursday. Checks over the amount of \$5000.00 require multiple signatures and may be delayed if one of the authorized signers is unavailable. To prevent delays, plan as far ahead as possible.

Payment: Authorization to Pay Form

In some circumstances it may be quicker or more appropriate to have payments issued using an authorization to pay form.

For this process, the organization must complete an Authorization to Pay Form and submit it along with the invoice to be paid to the Accounting Department. The Accounting Department will verify the availability of funds and will communicate to Accounts Payable if sufficient funds are in the account to pay. If sufficient funds are available a check will be issued.

The Authorization to Pay Form must be signed by an individual authorized to sign for that GL. Any student signatures must be accompanied by the advisors signature to authorize payment. Student signatures alone will not be honored.

The Authorization to Pay Form can be obtain by contacting the Accounting Department.

Expense for Organization Incurred by Individual

If an individual incurs an expense while representing the Student Organization, he or she should submit the expense for a reimbursement from the Student Organizations Account to the advisor In order to receive a reimbursement, he or she must complete a Travel Reimbursement Form, note business purpose and attach all receipts. Receipts must be itemized and show the method of payment used. Once the form is completed, it must be signed by the approving authority and submitted to Accounts Payable for processing. After the reimbursement has been processed a check will be issued to the requesting individual for the approved amount.

Petty Cash

Agency Accounts are allowed to take out petty cash for small purchases. Petty Cash is limited to \$50.00 per day. Petty Cash forms are available at Trane Stop and must be signed by the student organization's advisor. Unexpended cash and/ or receipts must be returned to Trane Stop within 24 hours of the advance. No additional petty cash requests will be accepted until all previous transactions are settled. All transactions will be charged to the requesting organizations account.

Greek Life Financial Policy

Fraternity and sorority expenditures are to follow the financial policies set forth by the Saint Leo University's financial manual, Office of Student Activities financial policies, and by the council's national organization. Fraternity, sororities, and governing councils will need to have the approval of the Office of Student Activities for all purchase requests and reimbursements.

The Assistant Director for Greek Life & Community Engagement and the Office of Student Activities reserve the right to deny any purchase request or reimbursement from this account which may violate Saint Leo University's funding policies, state and/or federal laws.

Checking Accounts

The following councils will have club accounts held at Saint Leo University and managed by the council's financial officer and the Assistant Director for Greek Life & Community Engagement:

- Interfraternity Council
- Panhellenic Council
- Unified Greek Council

The following councils will have checking accounts held at Wells Fargo, 11938 Curley Street, San Antonio, FL, 33576 and managed by the council's financial officer and the Assistant Director for Greek Life & Community Engagement:

- Panhellenic Council

The following individuals will be listed on the signature card for all checking accounts, which will be held at Wells Fargo, 11938 Curley Street, San Antonio, FL, 335766, and managed by the council's financial officer and the Assistant Director for Greek Life & Community Engagement:

- Council President- Signee
- Council Treasurer- Signee
- Assistant Director for Greek Life & Community Engagement - Key Executive

Adding and removing persons from bank accounts is strictly prohibited. Any adjustments made to the bank account must be submitted and approved by the Assistant Director for Greek Life & Community Engagement.

Deposits

When council members collect funds, deposits to the council's bank account should be accompanied by the necessary forms designated by Saint Leo University. A receipt of deposit must be submitted to the council's financial officer within seven business days of collecting funds.

Withdrawals

Withdrawals from the bank accounts are strictly prohibited, including but not limited to, automated teller machines (ATM) from various banks and businesses. All payments will be made by check or debit card transaction, and should be accompanied by a Payment Request Form or Reimbursement Request Form.

Payment Request Form

When council members would like to purchase items for council use, the Payment Request Form should be submitted to the council Financial Officer at least seven business days prior to the date of payment, or at the discretion of the Assistant Director for Greek Life & Community Engagement.

Reimbursement Request Form

When council members make purchases on behalf of the respective council and would like to receive payment back, the Reimbursement Request Form must be submitted to later than seven business days after the date of payment, or at the discretion of the Assistant Director for Greek Life & Community Engagement.

Receipts/Invoices

All purchases and reimbursements must have an itemized receipt or itemized invoice. Financial officers or council presidents must include this documentation when requesting payment, reimbursement, or any other financial transactions.

Financial Officers

Each council will have a financial officer that is responsible for collecting Payment Request Forms and distributing payments, collecting Reimbursement Request Forms and distributing reimbursements, and making deposits and completing Deposit Forms. The Financial Officers will be:

- Fraternity and Sorority Life- Assistant Director for Greek Life & Community Engagement
- Interfraternity Council- Treasurer
- Unified Greek Council- Treasurer
- Panhellenic Council- Treasurer

Violations

If council presidents or financial officers are found in violation of the Fraternity and Sorority Life's Financial Responsibility Procedures, the Assistant Director for Greek Life & Community Engagement will assess the violation and determine immediate cause of action. It is up to the discretion of the Assistant Director for Greek Life & Community Engagement to determine consequences on a case-by-case bases. Possible sanctions include, are not limited to:

- Revoked card privileges
- Removal from bank account
- Removal from position

Higher level violations will be subject to disciplinary actions student conduct.

Hazing and Personal Conduct

University Statement and Policy

University Non-Hazing Policy (Student Handbook, Section B15) Saint Leo University prohibits hazing. As used in this policy, hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with 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 does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.”

Hazing Prevention Requirements

- All required forms for new members completed
- New member program turned in to Greek Office
- 75% chapter attendance at one (1) hazing-prevention related event per year
- At chapter meetings, all members have signed the Greek Life Ethical Statement which outlines the university’s hazing policy and Title IX compliance. This is due October 30 of each fall semester.

Florida Statute 1006.63(1) on Hazing

Note that hazing can, and in many instances is, a crime in Florida and can subject participants to criminal penalties in addition to University sanctions.

University Policy on Discrimination & Harassment

Discrimination and harassment can be defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the University community.

Saint Leo University has a strong commitment to principles of equal employment opportunity and equal access to education. Saint Leo University does not discriminate on the basis of age, color, disability, ethnic origin, genetic information, gender, nationality, race, religion, or veteran status, or any other category protected by federal, state, or local law in its educational programs, admissions policies, financial aid, employment, or other school administered programs.

The policy is enforced by Saint Leo University and by applicable laws such as Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination Act of 1975, and Florida Civil Rights Act of 1992.

Complaints of discrimination or harassment should follow the procedures outlined in the Code of Conduct, section C4. Crime Reporting.

University Statement on Hate-Motivated Violations

Saint Leo University defines hate-motivated offenses as conduct (harassment or physical acts) directed at an individual(s) on the basis of age, color, disability, ethnic origin, genetic information, gender, nationality, race, religion, or veteran status with the intent to intimidate or injure an individual(s), physically, mentally, or emotionally. Hate motivated offenses compromise the integrity of the Saint Leo University community and may constitute violations of the Saint Leo University Code of Conduct. Harsher sanctions may be imposed when behavior is determined to have been motivated by hate. Students found responsible for such violations are subject to a range of disciplinary sanctions including University expulsion/dismissal.

Saint Leo University seeks to foster a safe environment conducive to learning and the free exchange of ideas. Saint Leo University, however, is steadfast in its intolerance for hateful behavior that is directed at an individual(s) with the 12 motivation of causing harm. This position is a permitted exercise of the University's authority to educate and discipline its students.

Sexual Misconduct

Misconduct under this policy is prohibited regardless of the sexual orientation, gender, gender identity, or gender expression of the Complainant or Respondent. Prohibited Sexual Misconduct includes the following specifically defined forms of behavior: Sexual or Gender-Based Harassment, Sexual Assault, and Sexual Exploitation. Also prohibited are Relationship Violence, Stalking and Retaliation. Complaints of sexual misconduct should follow the procedures outlined in the Code of Conduct, section 5G (Special Conduct Meeting Provisions for Sexual Misconduct)

Accountability

Hazing

Any organization found to be in non-compliance with the University Code of Conduct or the Florida state statute or any violation of the hazing policy reported to the Assistant Director of Greek Life and Community Engagement will be subject to Judicial and/or University sanctions as well as State criminal proceedings. A student wishing to report hazing may report to the Assistant Director of Greek Life & Community Engagement, Campus Security, or anonymously through the website or Saint Leo Tip Line at **352-588-7777**.

Discrimination & Hazing

Actions taken by individuals or organizations in the Greek Community to harass or intimidate members of the community will not be tolerated. The consequences of these actions can include individual conduct hearings, governing council judicial hearings, and/or removal of an organization from campus.

Hate-Motivated Offenses

Members of the Saint Leo University community affected by hate-motivated offenses are strongly encouraged to report the incident. Such offenses can be reported (formally/informally) to a variety of offices on campus including, but not limited to: Campus Security and Safety, Counseling, Residence Life, Student Activities, and Student Affairs.

Title IX Compliance

Education

Greek-letter organizations are required to educate their organizations on Title IX of the Education Amendments of 1972. This includes reading and signing the Greek Life Ethical Statement, which describes Title IX and how it relates to the Greek Community. The Greek-Life Ethical Statement and signatures are due no later than October 30th.

Programming

Greek-letter organizations are required to host or attend one (1) internal or external event per year educating their members on sexual assault prevention with at least seventy-five (75) percent of members participating.

Title IX Exemption for Single-Sex Status

Title IX does not apply to the membership practices of a social fraternity or social sorority if the active membership consists primarily of students in attendance at an institution of higher education and the fraternity or sorority is exempt from taxation under the Internal Revenue Code. 20 U.S.C. § 1681(a)(6)(A); 34 C.F.R. § 106.14(a).

The exemption allows for fraternities and sororities to operate as single-sex organizations. Students of the opposite sex are able to participate in recruitment with the approval of advisors.

Organizational Management

Greek Councils

The current councils in Greek Life at Saint Leo University are the Interfraternity Council, the Panhellenic Council, and the Unified Greek Council. These governing bodies shall administrate the policies and assist with the accreditation process. Organizations violating student conduct policies may have additional sanctions placed on them by governing council. Governing councils may also hold chapters accountable for missing chapter meetings/dues. Greek Councils must be a registered Student Government Union organization.

Creating a New Greek Council

In the future a new council may be deemed necessary with the growth of the Greek Community. The approval of a new Greek council will come from the Assistant Director of Greek Life & Community Engagement, and the Office of Student Activities.

Criteria for a New Greek Council

- A constitution
- Proposed list of executive board members
- Ability to receive resources and advisement from a national governing body.

Appellate Boards

Greek council executive boards must have no overlap in a standing committee and board and an appellate board when an organization or individual appeals a decision or sanction. If an individual officer needs to be chair of a standing committee or board, they may not be a part of the appeal process.

Council Dues

Dues for Greek Councils must be given to the treasurer or Greek Advisor, and will be deposited in their respective accounts. A receipt for the deposit will be on file and distributed to the organization. A date for dues must be set by the first meeting of the semester. Invoices must be given to chapters prior to dues payments, with no less than two weeks' notice.

Accountability

Greek Council Executive Board Members

The councils must hold a meeting with an individual who misses two or more executive or council meetings, giving a warning for their unexcused absence. Failure to improve in the position will make the officer subject to removal as per their governing council's bylaws and constitution. Executive Board Members are also expected to hold regular weekly office hours. Failure to meet the minimum standards must also be addressed with a probationary meeting.

Greek-Lettered Organizations

Organizations will be placed on probationary status if delegates miss two or more council meetings in a semester. Additional sanctions may also be placed by the governing councils.

Faculty/Staff Advisor

All Greek-lettered organizations must have a faculty, staff, or administrator serving as its official organizational advisor throughout the year. An advisor must be employed by the University as a full-time staff, faculty, or administrator at the University Campus.

Criteria for Faculty/Staff Advisor

- The advisor must understand that they assume the responsibilities involved in being a Greek-lettered organization advisor.
- This advisor should provide advice and consent on all external matters and, if capable, a majority of the internal affairs of the organization.
- This advisor should have full knowledge of all programs planned and implemented by the organization and give consent on all paperwork and information pertaining to the event. The advisor also understands that he or she assumes obligations for any outcomes, positive or negative, as a result of any actions associated with the event.
- Recognizing that advisors have obligations outside of their positions within the University, it is strongly encouraged, rather than required, for advisors to be present at all events planned or implemented by their organization.
- In the event the chapter is sanctioned for any reason, the chapter advisor may be called upon by the Assistant Director of Greek Life & Community Engagement or an administrator within the Office of Student Activities to provide any relevant and necessary documentation or insight relating to the event or actions in question.
- It is expected of the advisor to comply fully with any investigations or proceedings that occur.
- Chapters are highly encouraged to invite advisors to at least one chapter meeting, election, or executive board meeting per semester to better help them get to know the chapter members. It is also expected that advisors are invited to any event open to the public.

Campus Involvement and Student Government Union Participation

Should any organization choose to be a member of the Student Government Union, it shall be governed by all policies therein.

All required Student Government Union meetings and events delineated in the body's constitution including, but not limited to, monthly Presidents' Council meetings, semesterly leadership conferences, and semesterly Community Service Days cannot be counted towards any accreditation for Greek life.

Participation in the Student Government Union is strictly voluntary unless otherwise specified by an organization's respective governing council. If a Greek lettered organization chooses not to participate, it shall be governed by University policy and the policy of the respective council for which it is a member.

Campus Leadership

Should a member of the University Greek community hold an office of leadership within the Student Government Union or associated committee, University Committee, or University program, he or she must recognize that he or she is serving as a representative of the University and not as a member of any particular Greek-lettered organization.

Exceptions to this would only follow if a member of a Greek-lettered organization is specifically asked to represent his or her organization on a committee or other official capacity of the University or the Student Government Union.

Greek Letters/Branding of Organizations

All Greek lettered organizations have the right to display and express the organization's letters, symbols, colors, or any other items affiliated with the Greek organization so long as such portrayal and display does not conflict with University policy or its Core Values.

Any organization found defiling or defaming the property, letters, symbols, colors, or any other item of another Greek-lettered organization will be subject to University sanctions (University Code of Conduct, B7).

Any organization found defiling or defaming the property of the University or third party associated with the University will be subject to University sanctions (University Code of Conduct, B7).

All Greek Meetings

The Assistant Director of Greek Life and Community Engagement may call meetings of the entire Greek Community in which all members are required to attend. These meetings are planned to address either specific issues within the Greek Community or to provide updates regarding on related matters. Unless in an emergency situation, mandatory meetings or events held by the Office of Student Activities or Student Affairs will be given at least two weeks' notice to chapter presidents

All members are required to attend unless a specific percentage or specific members are otherwise mandated. If for any reason members cannot attend due to class or other academic obligations, they must submit, in writing or via email, a notice to both the respective Chapter President and the Assistant Director of Greek Life and Community Engagement no later than twenty-four hours prior to the meeting.

Expansion Policy

University Beliefs & Openness to Expansion

The University recognizes that the addition of new colonies and chapters of Greek-lettered organizations to the University Campus can both enhance the Greek Life experience and provide membership opportunities to more members of the University community. As a reflection of national trends and the policies of the governing bodies of many Greek-Letter organizations, Saint Leo University supports the open expansion of organizations in the community and the right for organizations to form on campus once expansion is approved. However, the Office of Student Activities also respects the right for elected officials in the governing councils to decide whether or not they are ready for a new organization to come to campus. The University believes in being intentional when making decisions regarding expansion in an effort to make the experience meaningful for the new organization and beneficial to the collective Greek Life experience.

Criteria for Eligibility

- Have national and/or local values and principles that do not challenge or conflict with the University's Core Values.
- Have a direct connection to or a desire to align with a national or international Greek-lettered organization.

The decision to open the University community for possible expansion during an academic school year will be determined by the respective council by announcement that they plan to open expansion. The respective council also reserves the right to determine how long expansion will be open for and the right to close expansion when it deems necessary.

Expansion Process

A national organization has the right to start an interest group on campus with the hopes of approval for expansion on campus and to talk to students on campus if the organization follows the proper university procedures of coming to campus and reserving spaces to hold interest meetings. However, it must be made clear to the students that there is a possibility of the organization not being approved by the university, and that if they are not approved, they must wait a calendar year to be reconsidered, and may not convene as an organization on campus. The Office of Student Activities reserves the right to approve or deny a request once expansion has opened.

Letter of Intent

To apply for membership in the Greek Life community for the current academic year, an organization led by a representative of the interest group from the student body of Saint Leo along with any national representative assisting the student must submit a written Letter of Intent to the following individuals:

- President of the respective governing council or designee in the event of their absence.
- Assistant Director of Greek Life and Community Engagement

A Letter of Intent shall consist of information pertinent to educate the Greek community on the organization and should include, but is not limited to:

- Overview of the Greek-lettered organization's history, mission, and values.
- Summary of the organization's colonization plan including:

- Outline of colonization timeline
- Requirements of the national or international organization
- Contact information for any existing chapters or national or international representatives that will be assisting with the colonization process
- Summary of events and activities that the organization plans to implement in order to complete the requirements outlined in Section III of the Greek Life Handbook
- Contact information for the organization or individual(s) submitting the Letter of Intent.
- Contact information for alumni residing in the immediate area (100 mile radius of the Greater Tampa Area)
- Contact information and Saint Leo ID numbers for any student currently interested in affiliating with the organization
- Documentation of support from (inter)national office for the person(s) serving as chapter advisor(s)
- National risk management policies related to alcohol, drugs, hazing and facility management (if applicable)
- Copy of the new member education/intake curriculum including the length of time the new member education/intake program spans before initiation
- Information about leadership development programs provided at the local, state, regional, and/or national level(s)
- List of other institutions where the organization expanded within the past three years.
- Plan of action and timeline for the expansion including support for the organization by the headquarters and alumni; identification of, length of time to be present, and functions to be performed by national, regional, and/or state staff in support of the process; and the level of support and plan for ongoing consultations and supervision for the colony/chapter
- Financial support available to the chapter from the headquarters and alumni, to include a statement concerning how the headquarters will address any outstanding liabilities or other legal responsibilities incurred by the organization in the event that the expansion is not successful
- A copy of the (inter)national constitution and by-laws containing language that demonstrates compliance with the University and US Department of Education's definition of and criteria for a social sorority or fraternity
- Rules, regulations, policies, and related information pertaining to the colony/chapter and its operations
- Explanation of how the organization fulfills the needs of the university community and will be able to differentiate itself from other chapters that currently are registered
- Further clarification and explanation on the reasons why the organization will be a good fit in the selected governing council as stated in the letter of intent
- Any additional information requested by the Saint Leo University Office of Greek Life

Presentation to Greek Advisor & Governing Council

Should the Letter of Intent be deemed to meet the previously mentioned requirements the governing council president and the Assistant Director of Greek Life, then the next step for approval consists of a presentation before the Executive Board of the Governing Council. The presentation may consist of student representatives, representatives from (inter) national headquarters, or both.

Presentation to Expansion Committee

Upon approval, the organization will present before the Expansion Committee. The Expansion Committee shall be convened by the Assistant Director of Greek Life to review the Letter of Intent and presentation from representatives of the interested organization after a presentation is formally approved by the respective governing council's executive board.

The Assistant Director of Greek Life and Community Engagement shall invite the organization or individual(s) that submitted the Letter of Intent to present to the Expansion Committee and appropriate executive board(s) within one (1) month of the approval of the Letter of Intent.

Criteria for Expansion Presentation

- The presentation should include a review of:
 - The Letter of Intent
 - Additional supporting documentation and materials

Criteria for Expansion Presentation Participants

- The presentation(s) participants shall include, but are not limited to:
 - Expansion Committee
 - Executive board members of the respective governing council
 - Representatives from the interested organization
 - Invited guests

Membership of Expansion Committee

- Assistant Director of Greek Life & Community Engagement
- Director of Student Activities
- The President of each governing council to include, but not limited to, the Interfraternity Council, the Panhellenic Council, the Unified Greek Council, or designee from their executive boards.
- A faculty/staff advisor for a Greek-lettered organization
- One (1) full-time University Campus faculty member
- The President of Student Government Union
 - In the event that the President of the Student Government Union is a member of a Greek-lettered organization, he or she must select a representative from Student Government Union who may or may not be part of a Greek-lettered organization to serve on their behalf.

Approval for Expansion

After the presentation, the executive board members of the respective governing council will vote to approve or deny the interested organization's request to expand to the University Campus.

Upon approval of the majority of the executive board members of the respective governing council, the Expansion Committee will then vote to approve or deny the interested organization's request to expand to University Campus. A majority vote of approval is required for the interested organization's request to be approved.

Should the interested organization's request be approved, a written letter of approval will be drafted by the Assistant Director of Greek Life & Community Engagement, or designee, and sent to the submitting organization or individual(s) notifying them of the University's decision to invite them to expand to the University Campus. In addition, the council approving will write a letter describing how the approved organization benefits the community and fits the criteria for becoming a part of Fraternity and Sorority Life at Saint Leo University.

The organization or individual(s) will have two (2) weeks from the receipt of the written invitation to notify the University in writing whether they choose to accept or decline the invitation. Should the interested organization or individual(s) accept the invitation to expand to University Campus, the Colonization Period Events and Guidelines listed below will apply immediately.

Once the University has received a response, a notification will be sent out to the president of the respective governing council as well as each Chapter President within the respective governing council by the Assistant Director of Greek Life and Community Engagement no later than seven (7) days after the acceptance.

Denied for Expansion

Should the executive board vote to deny the organization's request, the organization or individual(s) that submitted the Letter of Intent will be notified in writing within one (1) week of the decision. The letter must include rationale based on the decision making process. Letters of Intent from the denied organization or individual(s) will not be considered until the beginning of the next semester.

Colony Status: Events & Guidelines

Newly approved organizations shall be placed on a probationary status with the University and their respective governing council for the entirety of the period of time that an organization requires to complete the following guidelines, as well as any stipulations that are required by their respective national or international organization to become an affiliated chapter.

Guidelines for Colony Status

- Attend all meetings or required programs for the organization's respective governing council and comply with all expectations of the Student Government Union including, but not limited to, attendance at Presidents' Council, Community Service Day, and semesterly Leadership Conferences.
- The organization will not have voting rights within their respective governing council while in their probationary status unless otherwise specified by the respective governing council.
- Facilitate at least two (2) educational events and two (2) social events for the University's Greek community.

- Facilitate at least one (1) educational event and one (1) social event for the entire University Campus community.
- Stay in good financial, social, and academic status with the University and their respective national/international organization.
- Complete required community service hours as listed in chapter requirements.
- Fulfill appropriate financial obligations (i.e. dues, etc.) to their respective governing council.
- Comply with all policies and procedures outlined with the Greek Life Handbook and Campus Life Handbook.
- Existing organizations that are reapplying to be national or local go through a different process. This process is a seamless transition process. The process requires the group to receive approval from the Greek Advisor and approval from the said national or local organization.
- Interest groups and colonies can apply for Student Government Union for membership as a SGU-recognized organization after gaining approval from the respective governing council and Expansion Committee.

Probationary Status

The organization will be put on a probationary status for at least two (2) consecutive semesters. This probationary period will be used as a way for the Office of Student Activities, the respective council, and that Greek Organization to get accustomed to the culture of Saint Leo University. Even though the respective organization is on probation, the organization will have full rights within their respective councils to vote and take part within the council's activities unless the council's constitution & bylaws states anything otherwise.

Interest Group to Colony Process

If the organization starts as an interest group, they will have time to organize and become recognized as a colony. Interest groups are required to become a colony within a year of approval for expansion. If an interest group has not become a colony, a hearing will be held to decide on the status of the organization. The Office of Student Activities may extend the interest group's status by one semester, but if the organization is not a colony after the extension, it will no longer be approved for expansion onto campus.

Colony Timeline

Colonies will have five (5) years to charter as a chapter on campus. If a colony does not reach chapter status in the required amount of time, the organization will meet with the Office of Student Activities to discuss why chapter status has not been attained. With the conclusion of the meeting, the respective organization and the Office of Student Activities will develop a plan and time frame to assist the organization to gain chapter status. If chapter status is still not met within the timeframe that was agreed upon between the organization and the Office of Student Activities, then the organization will be brought up to the council for review. Based on review, the council will have the right to either allow the organization to remain on campus or to be removed from the council. If removal happens then the organization must reapply for Expansion.

Greek Life Handbook Disclosure

About the Handbook

This handbook provides general information on accreditation requirements and policies for Greek Life and the Student Activities office. It is not intended to cover every possible situation that may be encountered, but provide an overview of the current University and Department policies and procedures that relate to Greek Life.

Neither this handbook nor the policies in it intend to supersede the policies and procedures or the Core Values of the University at large. Its intent is to better provide direction and alleviate confusion with all Greek Life, office and University policy to further the enjoyment of participation in the fraternity and sorority community. These policies may be changed at any time by the University or the Student Activities office as it is deemed necessary. All students who are members of any Greek-lettered organization are first students of this University and are expected to maintain professionalism and maturity in their status as a male or female Greek member.

All members of the Greek community, as well as any student pledging for membership in any Greek organization, are subject to these policies and procedures and the guidelines for accreditation and participation set forth in this handbook and all University policies and Core Values.

Council Bylaws

BYLAWS OF SAINT LEO UNIVERSITY PANHELLENIC ASSOCIATION

Updated September 2017

Article I. Name

The name of this organization shall be the Saint Leo University Panhellenic Association.

Article II. Object

The object of the Panhellenic Association shall be to develop and maintain women's sorority life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member organizations as applicable to campus and personal life.
2. Promote superior scholarship and intellectual development.
3. Cooperate with member women's sororities and the university/college administration to maintain high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.

Article III. Membership

Section 1. Membership Classes

There shall be three classes of membership: regular, provisional and associate.

- A. **Regular membership.** The regular membership of the Saint Leo University Panhellenic Association shall be composed of all chapters of NPC sororities at Saint Leo University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Saint Leo University Panhellenic Association shall be composed of all colonies of NPC sororities at Saint Leo University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
- C. **Associate membership.** Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the Saint Leo University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and responsibilities of membership

- A. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Saint Leo University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties Section

Section 1: Officers

The officers of the Saint Leo University Panhellenic Association shall be President, Vice President of Recruitment, Vice President of Operations, Vice President of Communications, Vice President of Involvement, and Vice President of Finance.

Section 2. Eligibility

Eligibility to serve as an officer shall depend on the class of membership:

- A. Regular membership. Members from women's sororities holding regular membership in the Saint Leo University Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's sororities holding provisional membership in the Saint Leo University Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership.
 - a. Members from women's sororities holding associate membership in the Saint Leo University Panhellenic Association shall be eligible to serve as an officer except president.

Section 3. Selection of Officers

The offices of President, Vice President of Recruitment, Vice President of Operations, Vice President of Communications, Vice President of Involvement, and Vice President of Finance of the Saint Leo University Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 4. Office-holding Limitations

No more than three (3) member(s) from the same women's sorority shall hold office during the same term.

Section 5. Nomination Procedure

A nominating committee of six (6) members shall include the Panhellenic Association President as chairman, another member of the Panhellenic executive board, and each Panhellenic Council delegate. A majority vote of Panhellenic Council shall elect. The nominating committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position. The Panhellenic advisor shall serve as a nonvoting ex-officio member of the nominating committee.

Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin at the beginning of the spring academic term.

Section 7. Removal

If an officer does not uphold their listed duties, they will attend a meeting with the Panhellenic President and Assistant Director of Greek Life & Community Engagement. If the officer does not improve within two weeks after the meeting is held, she can be removed by a 2/3 vote by the Panhellenic Council.

Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 9. Duties of officers

All positions shall:

1. Attend every executive board and general meeting and Panhellenic related events.
2. Notify the President and Vice President of Communications by email if there will be an absence within 24 hours before the event.
3. Work together to benefit the whole Greek community, not just one specific organization.
4. All positions must disaffiliate during formal recruitment process and attend all sponsored Panhellenic events.
5. Perform all other duties as assigned
6. Uphold all of their duties, which are listed below:
 - A. The President shall:
 - May not run for respective chapter's President OR Recruitment Director.
 - Serve as an ex-officio member of all Panhellenic Council committee.
 - Serve as Chairman of the Judiciary Committee.
 - Communicate regularly with the Panhellenic advisor.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Ensure that the NPC College Panhellenic annual report is completed.
 - Communicate regularly with the NPC area advisor.
 - Maintain current copies of the following: Saint Leo University Panhellenic Association bylaws and Standing Rules, the Panhellenic Association budget, contracts executed on behalf of the Panhellenic Association.
 - Should lead the revision of the bylaws annually with executive board and submit them to Panhellenic Council Advisor before being sent out to the National Panhellenic Conference Area Advisor and NPC Delegates.
 - Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.
 - B. The Vice President of Recruitment shall:
 - May not run for respective chapter's President OR Recruitment Director.
 - Serve as Chairman of recruitment counselors
 - Can be a member of the judicial committee if needed.
 - Coordinate and ensure Recruitment Weeks run efficiently, including overseeing Recruitment Counselor in their duties and counseling PNM's when needed
 - Must hold recruitment informational for PNM's prior to recruitment
 - Must complete recruitment software training
 - Must hold recruitment rules informational for chapters

C. The Vice President of Operations shall:

- Take over presidential duties in the case of Presidential absence
- Present one Greek educational a year
- Present one Philanthropic educational a year
- Present any other educational programs for the entire Panhellenic Association.
- Serve as the chairman on the Panhellenic Association Judicial Committee.
- Keep track of accreditation and community service hours for all Saint Leo recognized Greek organizations that are a part the Panhellenic Association.
- At the conclusion of each semester, complete NPC scholarship reports and provide a scholarship summary to each chapter recognized by the Association.
- Assist Vice President of Finance in hosting a philanthropic fundraiser each semester

D. The Vice President of Communication shall:

- Keep an up-to date roll of the members of the Panhellenic Association
- Keep full minutes of all meetings of the Panhellenic Association.
 - Minutes must be emailed out within 24 hours of all meetings
- Be responsible for the official correspondence of the Panhellenic Association as assigned
- Promote general Greek Life events and chapter news through social media.
- Assist Vice President of Involvement in preparing promotional materials and the distribution of those materials.

E. The Vice President of Involvement shall:

- Head all Greek Life and Panhellenic social involvement.
- Co-chair annual events such as Greek Unity Week and Greek Week
- Ensure at least one Panhellenic social event shall be held each semester
- Promote and advertise Greek events on social media including the preparation of promotional materials and the distribution of those materials

F. The Vice President of Finance shall:

- The budget will need to be made at the beginning of the academic semester and approved by the Panhellenic and Panhellenic Advisor
 - Must be distributed to chapters
- Be responsible for the general supervision of the finances of the Saint Leo University Panhellenic Association
- Set deadlines for dues, distribute Panhellenic invoices to chapters, and collect all payments due to the Panhellenic Association per Saint Leo University including chapter dues and hand out all receipts.
- Ensure prompt payment of all bills of the Saint Leo University Panhellenic Association.
- Maintain up-to-date financial records and give a financial report at the last general meeting of the month
- Head any fundraising events put on by Panhellenic Association

Article V. The Panhellenic Council Section

Section 1: Authority

The governing body of the Saint Leo University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the

Saint Leo University Panhellenic Association including, but not limited to: bi-annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's sororities.

Section 2. Composition and privileges

The Saint Leo University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Saint Leo University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Association president.

Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year commencing upon selection by the chapter.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within three (3) weeks and to notify the Panhellenic Association Vice President of Communication of her name, address, email, student ID, and telephone number.

Section 5. Regular meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

- a. The Saint Leo Panhellenic Association shall hold at least two general and two executive board meetings a month.
- b. **Attendance is mandatory.** A chapter delegate and an alternate delegate must be present at all Panhellenic Council meetings.
- c. Please notify the Vice President of Communication 24 hours in advance via email for any absences or alternative delegates.
- d. A fine can be administered by the Panhellenic Association for an unexcused absence or if a chapter delegate and/or alternate delegate fail to be at a general meetings. See Article IX, Section 6.
- e. After three (3) unexcused absences by a chapter delegate and/or alternate delegate, a new delegate or alternate delegate will need to be appointed by the select chapter.

Section 6. Annual meeting

The annual meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

Section 7. Special meetings

Special meetings of the Panhellenic Council may be called by the Association president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's sororities of the Saint Leo University Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8. Quorum

Two-thirds of the delegates from the member sororities of the Saint Leo University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the Panhellenic Association President, Vice President of Recruitment, Vice President of Operations, Vice President of Communications, Vice President of Involvement, and Vice President of Finance.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the Vice President of Communication, the Executive Board shall also report all action it has taken and record the in the minutes of that meeting.

Section 3. Regular meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

Section 4. Special meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the written request of three members of the Executive Board.

Section 5. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Saint Leo University Panhellenic Association shall be appointed by The Saint Leo University administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Saint Leo University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

Article VIII. Committees

Section 1. Standing committees

- A. The standing committees of the Saint Leo University Panhellenic Association shall be the Judicial Board. NOTE: Standing committees will vary based on need of the Association; the Judicial and Membership Recruitment are necessary committees for all associations.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of committee membership

The Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The Judicial Board shall consist of the Vice President of Operations as chairman and four (4) members from the College Panhellenic member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. If the Vice President of Operation cannot act as chairman it will go to the next Panhellenic Association Executive board member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the Panhellenic judicial procedure

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Saint Leo University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Other committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Saint Leo University Panhellenic Association shall be from July 1 to June 30 inclusive.

Section 2. Contracts

Dual signatures of the Panhellenic Association President and the Vice President of Finance with the approval of Saint Leo University Assistant Director of Greek Life & Community Engagement shall be required to bind the Saint Leo University Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the Saint Leo University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Panhellenic Association President and the Vice President of Finance with the approval of Saint Leo University Assistant Director of Greek Life & Community Engagement.

Section 4. Payments

All payments due to the Saint Leo University Panhellenic Association shall be received by the Vice President of Finance, who shall record them. Checks for payments shall be made payable to the Saint Leo University Panhellenic Council as per Saint Leo University bank account.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
 - a. The amount of such dues for the next academic semester shall be determined by the Panhellenic Council no later than four (4) weeks from the beginning of the academic semester.
 - b. The dues of each Panhellenic Association member sorority shall be payable fourteen (14) days after receiving an invoice from the Panhellenic Association Vice President of Finance at the conclusion of Recruitment and/or Continuous Open Bidding process.
 - c. If a chapter, wishes to create a payment plan for their NPC College Panhellenic dues the chapter must contact the Panhellenic Association Vice President of Finance within the fourteen (14) days after receiving an invoice.
 - d. Failure to pay on time and set up a payment plan will result in a late fee fine. See Article IX, Section 6.

Section 6. Fees and assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

- A. Unexcused Attendance Fines for violation of Article V, Section 5:
 - a. First Meeting \$15.00
 - b. Second Meeting \$30.00
 - c. Third Meeting \$45.00
- B. Late Fee Fines for violation of Article IX, Section 5:
 - a. \$20.00 per week for first four (4) weeks
 - b. \$50.00 per week for remaining delinquency

Article X. Extension

Section 1. Extension

Extension is the process of adding an NPC women's sorority.

The Saint Leo University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

Only regular members of the Panhellenic Council shall vote on extension matters.

Article XI. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Saint Leo University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Saint Leo University Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

- A. **Mediation.** Mediation is the first step of the judicial process. The Saint Leo University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.
- B. **Judicial Board hearing.** When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee. The Saint Leo University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

Article XII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Saint Leo University Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Saint Leo University Panhellenic Association may adopt.

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Saint Leo University Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.

Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at Saint Leo University. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to the National Panhellenic Conference.

Article XVI. Recruitment Rules

1. Article I. Greek Life Ethical Statement

Saint Leo University's Greek Life students are part of values based organizations and will hold themselves to the core values of this institution. Students who assume membership of fraternities and sororities acquire additional rights and responsibilities to the greater community as men and women of character. Students will review and following the following policies:

2. Section 1.01 Hazing

University Non-Hazing Policy (Student Handbook, Section B15) Saint Leo University prohibits hazing. As used in this policy, hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with 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 does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective."

3. Section 1.02 [Florida Statute 1006.63(1)]

Note that hazing can, and in many instances is, a crime in Florida and can subject participants to criminal penalties in addition to University sanctions.

4. Section 1.03 University Policy on Discrimination & Harassment

Discrimination and harassment can be defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the University community.

Saint Leo University has a strong commitment to principles of equal employment opportunity and equal access to education. Saint Leo University does not discriminate on the basis of age, color, disability,

ethnic origin, genetic information, gender, nationality, race, religion, or veteran status, or any other category protected by federal, state, or local law in its educational programs, admissions policies, financial aid, employment, or other school administered programs.

The policy is enforced by Saint Leo University and by applicable laws such as Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination Act of 1975, and Florida Civil Rights Act of 1992.

Complaints of discrimination or harassment should follow the procedures outlined in the Code of Conduct, section C4. Crime Reporting.

5. Section 1.04 University Statement on Hate-Motivated Violations

Saint Leo University defines hate-motivated offenses as conduct (harassment or physical acts) directed at an individual(s) on the basis of age, color, disability, ethnic origin, genetic information, gender, nationality, race, religion, or veteran status with the intent to intimidate or injure an individual(s), physically, mentally, or emotionally. Hate motivated offenses compromise the integrity of the Saint Leo University community and may constitute violations of the Saint Leo University Code of Conduct. Harsher sanctions may be imposed when behavior is determined to have been motivated by hate. Students found responsible for such violations are subject to a range of disciplinary sanctions including University expulsion/dismissal.

Saint Leo University seeks to foster a safe environment conducive to learning and the free exchange of ideas. Saint Leo University, however, is steadfast in its intolerance for hateful behavior that is directed at an individual(s) with the 12 motivation of causing harm. This position is a permitted exercise of the University's authority to educate and discipline its students.

6. Section 1.05 Sexual Misconduct

Misconduct under this policy is prohibited regardless of the sexual orientation, gender, gender identity, or gender expression of the Complainant or Respondent. Prohibited Sexual Misconduct includes the following specifically defined forms of behavior: Sexual or Gender-Based Harassment, Sexual Assault, and Sexual Exploitation. Also prohibited are Relationship Violence, Stalking and Retaliation. Complaints of sexual misconduct should follow the procedures outlined in the Code of Conduct, section 5G (Special Conduct Meeting Provisions for Sexual Misconduct)

7. Section 1.06 Signatures of Active Members

The Greek Life Ethical Statement must be read and signed by all organization members and turned into Saint Leo University Greek Advisor.

8. Article II. Statement of Positive Panhellenic Contact

We, the women of Saint Leo University, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at the time of MRABA signing and last until bid distribution, therefore, will end at the start time of Bid Day. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication or

communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted.

9. Article III. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All College Panhellenic Association member organizations represented at Saint Leo University believe in strictly adhering to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

10. Article IV. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)

The Saint Leo University Panhellenic Association will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps pertaining to the MRABA.

NOTE: NPC member organizations want every potential new member to be informed about her options for joining a sorority. To be certain that each woman has this information, Panhellenic must use the MRABA script immediately prior to a potential new member's signing the MRABA.

11. Article V. Statement of Automatic Resent of Total

Total is the allowable chapter size as determined by the College Panhellenic Association.

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that formal recruitment is held, and within one week (no more than seven days) from the start of the academic term in which primary recruitment is not held. Total will be determined by median chapter size (MCS).

12. Article VI. Statement of Values-Based Recruitment

The purpose of values-based recruitment is to focus on meaningful conversations with potential new members and recruiting women who will have a positive impact on chapters and the Panhellenic community. NPC has a policy on values-based recruitment and encourages Panhellenic to incorporate this concept into all recruitment styles. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values, benefits, and obligations of membership for each organization.

All College Panhellenic Association member organizations represented at Saint Leo University will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.

4. Educate potential new members about the values, benefits and obligations of sorority membership.

In accordance with NPC policy, Saint Leo University recruitment events do not include skits, recruitment and or sisterhood video, elaborate decorations and costumes.

13. Article VII. No Frills Recruitment

14. Section 2.01 Decorations

To continue to promote valued based recruitment, all organizations will adhere to the following:

1. Room decorations and color schemes will reflect the organization's brand
2. Decorations in recruitment rooms will be kept to a minimum and only inside the room.

Decorations are as followed:

- a. A maximum of three (3) banners per recruitment room.
 - b. A maximum of one (1) set of wooden letters per room.
 - c. A maximum of two (2) other large decorations:
 - i. Balloons, picture wall, draping on the ceiling
 - d. Tableclothes are allowed with small center pieces.
 - e. Christmas lights are allowed.
 - f. Informational materials can be used.
 - g. Paddles and drinking affiliated objects or substances may not be used in the room.
3. No favors, gifts, or letters may be given to women by the sorority and or individual members.
 4. Materials that could damage the walls or floors are strictly prohibited
 5. Glitter is strictly prohibited.
 6. The use of open flamed candles are strictly prohibited.
 7. Attire during membership recruitment may not be elaborate, and all outfits should be something that a majority of your organization already have.

15. Section 2.02 Formal Recruitment Budget

The formal recruitment budget is \$800.00 for each College Panhellenic Association.

16. Criteria for Formal Recruitment Budget

1. Every item used for formal recruitment must be deducted from your budget. This can include but not limited to anything used during the week of formal recruitment and during Bid Day.
2. Donated goods and services must be appraised and included in the budget.
3. Chapters will turn in proof of purchase for each Formal Recruitment expense by using the financial form set by the Vice President of Finance, and photocopies of receipts will be turned into the Vice President of Recruitment and Vice President of Finance.
4. Any amount a spent over the budget will be deducted from the chapter's Formal Recruitment Budget for the following primary recruitment.
5. Bi-monthly spending reports will be sent to the Vice President of Recruitment and Vice President of Finance to be reviewed.
6. An account ledger will be kept and submitted to the Vice President of Recruitment with all receipts on the Sunday before recruitment commences.

NOTE: This does not include any orders of shirts purchased by the chapter for recruitment week or Bid Day event. However, please note that a maximum of two (2) shirts may be purchased for recruitment week including shirts for Bid Day.

17. Section 2.03 Themes

In accordance to NPC all recruitment events shall be valued based events, therefore, there shall be no theme. However, a Bid Day theme is allowed. The picking of this theme will be done by the chapter and must be submitted to the Panhellenic Vice President of Recruitment 30 days prior to Bid Day.

18. Article VIII. Interactions Regulations

19. Section 3.01 Potential New Members and Active Chapter Members

1. Chapter members should not have contact with potential new members who are currently not enrolled at Saint Leo University concerning promotion of their organization in any aspect.
2. There will be no invitation to membership, directly or indirectly, by any member of the Panhellenic Association before Bid Day begins.
3. No chapter member or potential new member may visit a potential new member in her place of residence unless for work or school related purposes until the conclusion of Bid Day.
4. Outside recruitment rounds, as defined by the Panhellenic Council, no chapter member may have extended contact of any form with a potential new member from the beginning of the semester in which formal recruitment is held until the conclusion of Bid Day.
5. Communication between potential new members and chapter members outside of recruitment rounds is limited to casual greetings in passing. Outside of recruitment events, conversations pertaining to specific organizations are not to take place from the beginning of the semester in which formal recruitment is held until the conclusion of Bid Day.
6. Letter writing, phone calls, text messages, instant messages, emails, or communication via social media regarding recruitment or an organization is prohibited from the beginning of the semester in which formal recruitment is held until the conclusion of Bid Day.
7. No chapter member or potential new member may purchase anything for a potential new member or chapter member from the beginning of the semester in which formal recruitment is held until the conclusion of Bid Day.
8. Strict silence will begin at the end of the last party of the Preference round until the beginning of Bid Days, as designated by the Panhellenic Executive Board. Strict silence is defined as no verbal, nonverbal, written, printed, text message and electronic communication or communication through a third party.
9. Potential new members and chapter members who are employed by Saint Leo University can communicate with each other as needed within the context of their employment.
10. If a woman withdraws or is released from recruitment, interactions rules no longer be observed.

20. Section 3.02 Chapter Alumnae Assisting and Potential New Members

1. No alumna participating in formal recruitment shall communicate or interact with potential new members. Alumnae members are limited to assisting the chapter in tasks such as aiding in membership selection.
2. No potential new members should communicate or interact with alumnae participating in formal recruitment.
3. Potential new members and alumnae who are employed by Saint Leo University can communicate with each other as needed within the context of their employment.

21. Section 3.03 Chapter Members and Disaffiliated Chapter Members

1. No chapter member may initiate contact with a disaffiliated chapter member from the beginning of disaffiliation to the conclusion of Bid Day as defined by the Panhellenic Executive Board.
2. No disaffiliated member may initiate contact with a chapter member from the beginning of disaffiliation to the conclusion of Bid Day as defined by the Panhellenic Executive Board.
3. Chapter members and disaffiliated members who are employed by Saint Leo University can communicate with each other as needed within the context of their employment.
4. Chapter members and disaffiliated members who are in classes together by Saint Leo University can communicate with each other as needed within the context of their classes.
5. Chapter members and disaffiliated members who live together can communicate as needed, but are unable to discuss recruitment or potential new members.

22. Article IX. Obligations and Expectations

23. Section 4.01 New Members

1. The Saint Leo University Panhellenic will provide each potential new member a new member bill of rights informing the new member of their rights.
2. A potential new member will register for formal membership recruitment and pay a registration fee set forth by the Panhellenic Vice President of Recruitment.
3. A potential new member must attend a minimum of one recruitment orientation event prior to the start formal membership recruitment if they wish to participate in recruitment week activities. In the event of illness or emergency, she will notify Panhellenic President or Vice President of Recruitment.
4. A potential new member must follow the eligibility requirements set forth by Saint Leo University in the Greek Life Handbook.
5. A potential new member will attend all formal membership recruitment week events to which she has accepted invitations to. In the event of illness or emergency, she will notify Panhellenic President or Vice President of Recruitment

24. Section 4.02 Chapters

1. All sorority members representatives will be forbidden from pre-recruiting any unaffiliated women.
2. All College Panhellenic Association members are expected to understand and uphold the Saint Leo University Panhellenic Recruitment Guidelines, the Unanimous Agreements, No Frills Resolution, and the Greek Life Code of Ethics.
3. Each sorority is responsible for the actions of its members, alumnae, and disaffiliated women.
4. There shall be no recruiting through a third person of any kind.
5. There will be no promising of bids directly or indirectly by any member, new member, alumna, or disaffiliated woman of an organization.
6. All sorority executive members are required to keep personal information about potential new members confidential.

7. All College Panhellenic Association members are expected to remain substance free (i.e. alcohol or illegal use of drugs) during any recruitment event.
8. All College Panhellenic Association events are to remain substance free (i.e. alcohol or illegal use of drugs).
9. All chapter members are expected to remain substance free during the start of formal recruitment to the end of Bid Day revel.
10. Chapter members are expected to follow any policies set forth by the Saint Leo University.
11. All Fire and Safety Codes must be followed and will be checked during Recruitment Week.
12. All organization shall not promote one particular organization, instead promote going Greek (ex. Cannot say Rush Alpha Gamma or Go Alpha Gamma)
13. Chapters understand that any ambiguity in the Recruitment Guidelines is up to the discretion of the Panhellenic Executive Board and Greek advisor.
14. Each chapter shall submit a list of current chapter members to the Panhellenic Vice President of Recruitment and Panhellenic Greek Advisor by the first Friday of each semester
15. The recruitment chairperson from each chapter is responsible for turning in her organization's event invitation list through the Interactive Collegiate Solutions System (ICS) at a time determined by the Panhellenic Recruitment Staff.

25. Article X. Attendance

During mandatory Panhellenic recruitment events and meetings, the minimum attendance policy stated in the Saint Leo University Greek Handbook must be met, unless stated otherwise.

26. Article XI. Marketing

Saint Leo University Panhellenic Executive Board will provide the bulk of efforts to advertise formal recruitment.

27. Section 5.01 Recruitment Teaser Video

Each chapter will be allowed one recruitment teaser video based on the following stipulations:

1. Video shall showcase the organization and going Greek in a positive light. The video may not be specific to "going Delta" and use wording such as #GoDelta.
2. Time limit is 90 seconds.
3. The Panhellenic Council will determine and inform organizations of a date range in which all teaser videos can be released.
4. Teaser videos must be submitted to the Panhellenic Council for content approval. The Panhellenic Council will determine and inform organizations of a date range in which all teaser videos must be submitted for content approval.
5. Cannot be shown during the official recruitment rounds.

28. Section 5.02 Social Media

1. All Panhellenic members are required to remove or privatize pictures of any disaffiliated women.

2. All Panhellenic members are not to post items that promote one Greek organization (for example, #GoDelta).
3. All Panhellenic members are not to post any pictures or video with disaffiliated women.
4. All Panhellenic members are not to post any pictures or videos of consuming alcohol during recruitment week.
5. All members may not interact with PNMs on social media sites:
 - a. Members may not request or accept a friend request from any Potential New Member.
 - b. Members may not interact (i.e. message, write on walls, tag, etc.) with any disaffiliated member.
 - c. Members may not interact (i.e. message, write on walls, tag, etc.) with any Potential New Member.

29. Article XII. Recruitment Counselors

30. Section 6.02 Eligibility

1. Any active member of an organization may apply to be a recruitment counselor.
2. Must obtain a minimum 2.5 Cumulative GPA.
3. Must be in good standing within given organization.

31. Section 6.03 Process

1. Must submit an application within the date range set forth by the Panhellenic Council.
2. Set up an interview with the Panhellenic Council.
3. Sign the recruitment counselor contract.
4. Attend all trainings and recruitment events set forth by the Panhellenic Council.

32. Section 6.04 Proper Conduct

1. A recruitment counselor may not be disaffiliated for more than 30 days.
2. Disaffiliations require Recruitment Counselors to refrain from displaying any identifying insignia in both attire and belongings including, but not limited to: key chains, tote bags, jewelry, etc.
3. Recruitment counselors will need to do one of the following towards their social media account during disaffiliation period:
 - a. Temporarily deactivate
 - b. Remove all affiliation of organization
 - c. Set information on "hide"
4. Recruitment Counselors may not participate in any phase of chapter recruitment including the following:
 - a. Spring training
 - b. Planning
 - c. Summer recruitment events
 - d. Recommendations
 - e. Workshops
 - f. Meetings immediately upon each selection/voting rounds with chapters
5. Recruitment Counselors will not communicate with members of any organization participating in Panhellenic formal recruitment about potential new members or voting during formal recruitment.

6. Recruitment Counselors will inform potential new members the best way that they can be contacted.
7. Recruitment counselors are allowed to attend chapter meetings, However, may not be shown wearing any letters or business clothing going into the meeting.
8. Follow all rules set forth in Article XVI. Disaffiliation and within recruitment counselor contract.

33. Article XIII. Guidelines for Formal Recruitment Rounds

34. Section 7.01 Round One: Thirty Minute Parties

1. The focus of this round is to allow all potential new members to meet each organization.
2. Only water is permitted during this round, and may not leave the room.

35. Section 7.02 Round Two: 1 Hour Parties

1. The focus of this round is philanthropy and sisterhood.
2. Only water is permitted during this round, and may not leave the room.
3. Activities are permitted during this round such as playing games or crafting.
4. No additional entertainment is permitted during this round.

36. Section 7.03 Round Three: Preference

1. The focus of this round is the preference ceremony.
2. Only water is permitted during this round and may not leave the room.
3. Entertainment is not permitted during this round.

37. Section 7.04 Bid Day

1. All bids should be delivered to the Greek Office by the time set forth by the Panhellenic Vice President of Recruitment.
2. Bid Day will be defined as the time between when bids are extended to the conclusion of Bid Day level.
3. Chapters shall only engage in activities that are in accordance with all governing documents of Saint Leo University.
4. Each chapter will be allowed to create a specific Snapchat filter during the duration of Bid Day Level.

38. Section 7.05 General Policies

1. In accordance with NPC policy, Saint Leo University recruitment rounds will not include skits, recruitment and or sisterhood video, elaborate decorations and costumes.
2. All recruitment events shall be held inside the designated rooms set forth by Saint Leo University Panhellenic Council.
3. The Panhellenic Council will provide standardized nametags for each potential new member.
4. The Panhellenic Council and Greek Advisor will be allowed inside the chapter rooms at any time except during the Preference Round. This is to ensure that all policies are being followed and any questions that arise during a round can be answered.

5. All disaffiliated members (e.g. Recruitment Counselors and Panhellenic Recruitment Staff) must be removed from all forms of chapter media (e.g. Facebook, Tumblr, Instagram, recruitment videos, etc.), and decorations for the duration of formal recruitment.
6. No member may mention the name of a disaffiliated member or reference her in anyway (e.g. positions on campus).
7. Potential new members must provide their own transportation to and from all formal recruitment events.
8. In accordance with the most recent edition of the NPC Manual of Information Recruitment Regulations, no gifts, favors, letters, or notes for potential new members will be utilized for the duration of formal recruitment.

39. Article XIV. Continuous Open Bidding

Panhellenic supports and encourages the efforts of eligible member groups below quota or total to conduct Continuous Open Bidding for the long-term health of the sorority community. Any woman that has been released or withdrawn from formal recruitment prior to signing the MRABA, or who does not receive a bid, is eligible to receive a snap bid or continuous open bid.

40. Section 8.01 Definitions

1. Continuous Open Bidding (COB) is defined as the act of extending an invitation to membership after the end of the formal recruitment period.

41. Section 8.02 COB Guidelines

1. Member groups participating in Continuous Open Bidding are encouraged to meet with the Assistant Director of Greek Life & Community Engagement and the Panhellenic Vice President of Recruitment to verify numbers and learn of other resources prior to the extension of bids. Any woman who receives a bid outside of the primary recruitment must sign the MRABA within 48 hours of receiving the bid.
2. Each organization that chooses to host informal recruitment may do so as its own discretion. However, the event must be on campus with no alcohol.
3. Each chapter that participates in Continuous Open Bidding must distribute their own invitations and bids in addition to informing those women who were not selected for new membership.
4. The Panhellenic Vice President of Recruitment, Panhellenic President, and Assistant Director of Greek Life & Community Engagement are to be informed of all events.
5. The Assistant Director of Greek Life & Community Engagement must see the names of any women that a chapter desires to extend bids to prior to that distribution in order to confirm eligibility.
6. Each chapter may extend bids until that chapter has fulfilled either chapter quota or chapter total.
7. COB is not open to first year students until after the primary membership recruitment period, as provided for in the Unanimous Agreement III.
8. Chapter members will not promise a potential new member a bid

42. Section 8.03 Process for Continuous Open Bidding

1. Each chapter will submit updated chapter rosters to the Panhellenic Vice President of Recruitment and the Assistant Director for Greek Life & Community Engagement.
2. The Panhellenic Vice President of Recruitment and the Assistant Director for Greek Life & Community Engagement will inform each chapter if they are eligible to participate in Continuous Open Bidding.
3. Each organization shall hold at least one chapter social to allow potential new members to meet the organization. If the chapter chooses to have a sign in sheet then it must be turned over to the Panhellenic Vice President of Recruitment after the event.
4. If the chapter chooses to have a preference ceremony they must inform the Panhellenic Vice President of Recruitment and Assistant Director for Greek Life & Community Engagement.
5. Each chapter must submit all names of any women that the chapter desires to extend bids to prior to distribution in order to confirm eligibility. A date will be selected and set forth by the Panhellenic Vice President of Recruitment and Assistant Director for Greek Life & Community Engagement.
6. Each chapter that participates in Continuous Open Bidding must distribute their own invitations and bids in addition to informing those women who were not selected for new membership.
 - a. If more than one chapter wishes to extend a bid to a woman then the Panhellenic Vice President of Recruitment and Assistant Director for Greek Life & Community Engagement will contact the Potential New Member to inform them of the bid.
7. All new members must fill out new member paperwork and have it submitted to the Assistant Director for Greek Life & Community Engagement office within 48 hours after accepting their bid.

43. Article XV. Statement regarding Affiliated Member

The participation of men and women during their membership recruitment through Bid Day reveal activities is prohibited. Sweethearts, big brothers, little sisters, and any men or women affiliated with other organizations are required to disaffiliate with the organization a week prior to the start of their recruitment and end directly after Bid Day reveal activities.

44. Article XVI. Statement of Disaffiliation

The Panhellenic Executive Board, Recruitment Counselors, and Recruitment Assistant shall disaffiliate from their sororities beginning no more than 30 days prior to the start of formal recruitment. The following is expected during this disaffiliation period:

1. Each chapter will submit chapter rosters to the Panhellenic Vice President of Recruitment and the Assistant Director for Greek Life & Community Engagement.
2. Disaffiliated women may not wear letters on any personal item (including, but not limited to clothing, jewelry, hats, and bags).
3. Disaffiliated women may not disclose their affiliation.
4. Disaffiliated women may not attempt to recruit for a particular sorority or fraternity.
5. Deactivate Facebook and Privatize Twitter and must refrain from any other social media sites.
6. The use of cell phones, text messaging, email, and any other form of communication between a disaffiliated member and any affiliated woman is prohibited if they are communicating about recruitment or potential new members.

7. All disaffiliated women will refrain from use of alcohol and any illegal substance during the week of Formal Recruitment.
8. Disaffiliated women are expected to represent Panhellenic in a positive manner and should refrain from any activity that would not represent the Panhellenic community well.
9. No disaffiliated women may appear on event pictures slideshows, chapter website, social media sites, scrapbooks, videos, and any other display items used during Formal Recruitment.
10. Chapter members may not disclose the affiliation of any Recruitment Counselor or Panhellenic Executive Board Member during any period of member disaffiliation.

45. Article XVII. Appendices

46. Section 9.01 Recruitment Infractions

The accountability process for recruitment infraction set by the Saint Leo Panhellenic Association is listed below.

47. Reporting of Infraction(s)

Recruitment infractions may only be reported and signed by one of the following:

1. The president of a chapter on behalf of her chapter
2. College Panhellenic officer in charge of recruitment or a recruitment counselor
3. Potential New Member
4. Fraternity/Sorority Advisor

48. Submission of Infraction(s)

The following steps are required for submission of infraction(s):

1. Completed in written form
2. Signed by the Panhellenic President, Vice President of Recruitment or Panhellenic Advisor
3. Based on Saint Leo University Panhellenic Association Recruitment Rules or NPC Unanimous Agreements
4. Witnessed
5. Specific to time, place, and nature
6. Submitted to the Vice President Recruitment, Panhellenic President, or Assistant Director of Greek Advisor

49. Handling of Infraction(s)

The Panhellenic President, Panhellenic Vice President of Recruitment, and Assistant Director Greek Advisor shall notify each chapter of the infraction(s) they received. Accordingly, the Panhellenic Council will follow the judicial procedures outlined in the most current edition of the NPC Manual of Information.

50. Section 10.01 Minor Infractions and Penalties

Minor infractions are primarily the result of recruitment procedure violations and include but are not limited to:

1. Late event lists
2. Events the last longer than allotted time
3. Recruitment Counselor violations
4. Failure to observe interaction rules
5. Violations of budgetary allotments

6. Violations of decoration guidelines
7. Violations of social media guidelines
8. Nonadherence to scheduled hours for recruitment events

Penalties for minor infractions include but are not limited to:

1. Fines
2. Infraction report sent to NPC Area Advisor
3. Constructive activity on campus which may include community service, enrichment seminars, or recruitment workshops

51. Section 10.02 Major Infractions and Penalties

Major infractions are primarily the result of recruitment ethics or NPC Unanimous Agreements violations. These violations include but are not limited to:

1. Extending invitation to membership to potential new members before the time designated by Panhellenic Council
2. Advising a potential new member to intentional single preference or refuse a bid from another organization participating in sorority formal recruitment.
3. Making disparaging remarks about another women's fraternity or sorority
4. Failure to follow-interaction rules (e.g. adding PNM's on Facebook, taking a PNM to lunch)
5. Severe Recruitment Counselor violations (e.g. discussing voting with members of any chapter, disclosing affiliation, etc.)

Penalties for major infraction include but are not limited to:

1. Fines
2. Infraction report sent to NPC Area Advisor and chapter headquarters
3. Constructive activity for the Panhellenic Association

52. Section XVIII. Fines

If a fine is put into place by the Panhellenic Association then it must be paid within 14 days from the original-day that it was assigned. All money collected will go to the Panhellenic Council of Saint Leo University

53. Infraction and Consequence Table

Recruitment teaser video's taking place during recruitment round	1st Offense: Warning and entertainment must stop 2nd Offense: Judicial Report is filed. Fine of \$20.00 is put in place
Unapproved recruitment teaser videos being released	1st Offense: Warning and Video must be removed 2nd Offense: Judicial Report is filed. Fine of \$20.00 is put in place
Inappropriate discussion (i.e. discussion pertaining to but not limited to parties, mixers, alcohol, explicit content, another organization) overheard and/or	1st Offense per Member: Warning. Member must meet with by the Recruitment Chairman of affiliated chapter and a member of the

reported	<p>Panhellenic Association to be notified that such conversation can no longer take place.</p> <p>2nd Offense per Member: Judicial Report is filed. Member in question may be suspended from further recruitment events Chapters in which members are repeatedly reported for inappropriate discussion will be recommended for further discussion</p>
Invitations to membership offered before official bids are given to potential new members	<p>1st Offense: Judicial report will be filed. Member in question may possibly be suspended from further recruitment events. Chapter must host a bid promising workshop with mandated 75% attendance.</p> <p>2nd Offense: Judicial report will be filed. Fine of \$150.00 is put in place</p>
Breach of Interaction Rules	<p>Depending on severity of the breach: Warning in which the member in question will be referred to the VP of Recruitment, and/or Panhellenic Advisor</p> <p>OR</p> <p>Judicial report will be filed and member in question may possibly be suspended from further recruitment events</p>
Breach of Attendance Policy	<p>1st offense: Judicial report will be filed. Chapter must host a workshop on the importance of Greek Unity with mandated 75% attendance.</p> <p>2nd Offense: Judicial report will be filed. Fine of \$30.00 is put in place</p>
Chapter exceeds allotted budget	<p>Judicial Report is filed Chapter is fined \$5.00 per every dollar spent over the limit. Chapter will be required to set up a plan for reporting the budgetary requirements for next year's recruitment.</p>
Breach of themes during recruitment rounds	<p>Decorations are confiscated Chapter is fined \$10.00 per every decorative that is in violation.</p>
Breach of University Room Policy	<p>1st Offense: Warning will be issued and a potential fine of up to \$10.00 can be issued after review with the judicial board</p> <p>2nd Offense: Chapter will be fined \$20.00</p>

Serving food or drinks other than water	<p>1st offense: Violation must stop. Judicial report is filed</p> <p>2nd Offense: Chapter will be fined \$10.00</p>
Violation of Social Media	<p>1st Offense: Warning and violation must be taken down within 24 hours. Judicial report is filed</p> <p>2nd offense: Judicial report will be filed and member in question may possibly be suspended from further recruitment events. Fine of \$20.00 put into place</p>
Breach of Recruitment Counselor Contract	<p>Depending on severity of the breach: Warning in which recruitment counselor in question will be referred to the VP of Recruitment, and/or Panhellenic Advisor</p> <p>OR</p> <p>Judicial report will be filed and recruitment counselor in question may possibly be suspended from further duties and must pay a fine of \$25.00</p>
Breach of substance abuse policy	<p>1st offense: Judicial report will be filed and each member involved will be fined \$100.00</p> <p>2nd offense: Judicial report will be filed and member(s) in question may be suspended from further recruitment events</p>

Interfraternity Council Bylaws

Article I. Name & Purpose

Section 1.01 Name

The name of this organization shall be the Interfraternity Council, hereinafter referred to as the "IFC".

Section 1.02 Purpose

It shall be the purpose of this Council to:

- a) Act as the governing and advising body of all Greek male fraternities recognized by the University.
- b) Organize, standardize, and regulate the recruitment process and new member activities of said fraternities.
- c) Promote positive interfraternity competition in scholarship, service, athletics, and any other events that may be deemed advisable for the betterment of the participants, fraternities, the University, and the community.
- d) Encourage cooperation and harmony among member fraternities.
- e) Serve as the liaison between University administration and member fraternities in matters of common interest.
- f) Act as the judicial body for violations of the Interfraternity Council policies.

Article II. Membership

Section 2.01 Membership Privileges

Any male social fraternal organization that is recognized by Saint Leo University shall hold membership within the IFC and are eligible for all services pertaining to the IFC. Each member chapter shall hold one (1) vote within the IFC.

Section 2.02 Membership Requirements

All member chapters must remain in good standing with the IFC. The following is required of each organization:

- a) Be in good standing with the University and the chapter's national headquarters.
- b) Be current with all document requests from the University and the IFC. This provision includes, but is not limited to Grade Release Forms, New Member Programs, Updated Rosters, and any other documents required by the IFC or the University.
- c) Maintain all financial obligations to the IFC.
- d) Adhere to the IFC Constitution and Bylaws.
- e) Follow all local, state, federal laws, and policies of Saint Leo University.
- f) Adhere to Saint Leo University's Student Handbook.
- g) All active members must be full-time registered students with Saint Leo University as their primary institution of education.
- h) All chapters must maintain an acceptable chapter size, determined by the IFC Executive Board.

Chapters not meeting the requirements in Article II, Section II B, will be informed of their failure to perform at an acceptable level. A meeting with representatives from the chapter, the IFC Advisor, and a

representative of the IFC Executive Board will take place to determine an appropriate course of action for the chapter if deemed necessary by the Executive Board.

Article III. Executive Board

Section 3.01 Structure

The IFC shall consist of the following:

- A. Executive Board Officers
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Risk Manager
 - f. Chairman of Community Engagement
 - g. Chairman of Recruitment

The Greek advisor shall also be a part of the IFC, however they shall not hold a vote.

Section 3.02 Officer Duties

The following is expected from each officer:

- A. President
 - a. Preside over all meetings of the IFC, executive board, and delegate meetings.
 - b. Serve as the official representative of IFC at University events and Student Government Union meetings.
 - c. Meet weekly with the IFC Advisor.
 - d. Maintain updated presidents file, including IFC bylaws, budget, and all other related materials.
 - e. Hold regular weekly office hours.
 - f. Distribute agenda for executive board meetings
 - g. Provide semester reports on goals of the IFC and accomplishments at the end of each semester.
 - h. Notify other members of the executive board if unable to perform said duties
- B. Vice-President
 - a. Preside at all meetings of the IFC in the absence of the President.
 - b. Assist in coordinating Recruitment (in collaboration with the Recruitment Chair) by handling recruitment violations and sending any recommended hearings to the IFC Risk Manager, keeping a roster of active members and alumni associated with recruitment.
 - c. Attend all IFC and Executive Board meetings.
 - d. Notify any Executive Board member in the event of an inability to perform any of the aforementioned duties.
 - e. Represent the IFC at all Student Government Union Senate Meetings in absence of the President.
 - f. Review the IFC Bylaws with the Greek Advisor and Secretary
 - g. Compile and summarize accomplishments for each semester;
 - h. Hold regular office hours;

- i. Administrate social media outlets (in assistance to the social chair) by regulating content.
- C. Secretary:
 - a. Keep a record of the proceedings of the meetings of the general assembly and the executive board;
 - b. Distribute the minutes of the proceedings to the respective members of either group by email and to the Greek advisor within twenty-four hours of the meeting.
 - c. Keep a record of the attendance of the meetings of the general assembly and the Executive Board and notify the President and Greek Advisor regularly of all infractions based upon attendance of members of both the general assembly and executive board;
 - d. Attend all general assembly and executive board meetings
 - e. Keep a record of all amendments and/or revisions made to the Constitution and/or bylaws of the Inter Fraternity Council, as well as add any such changes and/or addition to the necessary documents;
 - f. Write, edit, and distribute press releases and any and all additional material to the faculty, staff, and administration of Saint Leo University and, with the help of other offices, produce and distribute all advertisements for all events under the Inter Fraternity Council and to perform other duties as assigned;
 - g. Notify any Executive Board member in the event of an inability to perform any of the aforementioned duties.
 - h. Hold regular office hours;
 - i. Perform all other duties pertaining to this office.
- D. Treasurer
 - a. Attend all Inter Fraternity Council and Executive Board meetings;
 - b. Keep accurate and up to date records of all financial matters involving Inter Fraternity Council and notify the president of any organizations that has not fulfilled their financial obligations.
 - c. Disburse active logs of all organizations of the Inter Fraternity Council to the organization presidents.
 - d. Disburse all Inter Fraternity Council funds as necessary and handle all financial dealings of Inter Fraternity Council with outside businesses, banks, or the university.
 - e. Chair the Joint Committee on finance and budget and develop a fiscally responsible budget, and with the advice and consent of the Executive Board, adhere to the budget with financial prudence.
 - f. Hold regular office hours.
 - g. Perform all other duties normally associated with the office or as directed by the President or Greek Advisor
 - h. Notify any Executive Board member in the event of an inability to perform any of the aforementioned duties.
- E. Risk Manager
 - a. Attend all Inter Fraternity Council and Executive Board meetings;
 - b. Review and approve the new member education processes that are submitted by organizations
 - c. Review and approve any and all events that are submitted by member organizations
 - d. Keep a thorough record of all events and new member processes for accreditation purposes and to notify the president, Greek advisor, and organization of incomplete accreditation programs by the end of each semester.

- e. Establish risk management policies for this office, and to enforce there and the university's policies thoroughly and accurately.
 - f. Create programming and workshops for IFC members, including but not limited to: officer workshops/roundtables, social host training, bringing speakers to campus or IFC meetings, etc.
 - g. Assist the Panhellenic Risk Manager in holding Hazing Prevention Week
 - h. Work Closely with the Panhellenic Council Risk Manager.
 - i. Perform all other duties normally associated with the office or as directed by the President or Greek Advisor.
 - j. Notify any Executive Board member in the event of an inability to perform any of the aforementioned duties.
 - k. Serve as lead chairman for the Judicial committee.
- F. Chairman of Community Engagement
- a. Attend all Inter Fraternity Council and Executive Board meetings
 - b. Organize events such as, but not limited to Greek Formal., Greek Week, All-Greek Events, and social and educational events sponsored by the Council.
 - c. Maintain all IFC social media outlets with regular content.
 - d. Attempt to foster a spirit of cooperation among members groups, throughout interaction and social events.
 - e. Design and execute events to raise funds for the Interfraternity Council, and to report his plans to the president or Greek Advisor
 - f. Coordinate with the Rush Chairman to publicize events via social media, newsletters, Saint Leo newspaper, Channel 96, etc.
 - g. Speak at any University, Greek, or IFC sessions to market IFC and Greek Life.
 - h. Notify other members of the executive board if unable to perform the aforementioned duties.
- G. Chairman of Recruitment
- a. Attend all Inter Fraternity Council and Executive Board meetings.
 - b. Develop specific recruitment events throughout the year to attract men to Greek Life on the University Campus.
 - c. Develop specific plans for Rush Weeks of both semesters and keep thorough records of all those who attend Rush Week events;
 - d. Report to the president and Greek advisor the plans for Rush Week and to work with the Recruitment Director of the Panhellenic Council.
 - e. Meet as needed with all member fraternities' recruitment chairmen as a group to discuss policies of recruitment and make recommendations to the Executive Board.
 - f. Perform all other duties normally associated with the offices or as directed by the President of Greek Advisor;
 - g. Notify an Executive Board member in the event of an inability to perform any of the aforementioned duties

Section 3.03 Meetings

Executive Board meetings shall be held once a week at a time and place as determined by the President and Greek Advisor. Regular meetings should not conflict with University planned vacations. The following shall be the types of meetings held:

- A. Regular Meetings

- a. Consist of only the Executive Board and the Greek Advisor.
 - b. Held once weekly
- B. Delegate Meetings
 - a. Consists of the Executive Board, a delegate from each member chapter, and the Greek Advisor
 - b. To be held bi-weekly or as needed with a 48 hour notice.
- C. General meetings
 - a. Consists of the Executive board and the Greek Advisor.
 - b. Open to any members of the Greek community.
 - c. To be held on a monthly basis or as needed with a 48 hour notice

Quorum shall consist of a two-thirds majority for any voting to occur.

Section 3.04 Elections

The following outlines the election process for IFC:

- A. Election Date
 - a. The election of the IFC executive board shall take place in the month of April during a general meeting.
 - b. In the event that an officer resigns before the end of his term, the position shall be filled by a majority vote of the IFC delegates. Notice of the vacancy will be given within twenty-four hours of a resignation or removal, with election of an interim officer occurring no later than two (2) weeks after the vacancy opens, except the office of the president, which shall be filled with the vice president.
 - c. If a delegate from any member Greek organization assumes the vacant office by majority vote, it will be the duty of the organization president to fill the vacant delegate position. If any delegate position is left vacant for any reason, it will be the duty of the president of the respective organization to fill the vacancy in a manner aforementioned.
- B. Applications
 - a. Applications will be made available the second week of March.
 - b. Applications will be submitted by all applicants for the IFC Executive Board.
 - c. Each interested candidate will complete an application made available by the IFC in which he will rank any and all IFC Executive Board positions that he is interested in.
 - d. Once submitted, applications will be reviewed by the IFC Executive Board and Greek Advisor to ensure that all candidates meet the minimum board requirements.
- C. Requirements
 - a. Must be a full-time student at Saint Leo University
 - b. Be in good standing with the University and his chapter.
 - c. Have a minimum cumulative GPA of 2.5.
- D. Slating Process
 - a. The slating committee shall consist of the IFC president, the Greek Advisor, and one (1) representative from each member chapter. It is recommended that these members have some experience pertaining to the IFC. Members applying for an officer position may not be a part of the committee. In the case that the President is running for office again, the Vice-President shall take his place.
 - b. The IFC Executive Board Applications will be due on the date outlined on the application. This will be at least seven days after they are available.

- c. All candidates who apply will be required to attend an interview conducted by the Slating Committee the week before the slate is presented.
 - d. Following the interviews and an examination of the qualifications of each candidate, the Slating Committee shall slate a candidate for each position.
 - e. The Slate will be presented at the IFC Council Meeting immediately following the interviews.
 - f. Voting on the proposed slate of the IFC Executive Board will take place during the IFC delegate meeting at least a week after the slate is presented.
- E. Voting Process
- a. The slate shall be presented to the IFC Delegates to present to their chapter and vote. Each IFC Chapter Delegate shall have one (1) vote. Voting shall be done through secret ballot. The slate shall be voted on as a whole or for each specific position for approval. In order to approve the slate, a two-third approval vote of IFC Chapter Delegates present is necessary.
 - b. In the case that the slate does not obtain a two-thirds approval vote, anyone who submitted an application for the IFC Executive Board by the due date outlined on the application may be nominated off the floor for any position in which he meets the qualifications for.
 - c. Once nominations have taken place, all candidates shall be required to leave the room and one-by-one each candidate reenters the room to give speeches for the positions he is nominated for.
 - d. The voting process shall go as follows:
 - i. President
 - ii. Vice-President
 - iii. Chairman of Recruitment
 - iv. Secretary
 - v. Treasurer
 - vi. Risk Manager
 - vii. Chairman of Community Engagement
 - e. In the event that a candidate does not receive a majority of the votes cast, a second ballot listing the two candidates receiving a plurality of the votes cast will be conducted. A majority shall elect. If in the case a majority shall not be obtained by the third round the executive board shall hold the tie breaking vote.
 - f. If there is only one nominee for an office, election may be by voice vote without objection from any delegate. A majority shall elect.
 - g. Delegates shall be elected and nominated by the respective Greek organizations in the manner of their choosing.

Section 3.05 Officer Terms

No delegate shall hold more than one office within the IFC at a time and no executive board member shall be eligible to serve more than two consecutive terms in the same executive board office. Any part of a term in excess of four months shall be considered a full term.

Delegates can serve as many terms as his respective organization shall elect him as a delegate.

Article IV. Financial Structure

Section 4.01 Membership Fees

The following shall be the structure for member dues:

- A. Membership dues shall be assessed from all member chapters in the amount of twenty (20) dollars per member of that chapter per semester.
- B. Chapter membership is as determined by the Greek Advisor and IFC executive board.
- C. Deadline is the Monday following formal rush week of each semester.
- D. Late fines shall be levied in the amount of fifty (50) dollars per week late. This amount shall not exceed five hundred (500) dollars.

Section 4.02 Financial Obligations

Each member chapter is required to meet all financial obligations set forward by the IFC. The treasurer shall notify each member chapter of their current financial status at the beginning of each semester and as requested.

The treasurer shall notify the president of an organization that is not current on their financial obligations.

Article V. Judicial Process

Section 5.01 Sanctioning

If for any reason a member organization fails to meet all required financial obligations and accreditation requirements, that organization shall be sent to the Judicial committee for appropriate sanctions. If the committee feels it necessary to disband the organization for dereliction of duty, it may do so with a two-thirds majority vote of all voting members on the committee.

Disbandment of a member organization can only be upheld if sufficient evidence of lack of commitments is documented and presented, and strict counsel from the Greek advisor has been sought.

Any organization that has been sanctioned with a disbandment verdict from the judicial committee has the right to appeal.

A member organization has the right to resign from the IFC, henceforth forfeiting its University accreditation, and shall no longer be considered an active fraternal organization on campus, and shall not receive nor participate in the rights and privileges of such status.

Section 5.02 Judicial Committee

The purpose of this committee is to establish a body within the Interfraternity Council to hear and settle any judicial concerns that may be called in front to the committee. The committee shall hear cases relating to Recruitment violations, new member education violations, accreditation and financial violations, and any other violation of the Student Involvement policies of the university committee by any member of a Greek organization in the Interfraternity Council. Its goal is to ultimately improve relations between all council organizations. The committee shall consist of the IFC risk manager, a delegate from each organization, a faculty/Staff/administrator who is an advisor to a University recognized Greek organization to be determined by the members at a first meeting, and the Greek advisor.

The committee shall meet once required by these bylaws at the beginning of each academic semester to revise its policy. The committee shall then meet based on need or when called upon to hear judicial sanctions against a University recognized Greek organization.

This committee, at its first meeting of every semester, shall revise and edit its policy as needed. All matters before the committee must pass with a two-thirds (two-thirds) majority of the committee. The chair shall not vote less the body be divided. If for any reason the member organization to which any member of this committee sits on stands before the committee for any reason, the committee member(s) can choose to suspend membership from the committee until the violations or infractions of his or her organization has been resolved. The president of the IFC and/or the NPC shall appoint a temporary replacement.

A majority of the voting members shall constitute a quorum.

Section 5.03 Appeals

Students sanctioned by the IFC Committee on Judicial Hearings may wish to appeal their decision. The board of appeals shall consist of the IFC president (unless he was pressing the initial charge), a faculty/staff advisor from a Greek organization, and the Greek Advisor. There must have no overlap in a standing committee board and an appellate board when an organization or individual appeals a decision or sanction.

All University recognized male Greek organizations have the right to appeal any decision from any committee. The IFC executive board has the privilege of hearing only cases that it deems to be of necessary importance except in cases or verdict its dealing with suspensions, fines over fifteen dollars (\$15) a member, or recruitment sanctions of any kind. The IFC Committee of Appeals can overturn the decision of any committee or keep the decision of the Judicial Committee. The members of the executive board shall all receive one vote with the exception of any IFC Executive Board Member who served on the Judicial Committee. The president shall act as chair and not receive a vote unless the committee is divided. Any number of the executive board may recuse himself in cases to which he would not feel impartial. If there is no majority for voting in any case, then the committee cannot rule, and thus the verdict stands.

Article VI. Recruitment

Section 6.01 Formal Rush

Formal Rush shall be conducted once each semester. Schedule and guidelines shall be provided by the IFC Chairman of Recruitment. All events must comply with the Saint Leo University Code of Conduct.

Section 6.02 Requirements

Any male student interested in participating in Rush must meet the following:

- a) 12 Saint Leo University credits
- b) Cumulative 2.5 GPA

All potential new members must be approved by the Greek Advisor.

Section 6.03 Open Bidding

Bids may be extended to eligible men at any point in the semester unless otherwise stated by the Interfraternity Council. IFC may set a day where organizations may start giving bids and a week for Recruitment Kickoff with a Bid Day at the beginning of the semester, but after that men may continuously open bid members if they choose to.

Article VII. Expansion

The IFC reserves the right to regulate membership of all Greek Fraternities on campus. Any outside Greek-Letter Fraternity wishing to colonize, start an interest group, or create a new organization on campus must petition the IFC Executive Board. The IFC Executive Board must approve the expansion of Greek-Letter Fraternities on the University Campus by a three-fourths majority vote. Any organization petitioning for expansion on campus that does not receive the required majority may re-petition the Executive Board one time during the same academic year. Afterwards, the IFC Executive Board president will meet with the Expansion Committee to finalize an approval for colonization.

Article VIII. Anti-Hazing Policy

The IFC strictly adheres to a zero-tolerance policy on hazing. Any member organization accused of hazing will be brought to a Judicial Board meeting within 48 hours of the complaint being filed with any member of the IFC Executive Board or the Greek Advisor. The IFC Judicial Board reserves the right to sanction any member organization found guilty of hazing pledges or new members. Students or organizations accused of hazing will also be subject to disciplinary action with the university.

Article IX. Parliamentary Procedure

The rules contained in the current edition of Robert's Rules of Order shall govern the IFC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the IFC may adopt.

Article X. Bylaw Overview

Section 10.01 Expectations

The IFC agrees to abide by the policies of the University as well as federal, state, and local laws. The Executive Board and General Assembly must approve these bylaws and any amendments before implementation. Adoption of the bylaws must pass by a two-thirds vote of both bodies.

These bylaws may be amended at any regular meeting of the general assembly to a two thirds vote providing the amendment has been submitted to the membership at a previous regular meeting.

Section 10.02 Amendments

Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise specified.

Section 10.03 Recruitment Rules

- A. Respect all organizations, no negative talking about any other organization or members of the Greek Community.
- B. Each Member of a Greek organization must honor the process for all potential new members. Any notice of “Dirty Recruiting” or forcing any person to join a specific organization will be dealt with by the Assistant Director of Greek Life and the IFC President.
- C. A potential new member must have a 2.5 GPA or higher, be a transfer student or a freshman with at least 12 credits and enrolled in their second semester. If a student has transfer credits and wants to join in their first semester at Saint Leo, they must be considered sophomore status or above. Any potential new member that fails to meet these standards cannot receive an invitation for membership from any organization within the Interfraternity Council.
- D. Each organization must be respectful to one another. Any planned recruitment parties/activities must only occur during the assigned date and time. Parties/activities must not run over the allotted time slot and must not conflict with any organization, and must first be approved by Krystal Sanchez, Assistant Director of Greek Life.
- E. At each organizations’ interest party, have all perspective members sign in with their name and student ID number. The following morning, submit the list to Krystal Sanchez. These lists will be used to determine a students’ eligibility to receive a bid.
- F. Event forms for recruitment week events must be submitted to Krystal Sanchez the week before.
 - a. All organizations must submit a list of all potential new members in which a chapter is interested in giving a bid to Krystal Sanchez by 11:59pm on Thursday of Recruitment week, including a contact name and number for the chapter.
- G. There will be no bids given out to any potential new member prior to bid, as established by the Office of Student Activities to ensure a proper and fair recruitment week for all participating members

I hereby accept these rules presented by the Interfraternity Council, and will hold my organization to uphold these rules and standards

President of Organization

Assistant Director of Greek Life and Community Engagement

UGC BYLAWS

Accreditation Checklist

DEADLINES

DESCRIPTION	ITEMS NEEDED	DUE DATE	COMPLETED
Rosters & Officer Positions	Roster of all active members and officer positions	Fourth Friday of Semester	
Chapter Constitution and Bylaws	Updated constitution and bylaws. Please use SGU format for constitution if needed	Fourth Friday of Semester	
Certificate of Insurance (Proof of Insurance)	Proof of insurance for liability purposes	Fourth Friday of Semester	
Chapter Goals for academic year		First 1:1 Meeting	
Greek Life Ethical Statement	Statement must be read by every member	Fall Semester: October 30 Spring Semester: March 10	

PROGRAMMING

Type	HOW OFTEN	PERCENTAGE REQUIRED	COMPLETED
Educational	2 per academic semester	External Educational: 75% Internal Educational: 75%	
Hazing Prevention-Related Event	1 per academic year	75% of new and active members	
Sexual Misconduct Prevention Event	1 per academic year	75% of new and active members	
Wellness, Prevention, Safety	1 per academic year	75% of new and active members	
Internal Social: One in collaboration with other organization	2 per academic year	N/A	
External Social: Two external social (open to all campus)	2 per academic year	N/A	
Co-Sponsored Event w/non-Greek	1 per academic year	50%	
Co-Sponsored Event w/Greek-Lettered Organization	1 per academic year	50%	

COMMUNITY SERVICE

DESCRIPTION	HOURS REQUIRED	DUE DATE	COMPLETED
Active Members	10 hours per semester	End of Academic Year	

UNIVERSITY PRESENCE

DESCRIPTION	HOURS REQUIRED	Percentage Required	COMPLETED
University Sponsored Events	1 event per semester	75% of active and new members	

GRADE POINT AVERAGE

DESCRIPTION	HOURS REQUIRED	Percentage Required	COMPLETED
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Average GPA	2.5	75% of active and new members
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Appendix: Policies

Live Performance Policy: Greek Life, University Clubs, & Organizations

The Office of Student reserves the right to take each policy as a case by case situation. All performances must be in line with both the Saint Leo University Handbook and Live Performance Policy. All fines and sanctions will be handled by Professional Staff.

- All live performance's such as Step Shows, New Member Presentations, and Dance Performances needs to be approved by the Office of Student Activities. An outline of the performance must be submitted at least 48 hours before the performance.
- New member presentations must start on time. Organizations will be given a 30 minute window to begin their performance from the start time stated on the event form. If the show is not started within the timeframe, The Office of Student Activities reserves the right to cancel the performance.
- There shall be no cursing, degrading, or discriminating behavior during a performance.
 - **Any of these actions will result in a fine towards that organization by The Office of Student Activities at the discretion of the Assistant Director of Greek life and Community Engagement**
- Clothing must be appropriate for live shows performances. Anything that is degrading, culturally insensitive, vulgar, or sexually explicit will not be allowed.
- Music must be radio-friendly
- There will be no sexually explicit moves performed during the show. This includes:
 - Making any sexual explicit gestures
 - Using props in a sexual manner (Chairs, Tables, The Ground, ETC.)
 - "If you have to ask if it is "Sexually Explicit", it most likely is"
- **Any mess, props and trash must be cleaned or picked up by the organizations. Organizations may not throw any props in the air that requires clean up (Confetti, Paper, Ribbons, ETC.)**
- There will be no disses of any kind towards any organizations, clubs, etc. Per the discretion of the Assistant Director of Greek Life and Community Engagement any of these actions will result in a fine.
- Themes for dance performances and outfits must be reviewed with the Greek Life Advisor for approval at least 48 hours in advance.
- Any individuals coming from outside the university will be held accountable for their actions through the organization, the organization must notify Campus Safety of the event and that there will be non-students present.

Appendix: Recruitment

New Member Bill of Rights

New Member Bill of Rights

The process of becoming an initiated member of my chapter shall help me become both a better individual and an integral part of my organization. I understand that I am entitled to certain rights while at the same time taking on certain responsibilities that are essential to my role as a new member of the Greek community.

I have the right to retain my individuality while becoming a member of my organization. My talents, needs, goals, and skills are unique, and when developed and used appropriately can help strengthen my chapter and the Greek community.

I have the right to be treated fairly, to be respected, and to not be intentionally humiliated by any active members or alumni of the chapter. I am responsible for approaching the leaders or advisors of my chapter if I feel that I have been treated without the respect or dignity upon which fraternity/sorority membership is based. I shall have the opportunity to approach my big brother/big sister, new member educator, chapter president, or chapter advisor without ridicule or repercussion if I do not support or understand the reason for an activity.

I have the right to be initiated within eight weeks after formal recruitment at Saint Leo University, as per Interfraternity Council and Panhellenic Association policies, and to be told of the initiation date early enough so as not to significantly impact my scholastic expectations or scheduled obligations. I have the right to be a student first and foremost and will be encouraged to fulfill my academic potential while being a member of my chapter.

I am responsible for learning about my organization to better understand the history, traditions, principles, and values of my chapter. I have been selected to carry on a legacy left by those before me, and I will strive to support the positive goals and direction of my organization.

I am responsible for serving as an ambassador to the campus and greater community on behalf of my chapter and the Greek community. I understand that my actions will reflect on both my organization and others as well as influence the perceptions associated with the Greek system.

I am responsible for respecting the rights, convictions, and privacy of others, and will work to improve Greek relations with the other chapters and the surrounding community.

I am responsible for being a fully involved member after initiation, to maintain my financial obligations to the chapter, to seek out leadership positions in my organization and others on campus, to recruit new members to enhance the growth and success of my chapter and Greek community, and to fully support all social, philanthropic, and service activities of my chapter and others during my time as a member.

Signed _____
(New Member)

Date _____

Signed _____
(New Member Educator)

Date _____

Greek Life Ethical Statement



GREEK LIFE ETHICAL STATEMENT

Saint Leo University’s Greek Life students are part of values based organizations and will hold themselves to the core values of this institution. Students who assume membership of fraternities and sororities acquire additional rights and responsibilities to the greater community as men and women of character. Students will review and following the following policies:

Hazing

University Non-Hazing Policy (Student Handbook, Section B15) Saint Leo University prohibits hazing. As used in this policy, hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with 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 does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.”

[Florida Statute 1006.63(1)]

Note that hazing can, and in many instances is, a crime in Florida and can subject participants to criminal penalties in addition to University sanctions.

University Policy on Discrimination & Harassment

Discrimination and harassment can be defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the University community.

Saint Leo University has a strong commitment to principles of equal employment opportunity and equal access to education. Saint Leo University does not discriminate on the basis of age, color, disability, ethnic origin, genetic information, gender, nationality, race, religion, or veteran status, or any other category protected by federal, state, or local law in its educational programs, admissions policies, financial aid, employment, or other school administered programs.

The policy is enforced by Saint Leo University and by applicable laws such as Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination Act of 1975, and Florida Civil Rights Act of 1992.

Complaints of discrimination or harassment should follow the procedures outlined in the Code of Conduct, section C4. Crime Reporting.

University Statement on Hate-Motivated Violations

Saint Leo University defines hate-motivated offenses as conduct (harassment or physical acts) directed at an individual(s) on the basis of age, color, disability, ethnic origin, genetic information, gender, nationality, race, religion, or veteran status with the intent to intimidate or injure an individual(s), physically, mentally, or emotionally. Hate motivated offenses compromise the integrity of the Saint Leo University community and may constitute violations of the Saint Leo University Code of Conduct. Harsher sanctions may be imposed when behavior is determined to have been motivated by hate. Students found responsible for such violations are subject to a range of disciplinary sanctions including University expulsion/dismissal.

Saint Leo University seeks to foster a safe environment conducive to learning and the free exchange of ideas. Saint Leo University, however, is steadfast in its intolerance for hateful behavior that is directed at an individual(s) with the 12 motivation of causing harm. This position is a permitted exercise of the University’s authority to educate and discipline its students.

Sexual Misconduct

Misconduct under this policy is prohibited regardless of the sexual orientation, gender, gender identity, or gender expression of the Complainant or Respondent. Prohibited Sexual Misconduct includes the following specifically defined forms of behavior: Sexual or Gender-Based Harassment, Sexual Assault, and Sexual Exploitation. Also prohibited are Relationship Violence, Stalking and Retaliation. Complaints of sexual misconduct should follow the procedures outlined in the Code of Conduct, section 5G (Special Conduct Meeting Provisions for Sexual Misconduct)

Signatures of Active Members

The Greek Life Ethical Statement has been read to our organization and signed by all of our active members:

Organization: _____

President’s Signature: _____

Risk Manager’s Signature: _____

MEMBERS NAMES, SIGNATURES, UNIVERSITY ID’S, AND EMAILS ATTACHED

Saint Leo University FERPA Release



FERPA RELEASE

AUTHORIZATION FOR ACCESS TO MY EDUCATION RECORD

Saint Leo University provides for the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA), as amended. Accordingly, in order for us to be able to discuss your education record with your parents, spouse, or other persons who you designate, you must provide your authorization. "Education record" includes those records, files, documents and other material that contain information directly related to the student and are maintained by the university or a person acting for the university. This includes admission, enrollment, financial aid, academic, and disciplinary records. An education record includes information recorded in any medium but does not include personal notes, records only available to law enforcement personnel, employment records, or medical records.

Name of Student _____

SLUID _____ Last 4 Digits of SSN _____ DOB _____

In accordance with the Family Educational Rights and Privacy Act (FERPA), I authorize Saint Leo University to release my education record to the following persons, agencies, or organizations for the purpose of keeping such persons, agencies, or organizations informed of my progress at Saint Leo University:

Name and Address of Person/Agency/Organization to Receive Information

I understand that by signing this authorization, I am waiving my rights of nondisclosure of these records under federal law only to the persons or entities specifically listed. This release does not permit the disclosure of these records to any other persons or entities without my written consent or as permitted by law. This consent will remain in effect until revoked by me, in writing, and delivered to the Registrar's office of Saint Leo University, but that any such revocation shall not affect disclosures previously made by SLU prior to receipt of any such written revocation.

Student's Signature _____ Date _____

Bid Acceptance Binding Agreement

Office Use Only:	
Date Received: _____	Approval Status: _____



BID ACCEPTANCE BINDING AGREEMENT

Student's Name (last, first, middle): _____

Student ID: _____ **Mail Code/Housing Assignment:** _____ **Phone #:** _____

By signing this Bid Acceptance Binding Agreement, I understand and agree to the following conditions. Please read and initial each of the following:

1. I accept the invitation of _____ to join the chapter at Saint Leo University. _____
2. If I become a new member of this organization and withdraw from the chapter, I may not join another NPC organization for at least one calendar year. If I am initiated into any organization and resign, I may not join another organization (NPC sororities only). _____

Signature

Date

The following individual(s) attests to the acceptance of the bid by the IFC or NPC member group. Preferably, this form shall be signed by both the President and the New Member Educator.

Printed Name of President

Printed name of New Member Educator

Signature of President

Signature of New Member Educator

Intake Intent Form

Office Use Only:	
Date Received: _____	Approval Status: _____



INTAKE INTENT FORM

Saint Leo University must be notified prior to any Unified Greek Council chapter beginning a membership intake process. The purpose of this is to ensure that the Office Student Involvement is aware of membership activities and to ensure adherence to Saint Leo University policy.

For each semester that your organization intends to have membership intake, you must submit a complete *Membership Intake Intent Form* and the *Candidate Intake Form* (on back of page). This form is to be returned one week prior to beginning the intake process.

All new members must sign the Saint Leo University Anti-Hazing Policy before beginning their process, available in the Greek Office. These forms will be seen only by the Assistant Director of Greek Life and essential university personnel.

Once your new members are initiated, you must submit a list of those individuals to the Assistant Director of Greek Life and Community Engagement, within a week after initiation.

Organization	_____
Date of Informational/ Rush Event	_____
Anticipated Completion Date	_____
President's Signature	_____
Chapter Advisor Signature	_____

Office Use Only:	
Date Received: _____	Approval Status: _____



NOTICE TO REFRAIN FROM INTAKE

NOTICE OF INTENTION TO REFRAIN FROM CONDUCTING MEMBERSHIP INTAKE PROCESS

The _____ chapter of _____ does not intend to conduct membership intake during the _____ semester. We understand that should that decision change, we must notify the Office of Student Activities in writing, with approval from the Chapter Advisor. We understand that if we engage in pre-pledging activities not a part of the inter/national process, it will be reported to the Assistant Director of Greek Life & Community Engagement, the Vice President for Student Success and Enrollment Services, and/or the University Police and the inter/national organization.

President's Name Printed President's Signature President's Phone #

Chapter Advisor Name Printed Chapter Advisor Signature Chapter Advisor Phone #

President's Name Printed President's Signature President's Phone #

Chapter Advisor Name Printed Chapter Advisor Signature Chapter Advisor Phone #



NOTICE FOR INTENTION FOR MEMBERSHIP INTAKE PROCESS

The officers and members of _____ are proud to announce the intake of new members for the Fall Spring (Circle one) semester of _____.

Interest Meeting(s): _____

Selection will conclude on _____

Education of candidates/aspirants/intake process

begins on _____

Candidates/Aspirants will be initiated on _____

New Members will be present on _____

The Person in charge of membership intake

The chapter advisor supervising membership

For the Chapter will be:

intake for the Chapter will be:

Name

Name

Title in Chapter

Title in Chapter

Phone Number

Phone Number

The above information is accurate and correct to the best of my knowledge.

Chapter President's Signature

Chapter Advisor Signature

AD of Greek Life Signature

This form must contain original signatures no faxes will be accepted.

Office Use Only:	
Date Received: _____	Approval Status: _____



VERIFICATION OF RECRUITMENT/INTAKE

We certify that all activities sponsored or required by our (inter)national fraternity or sorority. Members and pledge/associate members comply with the Saint Leo University policies and procedures, and with the Florida state law.

We have informed the candidates/aspirant member(s) of our fraternity or sorority of the contents of the Saint Leo University Hazing Policy. This policy will be read to aspirants at the beginning of each semester's membership intake process.

We understand that the chapter is not to engage in any pre/post pledging activities.

We understand that failure to uphold the Saint Leo University Hazing Policy as stated will result in referral to Student Conduct for an organizational violation of the Saint Leo University Hazing Policy. We understand that our (inter)national organizations will be immediately notified if there are any concerns or allegations of illegal membership activities occurring.

We understand that participation in any hazing activity or having knowledge of any hazing activity and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organizations, whether graduate status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware may cause personal referral to the Dean of Students.

Our signatures below certify that we have read, understand and agree to abide by the Saint Leo University Hazing Policy.

Fraternity/Sorority name	Individual Chapter Name
Chapter President's Name	Chapter President's Signature Date
Membership Chair's Name	Membership Chair's Signature Date
Chapter Advisor's Name	Chapter Advisor's Signature Date

This form must contain original signatures. No faxes will be accepted.

Office Use Only:

Date Received: _____ Approval Status: _____

CANIDATE/ASPIRATE FORM



This form must be signed by all attendees at your interest session/rush event.

Hazing in any form is strictly prohibited. Hazing is a broad term that encompasses a multitude of actions or activities. The term hazing refers to any action or activities that may negatively affect the development of a person or an organization; which cause mental or physical harm; or which subject individuals to harassment, embarrassment, ridicule, or distress. Examples of situations that are considered hazing include but are not limited to tests of endurance, physical abuse, psychological abuse, morally degrading or humiliating activities, and forced ingestion of any substance, activities which interfere with academic pursuits and servitude.

University Non-Hazing Policy (Student Handbook, Section B15) Saint Leo University prohibits hazing. As used in this policy, hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with 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 does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.”

The Florida State Law is as follows: [Florida Statute 1006.63(1)] Note that hazing can, and in many instances is, a crime in Florida and can subject participants to criminal penalties in addition to University sanctions.

Hazing is typically associated with membership selection and initiation into an organization. It is possible for hazing to occur before, during, and after membership selection and initiation. Saint Leo University will investigate all hazing allegations. Individuals and organizations found in violation of the Saint Leo University Hazing Policy will be sanctioned and turned over to the proper law enforcement agency. If you believe you or someone you know has been a victim of hazing, contact the Assistant Director of Greek Life & Community Engagement at 352-588-8266.

By signing this statement, I agree that I have read and understand the Saint Leo University Hazing Policy. I agree to comply with this policy. Local and state laws, policies of my fraternal organization, and policies of the local and inter/national governing council to which my organization belongs.

Organization _____

Chapter _____

Academic Period _____

Semester _____



STAFF ADVISOR AGREEMENT

As a full-time employee of Saint Leo University, I agree to serve as the faculty/staff advisor to _____, a University-recognized organization registered with the Student Activities office.

I understand and agree to meet the following responsibilities:

1. To be reasonably informed concerning the purpose and programs of the organization;
2. To be reasonably informed concerning the University’s policies and procedures governing student organizations and their activities;
3. To attend and supervise, if necessary, an event at which my presence is required, or find an appropriate substitute from among the full-time faculty and staff of the University;
4. To frequently attend the meetings of the organization;
5. To encourage the members of the organization to assume responsibility for the effectiveness of their programs;
6. To discuss and set standards for the advisor’s involvement within the organization and its activities with the leadership of the organization;
7. To provide advice on the planning and implementation of events and activities;
8. To provide continuity for the organization from year to year;
9. To be willing to accept correspondence regarding activities or announcements that should be conveyed to the officers.

Advisor Name (Printed)

Title

Advisor Signature

Date

Advisor Email

Campus Phone

Organization President

Date

Financial Forms

Greek Life Payment Request Form

This form must be submitted at least seven business days prior to the event to allow enough time for processing. The payment request form must be filled out completely in order to be reviewed; incomplete forms will not be considered for funding. This form is use for the sole purpose of requesting use of Greek Life allocated funding made available to each organization in good standing.

Name of Organization: _____

Name of Requestor: _____ SLU ID# _____

Student Email: _____

Student Phone# _____

How will the council benefit from this request:

Date Funds will be utilized: ___/___/___

Type of purchase requesting (Circle one): Check Debit Card Reimbursement

Total Expense Request: \$ _____

Please note that invoice/purchase order must be attached

Vendor receiving payment: _____ Vendor ID# _____

Please describe items to be purchased for the event/business purpose:

Estimated Attendance/Guests (**Must provide attached attendance/guest list**): _____

I acknowledge that the information provided (attached and above) is accurate and true to the best of my ability, and that this form has been completed in its entirety.

Signature of Student Requestor

Date

OFFICIAL USE ONLY

Date Received: _____

Request Results: Approved Denied

Signature of Vice President of Finance

Signature of Council President

