

Policies and Procedures

Fraternity and Sorority Life at Western Oregon University

Section I: Overview

- I. Mission Statement
 - a. Fraternity and Sorority Life at Western Oregon University supports the mission of Student Engagement by creating opportunities for leadership development, academic achievement, social growth, and societal awareness through our recognized fraternities and sororities.
- II. Structure
 - a. Fraternity and Sorority Life falls under the direction of Student Engagement at Western Oregon University (WOU).
 - b. The Coordinator, Organizations and Activities is the main advisory support for Fraternity and Sorority Life
 - c. The Assistant Vice President of Student Affairs – Student Engagement is the secondary advisory support for Fraternity and Sorority Life

Section II: Recognition and Classification of Fraternities and Sororities

- I. Partner Organizations
 - a. A WOU Partner Organization is composed of 100% Western Oregon University students that contributes to the mission and culture of the University.
 - b. A Partner Organization is governed by Student Engagement.
 - c. A Partner Organization does not maintain the same rights as ASWOU Chartered Student Organizations.
 - d. The activities, events and operations of a Partner Organizations are not considered official Western Oregon University business and do not represent the University.
 - e. A Partner Organization may have access to Western Oregon University-controlled facilities, benefits and resources on a free or fee basis.
 - f. A Partner Organization is accountable to the University for legal compliance, fiscal responsibility, risk management and adherence to established community standards of behavior and the Student Code of Conduct.
 - g. Western Oregon University has the right to change and manage the Partner Organization's relationships with the University. This could include sanctioning or limiting rights on campus independently of the Office of Student Conduct process, pending any hearing.
 - h. In all cases regarding rules governing Western Oregon University chapters, University policies will prevail. In cases where Inter/national Affiliates and/or umbrella organizations impose stricter guidelines (e.g. grades, minimum number of members, etc.), the stricter of the two will prevail as long as WOU policy is not violated or compromised.
- II. Recognition Process
 - a. The process for new organizations to gain recognition as a Partner Organization (defined in Section II, I) is outlined in the Expansion Policy.

- b. Organizations that do not follow the Expansion Policy will not receive recognition from the University and will not be considered a Partner Organization.

III. Classifications

a. Developing Chapter

- i. A Developing Chapter is a group of WOU students who have entered into an agreement with an inter/national affiliate to form a chapter, are verified through the organization's inter/national office, and have a minimum of five eligible members. Alternately, an inter/national affiliate may be invited to campus by Student Engagement to develop a Developing Chapter of their organization.
- ii. A Developing Chapter is no longer considered part of Western Oregon University but is a "Partner Organization" (see Section II, I).
- iii. If unsuccessful in achieving full recognition from their inter/national organization, Student Engagement reserves the right to reject another Interest Group and/or Developing Chapter from the same inter/national organization for up to one year.
- iv. The following pertains to a Developing Chapter:
 - 1. Access to WOU facilities and rooms at a reduced rate (per WOU reservations policy).
 - 2. One vote on the Fraternity and Sorority Council (FSC) and members are eligible for officer status on the FSC.
 - 3. Access to a Foundation account for funding if they so choose.
 - 4. A Developing Chapter is responsible for its own process to proceed to becoming a full chapter. Any issues in this process will be discussed with Student Engagement.
 - 5. Student Engagement will recognize and support any rituals and/or ceremonies necessary for full colonization to occur.
 - 6. A Developing Chapter may recruit members within the confines Recruitment Guidelines (Section IV).
- v. Requirements of Developing Chapters:
 - 1. A WOU faculty or staff member to act as their on-campus advisor
 - a. Must have a Bachelor's degree, but they do not have to be a member of the organization
 - 2. Register with Student Engagement at the beginning of each term in order to verify continuing interest and membership. This also confirms efforts to move towards Chapter status.
 - 3. The Developing Chapter president is required to meet once a term with the Coordinator, Organizations & Activities to provide updates, answer questions, receive guidance and other areas that mutually support a productive relationship at WOU.

b. Chapter

- i. Full university recognition is only granted upon written declaration by the Coordinator, Organizations & Activities or the Director of Student Engagement.

- ii. A Chapter is defined by Western Oregon University as a “Partner Organization” (see Section II, I).
 - iii. The following pertains to Chapters:
 - 1. Access to WOU facilities and rooms at a reduced rate (per WOU reservations policy).
 - 2. Two votes on the Fraternity and Sorority Council (FSC).
 - 3. May maintain a Foundation account for funding if they so choose.
 - 4. May recruit members within the confines and agreements of the WOU Fraternity and Sorority Life Recruitment guidelines as well as guidelines set up by their corresponding inter/national organization.
 - iv. Requirements of Chapters:
 - 1. See Section III: Requirements
- I. Conditionally Active/Defunct Chapters:
 - a. A fraternity or sorority which has fallen below five active members as required for recognition will be considered conditionally chartered for one academic year or until they have met the required minimum amount of members, whichever comes first.
 - b. In the event that the chapter does not meet the minimum member requirement within one year, the chapter will become inactive.
 - i. Once a chapter has become inactive, it must re-apply for recognition status with Student Engagement.
- IV. Restrictions/Limitations of all Classifications
 - a. No association with any auxiliary or sweetheart groups is permitted.
 - b. Chapters or Colonies may not participate in unauthorized activities with an interest or exploratory group and/or unrecognized chapter.
 - c. Honorary memberships for undergraduate students are not permitted.
 - d. Singing, chanting, marching, stepping, stomping, or saluting is not permitted in academic and administrative areas at any time unless there is written permission by Student Engagement.
 - e. Any activities inside the residence halls or Valsetz Dining Hall must be registered through Student Engagement and the Office of University Housing two weeks prior to the set date.
 - i. University Housing has the right to refuse to programming within the residential facilities.
 - f. There shall be no affiliation or organizational structure formed deriving from a “Local” sorority or fraternity.

Section III: Requirements

- II. Compliance Requirements
 - a. Compliance with all federal, state, and local laws.
 - b. Compliance with Western Oregon University’s Code of Student Responsibility and applicable policies and procedures.
 - c. Compliance with all policies and procedures of Student Engagement and the Fraternity and Sorority Council (FSC).

- d. Maintain a full-time WOU staff or faculty advisor (must have a bachelor's degree) as the primary advisor.
 - i. Chapters may also have outside advisors from regional or inter/national offices of their Inter/national Affiliates.
 - ii. Advisors should meet periodically with the chapter president and Coordinator, Organizations & Activities to discuss individual chapter progress.
 - iii. Additional advisor resources will be provided by Student Engagement and/or FSC.
 - e. Maintain liability insurance coverage in an amount of no less than \$1,000,000 with the State of Oregon, Western Oregon University and its officers, and the WOU Foundation as "named insured."
 - f. Maintain official tax-exempt status through the federal and state governments 501 (a) of Title 26.
 - g. Maintain updated constitutions or bylaws with Student Engagement detailing chapter officer responsibilities and procedures for handling incidents of misconduct by individual members.
 - h. Maintain registration and recognition by an official National Pan-Hellenic Council, Inner-Fraternity Council, Multicultural Greek Council or another national organization.
 - i. Maintain current contact information of the National Affiliate's liaison's information with Student Engagement.
 - j. Uphold the values of brotherhood/sisterhood, academic excellence, civility, cooperation and respect.
 - k. Other responsibilities as determined by Western Oregon University, Student Engagement, or the Fraternity and Sorority Council.
- III. Chapter Requirements
- a. Have at least 5 active members each term
 - b. Uphold academic integrity policies in the campus Code of Student Responsibility.
 - c. Upon joining, all members will be in good judicial and academic standing with the University.
 - d. Have a combined grade point average (GPA), including new members, of 2.5.
 - e. Update Student Engagement on national academic procedures in handling academic accountability.
 - f. Complete an additional FSC-sponsored, WOU-focused community service event outside of their respective philanthropic foundation.
 - g. Sponsor at least one leadership session for the chapter (or at-large to campus) per year.
 - h. Hold one alcohol and sexual assault prevention education session held each year for chapter members, including new members, by the end of Spring Term.
 - i. Provide opportunities for all members to be Green Dot trained within their first year of membership.
- IV. Financial Reporting Requirements:
- a. Fraternities and sororities are solely responsible for their own financial obligations and are not in any way tied to Western Oregon University. Every fraternity and sorority is expected to use sound business practices with respect to finance and business relations between themselves and the University.

- b. Each fraternity and sorority must explain any and all fees, dues or charges associated with membership in the organization to potential members.
 - c. A fraternity or sorority must provide any and all financial records in a timely fashion when requested by FSC or the University.
 - d. Information regarding where finances are held should be on file in the Student Engagement office and updated annually.
 - e. Any member who is aware of financial impropriety is expected to report the impropriety to the University.
 - f. Any fraternity or sorority found to be out of compliance with this policy will be subject to suspension and/or removal as an organization.
- V. Required Submissions
- a. Annual
 - i. Proof of excess liability insurance in an amount no less than \$1,000,000 naming the State, Western Oregon University, the WOU Foundation and University Officers "named insured".
 - 1. Due by the start of each academic year.
 - 2. Any group without current insurance on file in Student Engagement will be considered temporarily suspended until the requirement is met.
 - ii. Information on where chapter finances are held
 - 1. Due by the start of each academic year.
 - 2. Any group without this information on file in Student Engagement will be considered temporarily suspended until the requirement is met.
 - iii. Proof of chapter hosting a leadership workshop each year
 - 1. Due by the Friday of Spring Term's Week 9 each year per Section III, III, g.
 - 2. Submitted to Student Engagement
 - iv. Proof of alcohol and sexual assault prevention education held each year for chapter members, including new members.
 - 1. Due by Friday of Spring Term's Week 9 per Section III, III, h.
 - 2. If proof has not been submitted by this deadline, the chapter will go through alcohol and sexual assault prevention education provided by Student Engagement the following Fall Term.
 - v. Proof of members Green Dot education session attendance.
 - 1. Due by Friday of Spring Term's Week 9 per Section III, III, i.
 - b. Termly
 - i. Chapter roster with all members' information
 - 1. Due by Friday of Week 1 every term by 5:00pm
 - 2. Submitted to Student Engagement
 - ii. Dues and fees required by the Fraternity and Sorority Council Bylaws
 - 1. Current dues and fee amounts can be found in the FSC Bylaws.
 - 2. Due by Friday of Week 3 every term by 5:00pm
 - 3. Submitted to the FSC Treasurer
 - iii. Community Service Report
 - 1. Due by Friday of Week 3 every term for the previous term
 - 2. Submitted to Student Engagement and the FSC Service Director

- c. When applicable
 - i. Copy of Membership Education/Intake Program
 - 1. Due within one (1) week of the start of membership education program.
 - 2. Must include the anticipated week of initiation
 - 3. The Coordinator, Organizations & Activities must be updated if any changes to the program occur
 - ii. New Member Bill of Rights from each new member
 - 1. Due Date: Within 1 week of new members accepting their bid or invitation of membership
 - iii. Acknowledgment of Fraternity/Sorority Initiation Form signed by each new member
 - 1. Due Date: Within 48 hours of initiation or completion of new member intake
 - iv. Chapter constitution and bylaws
 - 1. If documents are updated or amended, new copies must be submitted to the Coordinator, Organizations & Activities
- VI. Failure to Comply with Requirements
- a. Student Engagement reserves the right and responsibility to take action against any chapter not in compliance with WOU-related requirements.
 - b. FSC shall reserve the right and responsibility to levy sanctions through the FSC Judicial Board as a result of non-compliance with the WOU FSL Policies and Procedures and/or the FSC Constitution and Bylaws and violations of fraternal practices that are not otherwise violations of WOU's Code of Student Responsibility.

Section IV: Recruitment Policies

- I. Statement of Purpose
 - a. Western Oregon University recognizes that each organization has a unique and specific recruitment or intake process. The purpose of these guidelines is to ensure the concerns and considerations of potential new members are placed first and that each organization has an equal opportunity to recruit new members.
- II. Organization Expectations
 - a. Be in good standing with their inter/national organization, the university, and the Fraternity and Sorority Council in order to participate in recruitment/intake activities.
 - b. Complete all necessary paperwork in a timely and professional manner.
 - c. Adhere to the guidelines and policies outlined regarding recruitment and intake.
 - d. Be respectful of other organizations also engaging in recruitment/intake activities.
- III. Recruitment Periods
 - a. Recruitment of new members is permitted until Wednesday of Week 3 of Fall, Winter, and Spring Term.
 - i. WOU maintains a deferred recruitment policy for first-year students and therefore organizations may not recruit these students during Fall Term.
 - 1. First-year students are defined as students who graduated from high school in the spring of the current year

- 2. First-year students may participate in recruitment events, but they are ineligible to receive bids or invitations of membership.
 - ii. Recruitment of new members is not permitted during Summer Term.
 - iii. No individual recruitment activities may take place during New Student Week in Fall Term
- b. Organizations must submit a Recruitment Plan in order to be eligible to recruit new members
 - i. Plans must include all recruitment activity and event information, bid or invitation of membership delivery methods and dates, current chapter dues and new member dues
 - ii. Recruitment Plans are due to Student Engagement and the FSC Recruitment Director by:
 - 1. Fall Term: Three weeks prior to Week 1
 - 2. Winter Term: Six weeks prior to Week 1
 - 3. Spring Term: Three weeks prior to Week 1
 - iii. Failure to submit a complete and accurate Recruitment Plan by the due date will result in the chapters ineligibility to recruit new members that term
- c. The Fraternity and Sorority Council will organize community-wide recruitment and marketing efforts including all New Student Week (NSW) events and educational sessions.

IV. Procedures

- a. Recruitment/Intake Events
 - i. All events and marketing must comply with WOU event, reservation, and posting policies.
 - ii. Events can only take place until Wednesday of Week 3 of each term
 - iii. Events must be included in the Recruitment Plan and submitted by the deadline.
- b. Potential New Member (PNM) Eligibility
 - i. To be considered eligible for membership, students must:
 - 1. Be a fully matriculated WOU student
 - 2. Have a 2.25 cumulative college GPA
 - 3. Be in good academic and judicial standing with the university
 - 4. Not a first-year student as defined by this policy
 - ii. Grade and Judicial Standing Checks
 - 1. The first name, last name, and WOU student id number of every student who attends a recruitment event must be collected by the organization
 - a. After every recruitment event; this information must be submitted to the Student Engagement office.
 - 2. The organization's recruitment/intake officer or their designee will be notified of any PNM who is not eligible for membership within 48 hours of submitting their name.
 - 3. Failure to submit accurate or complete information may result in that PNM being ineligible for membership.
- c. Bid or Invitations of Membership

- i. Bids or invitations of membership can be distributed to PNMs starting on Wednesday of Week 2. Organizations may choose to continue distributing bids or invitations of membership through Wednesday of Week 3.
 - ii. Organizations may not require or ask PNMs to accept their bid or invitation of members before Friday of Week 2.
 - iii. Multiple organizations may offer a bid or invitation of membership to the same student, but students are only permitted to accept one bid or invitation of membership.
 - d. New Member Rosters
 - i. New member rosters must be submitted by 5pm on Wednesday of Week 3.
 - e. New Member Bill of Rights
 - i. Every new member must sign a New Member Bill of Rights within one week of accepting their bid or invitation of membership.
- V. Event Guidelines
 - a. Recruitment events should take place between 8am and 9pm.
 - b. Recruitment events must be alcohol and drug free
 - c. No more than two (2) recruitment events per term may take place off campus
 - d. Recruitment events should include information about the responsibilities of membership, including, but not limited to:
 - i. Financial requirements
 - ii. Academic requirements
 - iii. Involvement expectations
 - iv. Behavior expectations in relation to organizational values
 - e. All recruitment events must be open to any interested participant within the parameters set by the chapter's inter/national organization.
 - i. The only exceptions are interviews and/or preference ceremonies.
- VI. Prohibition of Hazing
 - a. WOU prohibits the use of hazing activities and behaviors during recruitment/intake activities, new member education, and other organization activities.
 - b. Organization presidents and recruitment/intake directors should review WOU's anti-hazing guidelines before each recruitment/intake period. It is the responsibility of each organization to ensure that no current members violate these policies in any way during the duration of the recruitment, intake, and/or new member education process.
 - c. All incidents of perceived hazing will be sent to WOU's Office of Student Conduct and the FSC Judicial Board for further review and investigating, leading to sanctions for individuals or chapters as appropriate. Incidents will also be reported to the organization's inter/national office.

Section V: Standards of Excellence

Western Oregon University values fraternity and sorority organizations as a component of the higher education experience. These groups directly compliment the academic aspect of a university and allow for leadership and service within the college and surrounding community. Fraternities and sororities offer brotherhood, sisterhood, service, socialization, networking, and scholastic opportunities for students. Fraternity and Sorority Life at Western Oregon University was founded upon five standards in

which each member and organization is required to adhere by and upheld by the Fraternity and Sorority Council (FSC): Academic Development, Campus/Community Involvement, New Member Education and Recruitment, Student Retention, and Chapter Leadership and Transition. Student Engagement is committed to supporting fraternities and sororities that accomplish aspects of each standard.

Standard I: Academic Development

Each fraternity and sorority is expected to work with their members to help them achieve academic success.

Organizations are required to:

- Have a combined grade point average (GPA), including new members, of 2.5 each term
- Each active member (defined as any student on the official member roster turned into the Coordinator, Organizations & Activities) must have a cumulative 2.25 GPA
- Once each academic year, host an academic support program with 80% of active member attendance.
- Attend all academic-focused programs held by FSC

Organizations that fail to meet this academic standard for one term will be required to work with the FSC for an academic enrichment plan and will be placed on a probationary status. Failure to meet this standard for two consecutive terms will result in a suspension pending completion of the academic plan and satisfactory academic performance as determined by Student Engagement.

Standard II: Campus/Community Involvement

All fraternities and sororities are expected to become involved both on campus and with the surrounding community.

Organizations are required to:

- Work with other fraternities and sororities in various capacities during the year via co-sponsorship, service, and leadership
- Complete an additional FSC-sponsored, community service event outside of their respective philanthropic foundation.
- Participate in events required by FSC

Standard III: Member Education

Fraternities and sororities will educate new members and active members in a thoughtful and engaging manner in accordance with WOU and inter/national organization policies.

Organizations are required to:

- Each of the chapter's new members shall attend an anti-hazing educational workshop sponsored by Student Engagement and the FSC, no more than two weeks after accepting a bid or invitation to membership.
- Have 90% of the chapter attend Greek Summit where topics covered but are not limited to alcohol/drug awareness, anti-hazing programs, and any topics deemed relevant by FSC.

Standard IV: Student Retention

Fraternities and sororities are proven to contribute to student retention and persistence. Recognized organizations at WOU are expected to help their members overcome academic or institutional challenges to persist to graduation.

Organizations are required to:

- Work with inter/national headquarters to provide scholarship programs
- Design a mentorship program between older members and younger members with regards toward organization study hours, WOU academic and wellness resources, and college transition.
- Maintain a chapter retention rate representative of WOU's overall retention rate and support WOU's mission of helping students graduate

Standard V: Chapter Leadership and Transition

Each fraternity and sorority is expected to contribute to their members' leadership development and ensure the smooth transition of power between chapter officers each year.

Organizations are required to:

- Host one leadership workshop per academic year
- Have the chapter president meet with the Coordinator, Organizations & Activities at least once per term.
- Fulfill any and all representation requirements outlined by FSC for programs, trainings or events

General Requirements

Each organization is held accountable for meeting the standards set forth by Student Engagement. Those chapters that exceed the standards have the opportunity to be recognized through Leadership Recognition Night as well as other means. Those chapters that fall below the standards will be given the opportunity to improve. Those chapters that do not improve and fail to meet the standards may be subject to loss of recognition.