WELCOME AND THANK YOU FOR YOUR SERVICE

Thank you for all that you do as a Chapter President in helping our students and fellow Greeks here at the University of West Georgia. Without your commitment the growth of your chapter and Greek community would not be possible.

This “Greek Handbook” will serve as a guide for you to call upon when handling fraternity or sorority business with the Center for Student Involvement. Please feel free to give your input to us on the content and other ideas you may have for this resource.

We hope that the information provided will assist you in your role as a president for one of our social Greek chapters. I look forward to our partnership in enhancing the Greek system at UWG.

Interfraternally,

Michael D. Steele
Assistant Director for Greek Life
I. Introduction

This handbook has been designed so that Fraternity and Sorority Presidents will be able to lead their organizations in accordance with the policies and procedures of the Center for Student Involvement and the University of West Georgia. Fraternity and Sorority Presidents have the responsibility of reading and understanding all policies and regulations outlined in this handbook. In addition, Fraternity and Sorority Presidents are responsible for disseminating this information to members of their organization so that all members are aware of university policies and procedures regarding social Greek organizations. By signing the Presidential Responsibility form you are agreeing that you have read, understand and agree to abide by the guidelines set forth in this handbook.

Appendix

The appendix has been provided to you online at http://www.westga.edu/csi/index_12216.php, which contains forms that Social Greek organizations will need during the course of the year.

Assistant Director for Greek Life
Center for Student Involvement

The Assistant Director for Greek Life is a professional staff member in the Center for Student Involvement, which is located in Room 304 of the Campus Center. The contact information is as follows:

Michael D. Steele
Center for Student Involvement
Assistant Director for Greek Life
Phone  678- 839-6526
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Please contact the Assistant Director for Greek Life for any information regarding these policies or any other program pertaining to Greek Life at the University of West Georgia.

II. Fraternity/Sorority Information Forms:

The Fraternity/Sorority Information forms must be completed within two weeks of the occurrence of an officer(s) transition. In addition, each organization must have a faculty advisor who is employed by the University of West Georgia. It is also recommended that your Greek organization also
have a chapter advisor, alumni advisor, and alumni recruitment/intake advisor. Please fill out the chapter information, advisory board, and officer information section of your information form completely. The Center for Student Involvement must have this information for general use and emergency purposes. If your organization already has a phone list with all officers, please attach this to the form.

III. Recruitment/Intake Guidelines and Requirements:

National Pan-Hellenic Council, Interfraternity Council and the College Panhellenic Council all have different recruitment processes; therefore, general guidelines regarding recruitment have been established by the University.

All social Greek student organizations which sponsor a period of new member education, prior to full admittance into membership, must adhere to the following provisions:

1. All new member education programs must be completed 2 weeks prior to the beginning of the final examination period as listed in the Academic Calendar each semester.
2. New member education may not be carried over to the following semester.
3. With prior written permission from your National Office, the formal initiation ceremony may be held the following semester. This would need to be submitted 2 weeks prior to the beginning of the final examination period as listed in the Academic Calendar each semester.
4. Your chapter must complete the notice to initiation form 7 days prior to the initiation of new members.
4. New member education includes but is not limited to:
   - new member education classes/activities
   - final votes, final initiation preparation weeks, and any and all activities that could cause a new member to be released and not initiated into full membership.

A) Academic Requirements for Social Greeks:

In order to participate in Recruitment, or Intake, a first-time university student must have a 2.0 UWG adjusted GPA from high school, and West Georgia (or transfer) students must have a 2.0 University GPA based on a minimum of 12 hours of non-developmental University work. However, both the Interfraternity and Panhellenic Councils suggest that a student have a minimum of 2.20 GPA because some fraternities and sororities cannot extend bids to students who have below a 2.20 UWG adjusted GPA. Each chapter has their own guidelines however, and some have requirements as high as a 2.7 GPA. The average GPA required by NPHC chapters is a 2.5; however, some also require a higher GPA. A student
must maintain full-time student status (minimum of 12 credit hours, 9 for summer) during his/her new member period.

B) Policy on the release of grade point averages for fraternities and sororities:

The Center for Student Involvement, in cooperation with the Registrar’s Office, will secure grade point averages for social fraternities and sororities.

1. Grade point averages may be secured on a continuing basis for members of an organization.

2. Each member and/or new member for which an organization desires grade point averages will be requested to sign a statement acknowledging the release of all information requested.

3. The card will be kept on file in the Center for Student Involvement for the duration of the individual’s affiliation with the organization and will be terminated upon the graduation or disassociation of the individual.

4. Each semester the organization desiring grade point averages must submit request for grade point averages in writing.

5. Once the grade point averages have been secured, the organization’s representative will be contacted.

6. Individuals requesting grade point average information must be a current officer within his/her respective organization and must be listed on the organization’s registration packet.

B). Process of Intake/New Membership:

There are three steps to obtaining a new member in your fraternity or sorority at the University of West Georgia:

1. Complete Recruitment/Intake Grade Check Form. This form allows the Center for Student Involvement to complete a grade/hour check on the potential new member. This form MUST be submitted to the Assistant Director for Greek Life after all information has been provided on the form. After confirmation has been received that the student is eligible, chapters may complete step two. Please allow 24 hours for the return of this document.

   NOTE: Step two should not be completed until the chapter receives confirmation from the Assistant Director for Greek Life that the student is eligible to join and meets university requirements.

2. All potential new members must read and sign the Grade Release Form/Individual Hazing Policy of the University of West Georgia.
NPHC ONLY:

3. Additional Intake Procedures for NPHC organizations are provided. All chapters must adhere to the Intake Procedures. Please make sure to complete the intake paperwork completely.

IFC ONLY:

4. Those wishing to join an IFC fraternity must fill out and complete an IFC Bid Card.

CPC ONLY:

5. Those wishing to join a Panhellenic sorority during a period other than the formal recruitment week must complete a Continuous Open Bid or COB form.

ALL COUNCILS:

6. All of the forms mentioned above for your respective councils must be submitted to the Center for Student Involvement for processing purposes. The new member will not be added to your organizations roster unless all required paperwork has been received.

IV. Chapter Roster Changes:

A) Roster Update Deadlines:

At the beginning of each semester the chapter president must complete the Roster Change Form and submit it to the Assistant Director for Greek Life. This will include all graduating, transferring or returning students. The Assistant Director for Greek Life will provide each chapter with a roster from the previous semester. The chapter President will need to review the roster and note any changes, sign the roster and return it to the Center for Student Involvement along with a Roster Change Form for any additions or deletions from the chapter roster. For changes throughout a semester, Chapter Roster Change forms must be completed within one week after officially reinstating or suspending a member. Proper documentation will be required.

Failure to complete a roster update by the deadline set by the Assistant Director for Greek Life each semester will result in suspension of facility usage and/or intramural privileges for the chapter.

B) Proper Roster Updates:
The Roster Change Form allows for official deletions and additions to your organization’s roster. Every social Greek Organization must complete a Roster Change Form whenever a change occurs. Roster updates are required in the addition of transfer member/affiliates, as well as new members.

The third column under Chapter Deletions on the form provides an area of explanation for the removal of a member. Please use the following codes accordingly:

- Place a “G” if the member has graduated from the University of West Georgia
- Place a “T” if the member has transferred to another college/university
- Place an “S” if the member has been suspended or expelled from the University
- Place a “D” if the member has depledged the fraternity or sorority. If the depledging member is from a Panhellenic sorority, the woman must complete a Panhellenic Deplege Form. If the depledging member is from an Interfraternity fraternity, the member must complete an Interfraternity Depledge Form
- Place an “AL” has been placed on Alumni Status prior to graduation by the national organization. Must include copy of documentation from the national organization to be placed on Alumni Status with the University
- Place an “L” if a member has left the University of West Georgia
- Place an “V” if a member has voluntarily resigned from the organization. Please include documentation.

Please be aware that the chapter deletions require proper documentation. If proper documentation is not submitted for the appropriate chapter deletion, the change will not be made to the roster until the proper documentation has been received by the Center for Student Involvement. The president is required to sign and date the roster after updates/changes have been made. The chapter president is the only member who may make changes to the chapter’s roster.

C) Importance of Accurate Rosters:

Those members appearing on the roster will be directly reflected on the Academic Grade Summery prepared at the conclusion of the fall and spring semester. It is important for the Center for Student Involvement to have an accurate account of the chapter members for verification of minimum academic standards and awards programs. Chapter grade reports will be mailed at the end of each semester to alumni/ae advisors and the national office for each fraternity and sorority. Those students who appear on your organization’s roster will be charged the Greek Village Chapter Room fee and will be allowed card swipe access to your organizations house and the Greek Village Community Center.
V. **UWG Hazing Policy:**

All hazing is forbidden at the University of West Georgia and by the State of Georgia. Both the Student Conduct Code, which defines acceptable limits on personal conduct, and the policies approved for the operation of student organizations, strictly prohibits hazing of any kind.

All members must sign and date the hazing policy for the University of West Georgia. The president and/or new member educator has the responsibility of reviewing this policy with all members to ensure that no members are participating in any form of hazing. In addition, the president must complete the Fraternity and Sorority Hazing Compliance Form. This form is to be signed by all Greek organizations at the beginning of each school year and whenever there is a change in officers. Hazing regulations apply to all statuses of chapter membership (new member /pledge associate member, active, alumni) without regard to length of time as a member.

VI. **Registration of Events (socials/invite events):**

The Social Contract and Function Registration Form **MUST** be completed and submitted to the Center for Student Involvement for any event in which your chapter is planning to participate in or host. This form must be completed and submitted for recruitment activities, brotherhood/sisterhood events, interest meetings, philanthropic events, educational workshops, step shows, or any event where alcohol will be present. This includes functions that will take place in Carrollton or other functions outside of the Carrollton City limits.

**Please refer to the new Social Greek Risk Management Policy and Social Event Registration Procedures. These policies and procedures apply for all social Greek organizations regardless of location of chapter house and are in effect throughout the calendar year including breaks and summer.**

Additionally, all event/activity themes must be ethnically/racially sensitive in nature and all groups are expected to adhere to the University of West Georgia Theme Sensitivity Policy.

The Social Contract and Event Registration form must be completed and submitted with a scheduled appointment time with the Assistant Director for Greek Life or the Risk Manager of the IFC or the VP of Panhellenic 7 **business days** prior to the scheduled event. Failure to do so will result in the cancellation or postponing of the event by the Center for Student Involvement. Chapters will need to observe official University holidays and office closures in registering events. Any chapter who plans to have an event while the
University is officially closed must register their event prior to the University closing.

If an unregistered event takes place, the organization will be placed under disciplinary sanctions in accordance with university policy and procedure with IFC Judicial Committee or the Greek Council Judicial Committee.

**VII. University Alcohol Policy:**

**I. General**

While on the campus of the University of West Georgia, all persons must comply with all policies of the Board of Regents of the University System of Georgia and the University of West Georgia, and all federal, state, and local laws governing the use, possession, manufacture, distribution, dispensation, and sale of alcoholic beverages.

The University of West Georgia adheres to the Drug-Free Communities and Schools Act Amendments of 1989 (Public Law 101-226) and the Georgia Drug-Free Postsecondary Act of 1990.

Persons under the age of 21 are strictly prohibited from possessing or consuming alcoholic beverages.

**II. Student, Employee, and Guest Participation**

If University of West Georgia students, employees, or guests organize events or activities at which alcohol is served, they are responsible for following this Policy, as well as all other relevant university policies. If students are invited to attend an event at which alcohol is served, attendance at the event must be completely voluntary. Required attendance must never occur, except attendance by designated hosts as a part of an event’s risk management plan. If an employee or student is sponsoring an event at which attendance is mandatory, no alcohol may be served. Even the perception of, or encouragement of, required attendance must always be avoided.

**III. Campus Buildings and Spaces**

The distribution and consumption of alcoholic beverages in all campus buildings and spaces are specifically prohibited except for the following:

**A. Events with Prior Approval from the President or Designee**

All events with alcohol present (except tailgating parties as outlined below) must have specific prior approval from the President or his
designee. A list of designees is available in the President’s office. At all events where alcohol is present, the sponsoring organization shall:
1. Follow all relevant laws and policies.
2. Ensure that alcoholic beverages are not served or made available to anyone under 21 years of age.
3. Ensure that no obviously intoxicated person is given or allowed to consume any additional alcoholic beverage.
4. Ensure that no obviously intoxicated person drives.

B. Tailgating with Alcohol at Major Events
1. Tailgate parties in designated campus parking areas during major campus events which are announced by the President's office on an annual basis (such as home football games) are authorized.
2. Participants in tailgating parties are expected to follow all relevant laws and policies, including not serving alcohol to anyone under 21 years of age, not giving alcoholic beverages to any obviously intoxicated person, and not driving while intoxicated.
3. Tailgating parties must follow the university's Tailgating Policy.

C. Personal, responsible use by individuals over the age of 21 in campus housing rooms and apartments as described in the Residence Life Handbook (www.westga.edu/reslife/index_5450.php).

IV. Policy/Procedure Development

Each Vice President is responsible for developing necessary policies and procedures within her/his area of responsibility, in support of this Policy.

V. Departmental/Unit/Organization Policies

1. The University does not have alcohol liability insurance, as it is not within the course and scope of any university department to serve alcohol. A department or organization which hosts an event with alcohol should develop procedures consistent with this Policy to manage the risk. Campus departments, units, and organizations may develop additional standards and procedures which are more restrictive than those established in this Policy. It is the responsibility of event organizers to check with the department/unit and follow all applicable laws, policies, and procedures.

2. No recognized social Greek student organization shall act in a manner that does not promote or uphold the outstanding image of The University of West Georgia.
VI. Promotional Activities

Advertising of events at which alcoholic beverages will be present cannot include references to alcohol. Chapters hosting events with alcohol are invite only and should not be advertised.

VII. Purchases of Alcohol

No university funds (state, tuition, or student fees) shall be used to purchase alcoholic beverages.

VIII. Enforcement

Each member of the University of West Georgia community should be involved in the implementation of and compliance with this Policy. Unless otherwise stated by law, each individual retains responsibility for his or her actions at all times regardless of his or her mental state, even if altered by alcoholic beverages or other drugs. Persons who violate the law may be subject to arrest or citation. Employees and students may also be referred to the appropriate University authority for disciplinary sanctions for policy violations. Visitors who violate the law or University policies may also be required to leave campus and be prohibited from returning.

IX. Education, Counseling, and Treatment Resources

The University of West Georgia is strongly committed to supporting the rights of individuals who choose not to drink, and to helping individuals who choose to drink to do so in a responsible manner. Educational programs for students are presented each year by departments throughout the campus. Information about counseling and treatment resources for University of West Georgia students and employees is available at www.westga.edu/UWGCares.

Updated August 2009

Additional Information about the use of Alcohol for Fraternities and Sororities:

Chapter Presidents and officers have the responsibility to make sure that members abide by the guidelines for alcohol use. They are required to read and sign the Guidelines for Fraternity and Sorority Use of Alcohol Form and the Social Greek Risk Management Policy and Social Event Registration Procedures. If the misuse of alcohol takes place, organizations and/or individuals will be held accountable and the organization will face disciplinary action.
VIII. Chapter Grade Point Average (GPA) Policy:

I. Chapter Grade Point Average (GPA) Policy:

In order for a social Greek organization to remain in good standing with the University, the chapter must maintain a 2.4 semester GPA during the fall and spring semester. If a Greek organization drops below a 2.4 semester GPA, then the organization will be placed on social restriction for the following semester.

A) The first semester a chapter falls below the standard, the chapter will be placed on social probation. The only events that the chapter may participate in are the organizational meetings/ceremonies, membership recruitment, and philanthropic events. The chapter may not participate in or sponsor any social events, including step shows and Greek Week. Your chapter will need to submit an academic performance plan and review with the Greek Life staff.

B) If for a second consecutive semester, the chapter fails to meet the minimum University standard of a 2.4 semester GPA, the chapter may not participate in or sponsor any social functions for the following semester (same as above), homecoming events or any intramural sports.

C) If the chapter continues to fall below the standard of a 2.4 semester GPA, it then runs the risk of being removed from campus and/or receiving other sanctions.

II. Fundraising Policy:

Any chapter is welcome to sponsor or participate in a fundraising project on or off campus; however, the president must complete a Fund Raiser Approval Form. This form must be obtained through the Center for Student Involvement and requires a signature from the organization representative, the Office of Auxiliary Services, and Center for Campus Involvement. In order to sponsor any fundraising activities, on or off campus, a registered student organization must have prior approval.

*The form must be completed and submitted to the Center for Student Involvement 48 hours before the event.*

If your chapter is planning on sponsoring a raffle, there is a Raffle Form that must be completed and submitted to the Center for Student Involvement. All proposed raffles must be approved by the Carroll County Sheriff’s Department. If the proposed raffle is not approved by the Carroll County Sheriff’s Department, the organization may not sponsor the raffle. The form is
due two weeks before the raffle ticket sale is set to begin. All raffle tickets or ticket sales should include ticket numbers on the sold ticket.

III. Policies for Greek Housing:

A) All students residing or visiting the Greek village are accountable for all regulations found within both the Residence Life Handbook and the Organizational Contract.

B) In an effort to support the Greek culture on campus, Social Greek Organizations are required to complete an application and contract for Greek Village housing within six months of colonization. Contracts will remain active for 3 years. Housing will be provided as available and at the sole discretion of the university. Organizations that fail to adhere to the policy or contract will be considered in violation of university policy and procedure and will be referred to the university judicial process for removal from the university. Organizations are not permitted to have housing off-campus. (Two organizations with previous off-campus housing have been exempted from this policy. Should those organizations become inactive for any reason, or if they choose to move into Greek Village in the future, they will then be bound by this policy.)

IV. Policy Concerning Auxiliary Groups:

A) No registered student organization may sponsor or support an auxiliary group in any form. An auxiliary group is defined as a supplemental group to an organization in which, for whatever reason, the participants are ineligible to become full members of the organization. These include, but are not limited to, the following: little sister, big brothers, favorites, Stardusters, Diamonds, Pearls, friends of the chapter, Sweethearts, Doves, Rush Hostesses, etc.

B) Student Organizations may not give out jersey, t-shirts, etc. to any non-members that would imply auxiliary membership to that group. This includes the giving of jerseys to sorority women which denote the sorority’s letters but in the fraternity’s colors or vice versa. The following exceptions apply:

1. T-shirts given that commemorate a specific event (i.e. social, philanthropy, etc.)
2. The individual was chosen as that organization’s sole sweetheart (i.e. fraternity sweetheart, “Dagger Man”, etc) or homecoming representative.

C) Composites of an organization may only contain active members, advisors and a sole Sweetheart/Beau. Organizations may not have special composites made featuring non-members of the organization.
D) Under no circumstances will recruitment activities be held to recruit individuals for auxiliary organizations. This includes recruiting non-members to do things for the organization in exchange for some type of recognition.

E) Individuals who affiliate with auxiliary groups are also in violation of this policy and can be referred to the student discipline system.

V. Board of Regents Policy:

The Board of Regents Policy that authorizes each institution with the University system to determine whether social fraternities and/or sororities shall be established. The Policy also authorizes each institution to determine the rules and regulations concerning the establishment, organization, governance, and disciplines of social fraternities and sororities.

VI. Presidential Responsibility and Signature

By signing below, I am stating that I have read and I understand my responsibilities as President of my organization as outlined in this handbook. I also am stating that under my guidance, my organization will abide by ALL policies, guidelines, and procedures as outlined in this handbook.

President’s Signature: ____________________________

Greek Organization: ____________________________

Date: ____________________________