

POLICIES FOR FRATERNITIES AND SORORITIES AT THE UNIVERSITY OF ROCHESTER

2024-2025

Updated August 2024

**FRATERNITY AND
SORORITY AFFAIRS**

Office of the Dean of Students
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UNIVERSITY OF ROCHESTER

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Introduction

Fraternity and sorority life has been a significant part of the undergraduate experience at Rochester since the founding of the institution. The University's continuing commitment to these diverse groups stems from the significant opportunities they provide for intellectual, cultural and interpersonal growth—opportunities that complement the College's formal academic program. Within this framework, the College will continue to foster and support inter/national fraternities and sororities.

Because we recognize that self-governance fosters the development of personal and group responsibility and maturity, the College expects and encourages fraternity and sorority chapters to operate with as much independence as their performance warrants. This self-governance should include expression in a democratic system where ideas and opinions are discussed freely, and where many people have an opportunity to lead, serve, and follow in an environment where decisions are made and accountability is acknowledged. This document outlines specific policies, expectations, and unique support structures for fraternities and sororities. It is intended to provide transparency and clear communication of expectations to help our member organizations achieve success.

The document is maintained by Fraternity and Sorority Affairs, though some policies may be within the purview of other offices/departments at the University of Rochester. Questions about these policies can be directed to Brian Magee, Interim Director of Student Activities, at bmagee@ur.rochester.edu. Individuals seeking revisions to an existing policy may request that the Management Committee review that policy through the appropriate committee representative.

The policies outlined in this document do not replace or supersede other policies for students and organizations at the University of Rochester. Fraternities and sororities and their members are still subject to the Standards of Student Conduct and other policies relevant to student organizations. In the event that the policies for an inter/national organization or council differ from University of Rochester policy, the University policy will hold primacy.

Fraternity and Sorority Governance Model

Fraternity and Sorority Management Committee

The Management Committee provides oversight to the fraternity and sorority community, making recommendations and setting policies for the entire system. One of its major responsibilities is to make decisions regarding expansion of the community. The Management Committee is chaired by the Dean of Students and includes the director of Fraternity and Sorority Affairs; university staff with a close connection to fraternity and sorority life such as the executive director of Residential Life and Housing Services, the director of Wilson Commons Student Activities, and the director of Alumni Relations; alumni; and students from all three governing councils.

The purpose of the Fraternity and Sorority Management Committee shall be to:

1. Create, review, and update fraternity and sorority policies while assuring their implementation.
2. Promote acquaintance, cooperation, and the pursuit of common goals among all fraternity and sorority groups at the University of Rochester
3. Advise and make recommendations to the Director of Fraternity and Sorority Affairs and the University administration regarding the needs and desires of fraternity and sorority chapters on the River Campus
4. Promote communication and cooperation between the University and fraternities/sororities at the undergraduate, graduate, alumni, and national or international levels
5. Promote education among the undergraduate fraternal organizations regarding the values, mission, and goals of fraternity and sorority life.

Fraternity and Sorority Standards Subcommittee

The Standards Subcommittee is charged by the Management Committee with overseeing the Expectations for Excellence accreditation program. The subcommittee oversees the annual review period, reviews all feedback on chapters, and assigns accreditation decisions and provisions in accordance with this program. The subcommittee will also review the accreditation program itself, making changes as necessary to reflect the expectations placed on fraternities and sororities. The Standards Subcommittee is chaired by the director of Fraternity and Sorority Affairs with support from the Expectations for Excellence Graduate Assistant with representation from staff, alumni, and students from all three governing councils.

Fraternity and Sorority Growth and Expansion Subcommittee

The Subcommittee:

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

Fraternity and Sorority Affairs

The professional staff in Fraternity and Sorority Affairs (FSA) provide vision, leadership, management, and supervision of fraternity and sorority life at the University of Rochester. They also lead and communicate a strategic vision and future direction of fraternity/sorority life consistent with the Meliora Values and College Competencies. Staff advise executive board officers and delegates of the three governing councils and work closely with presidents, other chapter leadership, and council executive members. Contact information for the FSA professional staff can be found on the FSA website.

Indemnification of Alumni Advisors

Each University-sanctioned fraternity or sorority shall identify to Fraternity and Sorority Affairs its alumni advisors, who shall receive indemnification. The process of approval of all such individuals by the Dean of Students shall be coordinated by the director of Fraternity and Sorority Affairs. It shall be the responsibility of each University-sanctioned fraternity or sorority to notify the Fraternity and Sorority Affairs in a timely manner should any changes in membership or leadership necessitate additions to or deletions from the list of individuals for which the alumni organization seeks indemnification by the University.

The University shall fully defend and indemnify alumni advisors against legal liabilities resulting from their activities, provided they act within the scope of the-responsibilities given to them by the Dean of Students, as described below:

- Provide sound guidance to the Chapter in areas of programming, conduct, organizational management, and all other aspects of the Chapter.
- Ensure that each Chapter officer has a designated alumni/ae advisor.
- Attend Chapter Executive Board meetings regularly.
- Attend Chapter meetings regularly.
- Work with the Chapter to set goals, and help the Chapter evaluate these goals and hold themselves accountable to the goals.
- Be available to Chapter members to provide guidance and support.
- Maintain regular contact with the Chapter, Fraternity and Sorority Affairs, and the inter/national organization headquarters.
- Keep current on Fraternity/Sorority and University policies.
- Attend training sessions as requested by the inter/national organization or Fraternity and Sorority Affairs.
- Attend major Chapter events as available.
- Attend volunteer advisor training(s).
- Serve as a liaison between the chapter's Advisory Board, other alumni of the organization, and Fraternity and Sorority Affairs.

Additionally, the University will not provide defense or indemnification for any actions arising from a violation of the Standards of Student Conduct, other University Policy or New York State / Federal Law, acts of intentional wrongdoing, gross negligence, or bad faith.

Alumni and alumni groups that do not have University sanction act on their own and are not indemnified by the University nor does the University provide them with a legal defense. Where they act upon direction from the fraternities and sororities they support, they should seek any legal indemnity and defense from those organizations.

Chapter Advocates of fraternities/sororities shall be indemnified by virtue of their status as employees of the University of Rochester to the same extent as other University employees.

This indemnification is not intended to replace Director and Officer's Insurance available through an inter/national organization. It is recommended that alumni advisors still seek insurance coverage through their inter/national organization.

Eligibility to Join

Students are eligible to join a fraternity or sorority under the following conditions:

- 1) **The student is in good conduct standing at the University of Rochester.** Students who are on disciplinary probation or deferred suspension from the University may not be eligible for membership. A student's eligibility may be communicated to the inquiring groups, who may deem the student to be ineligible, however their specific conduct standing will not be shared with the chapter. In this case, a student may join after such a sanction has been lifted.
- 2) **The student has completed at least one full semester of College.** First-semester students are encouraged to acclimate themselves to college-level coursework, develop friendships, get involved in co-curricular activities, and meet members of fraternities and sororities before making the lifelong commitment to join an organization. Transfer students with a full semester at another institution are eligible to join. AP credit and college credit earned through a high school program do not count.

Beyond these requirements, fraternities and sororities may set their own criteria for membership.

Expectations for Excellence

The Expectations for Excellence is an initiative at the University of Rochester to create College-centered fraternity and sorority chapters on campus. The program follows a success-driven model that encourages organizations to become a larger part of the campus community rather than exist as insular groups on the periphery of the College. The program encourages co-sponsorship of events with other fraternities, sororities, and campus organizations as well as greater interaction with College faculty/staff and use of College resources.

Through the Expectations for Excellence process, each fraternity or sorority chapter creates a distinctive plan with proposed events and strategies for the calendar year. The chapter is then responsible for completing the goals set forth in the plan, with the support of the Fraternity and Sorority Association staff, chapter advocate (a staff or faculty member), and alumni advisor.

In November, each fraternity or sorority submits a written annual report and formally presents the annual report, in person, to the standards subcommittee review panel. After the standards subcommittee has reviewed a chapter's submitted materials and the annual report presentation reviews, the standards subcommittee determines a final accreditation status for that organization, and provides feedback through the review process for improved chapter operations.

Expectations for Excellence Standards

Each of these four standards reflects an important aspect of sorority and fraternity membership and is rooted in the College Competencies, Meliora Vision and Values, and AS&E Priorities:

Equity: We commit to diversity, inclusion, and access while working to deconstruct systems of power and privilege in our organizations and community. Our members develop skills, knowledge, and understanding to demonstrate cultural humility, value and respect diverse and intersectional experiences, become aware of implicit bias and privilege, and take action to create change.

Accountability and Harm Reduction. We employ strategies to resolve issues of inappropriate conduct, including violations of college or inter/national organization policy, and we hold members accountable to our stated values as well as the values of the institution. We conduct ourselves with honesty, dedication, and fairness and are responsible for making our community ever better through our actions, our words, and our dealings with others. We take responsibility and initiative for reducing and preventing harm to our members by promoting their physical, mental, and spiritual wellness.

Leadership. We encourage the development of strong leaders within our chapter by promoting leadership training opportunities for our officers and our members. Through formal and informal positions, everyone in our organization can be a leader. Members leverage the strengths of the community to reach common goals and use interpersonal skills for coaching and development. Members also engage meaningfully outside their organization, learning about diverse and intersectional experiences in the campus and city communities. Through a process of learning and applying skills, members can accomplish measurable and meaningful change.

Belonging. We promote a positive community within our organization by creating and participating in programs that enhance our members' experience. Members feel connected, building mutually beneficial relationships that allow us to test ideas, challenge assumptions, and navigate conflicts. We value our differences, our environment, and our individual and collective contributions. Through our shared experience, members enjoy their time with one another.

Expectations for Excellence Minimum Requirements

As part of the 2021 review, the Standards Subcommittee developed minimum required expectations in each standard. The current list of these requirements is indicated in the Expectations for Excellence document.

Expectations for Excellence Outcomes

Standards Outcomes

A chapter can receive one of four outcomes in each standard of the Expectations for Excellence:

1. **Excellent:** The organization is a model group in this standard. The organization is eligible for awards in this standard.
2. **Accomplished:** The organization meets all required minimum expectations and demonstrates the achievements expected from a University of Rochester sorority or fraternity in its additional plans, activities, and reflection.
3. **Minimum:** The organization meets all required minimum expectations for this standard but overall has room for growth. The organization must submit a plan for improvement in this area to be approved by Fraternity and Sorority Affairs and must meet with the Fraternity and Sorority Affairs staff in April to discuss progress for growth in this area.
4. **Unacceptable:** The organization did not meet minimum expectations for this standard. The organization will be given mandatory provisions in this area. These provisions are designed to address deficiencies identified by the organization's review team.

Final Accreditation Decisions

Each chapter receives a final accreditation rating based on their overall performance.

1. **Accredited with Excellence:** The organization has met all requirements and is a model student organization.
2. **Accredited:** The organization has met all requirements.
3. **Unaccredited:** The organization is not met the standard expected of Rochester's fraternities and sororities.

Organizations' outcomes are listed on [chapter results page](#). Note that the results of the revised Expectations for Excellence process will be available January 2024.

Support and Resources

The Fraternity and Sorority Affairs graduate assistant can provide the following support to organizations as they complete this process:

- Grant access to your Google Drive, where your organization's current and past EE documents are stored
- Help a new officer understand the basics of the EE process from start to finish
- Review the status of your current document and provide feedback on your progress
- Conduct a complete document review, providing your organization with feedback prior to your final submission

Please reach out to FSAGA@ur.rochester.edu for any of these resources.

Continuing Recognition

It is important for recognized fraternities and sororities to maintain an active presence at the University of Rochester. There are times that an organization may lack University of Rochester undergraduate membership not as the result of a conduct process.

In the event an organization has no University of Rochester undergraduate members, the organization will have two years to initiate a University of Rochester undergraduate. If the organization does not recruit any University of Rochester students in two years, the organization will lose recognition at the University of Rochester. The organization can re-apply for recognition at the University of Rochester through the **Procedures for Expansion**.

Conduct Expectations

Whenever possible, Fraternity and Sorority Affairs will work proactively with undergraduates and their advisors to identify potential problems and prevent them from escalating. Advisors are also encouraged to share concerns with Fraternity and Sorority Affairs and work with the university to address issues before they rise to the level of a conduct violation.

Group Responsibility

- Fraternities and sororities fall under the Group Responsibility Policy in the [Standards of Student Conduct](#), which holds them accountable to the same policies, procedures, and expectations as individual students.

Individual Responsibility

- Individuals who are currently on disciplinary probation or deferred suspension from the university may be ineligible to join a fraternity or sorority.
- See the *Fraternity and Sorority Life Statement* in the [Standards of Student Conduct](#) for more information regarding individual accountability as a member of a fraternity or sorority.

Violations of the Standards of Student Conduct

- If an organization is charged with a violation of the Standards of Student Conduct, they will be notified directly by the Center for Student Conflict Management (CSCM). Fraternity and Sorority Affairs (FSA) will notify the Chapter Advocate, Alumni Advisor, and Inter/National Staff when a violation has occurred and provide information on how to review case materials with the Center for Student Conflict Management. FSA may also share a copy of the organization's charge letter with those individuals.
- As a member of the university community, a Chapter Advocate may serve as the Advisor to the organization in a disciplinary proceeding. As an advisor in a proceeding they are given rights to view documents related to a case. An Alumni Advisor who is officially recognized through FSA may, with the approval of the Chapter and CSCM, also access case materials. Advisors have a non-speaking role as part of the conduct process and are there as support to the students. Following an investigation, the organization will receive an outcome letter from CSCM.
- FSA will also notify the Chapter Advocate, Alumni Advisor, and Inter/National Staff that the process is complete and may send a copy of this letter to those individuals. It will be at the discretion of the chapter and advising team to share outcomes of the investigation with other students, alumni, and community members.

Chapter Conduct Release Policy

Updated Spring 2022

Transparency is a key factor in the success of the fraternity and sorority community. Students should be informed about both successes and challenges of our fraternities and sororities when considering joining one of these organizations or participating in their activities. In sharing this information, we note that most our fraternities and sororities demonstrate exemplary conduct and a strong alignment with the university's MELIORA Values and Standards of Student Conduct. The university remains committed to a strong and vibrant fraternal community, particularly because of its focus on personal and group responsibility and maturity.

In promoting these standards, the University shares chapter conduct history for the past three years, beginning spring 2022. This information includes any violation of the Standards of Student Conduct for which the organization has been found responsible. Any incident in which the medical amnesty policy is utilized is not documented as a formal violation and is not shared. Additionally, any individual violations of the Standards of Student Conduct related to the incident are not shared.

Example:

Beta Beta Beta

Incident Date: October 1, 2021

Standards of Student Conduct Violated: (5) Hazing, (6) Alcohol, (17) Negative Impact/Other Violations

Outcomes:

- 1) The organization is on Social Probation until May 31, 2022, preventing them from hosting events with alcohol
- 2) The organization must re-write its new member education program in consultation with their international staff and Fraternity & Sorority Affairs. This plan must be approved before the new member process may resume.
- 3) The Chapter must host an educational workshop on Responsible Alcohol Use. This workshop must be hosted by a speaker outside the University of Rochester.

Expansion & New Organizations

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

Criteria for Recognition by Fraternity and Sorority Affairs (FSA)

- 1) All fraternities and sororities must be recognized by a national governing body. Preference will be given to members of National APIDA Panhellenic Association (NAPA), National Association of Latino Fraternal Organizations (NALFO), National Multicultural Greek Council (NMGC), National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), and North American Interfraternity Conference (NIC).
- 2) Organizations seeking recognition must demonstrate local alumni support, a National Executive Board of alumni/alumnae officers for over five years, and at least seven chapters of the inter/national organization.

Service and honor societies that use Greek letters may seek University recognition through the Students' Association group recognition process.

Terminology

- **Temporary Recognition** – A group with temporary recognition is not yet a recognized Rochester fraternity or sorority but has approval to conduct a new member education process with a minimum of five potential University of Rochester members. A group with temporary recognition may request campus space to conduct their new member education process. They may not co-sponsor events with other student organizations or host their own events, nor are they granted privileges given to recognized student organizations, including the ability to represent themselves as a University of Rochester organization in print and social media.
- **Full Recognition** – An organization will proceed from temporary recognition to full recognition upon completion of the new member education process with at least five University of Rochester members, three of whom must be first-year or sophomore students at the time of their initiation. This membership requirement is in place to promote sustainability for the fraternity and ensure sufficient members to manage the responsibilities of starting a new chapter. If an organization does not receive full recognition within one calendar year of receiving temporary recognition, the organization will need to re-apply for temporary recognition.

First Steps for Seeking Recognition

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

Submitting an Expansion Proposal

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

Expansion Proposal Deadlines

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

Review Process for Expansion Proposals

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

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

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

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

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

Full Recognition

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

It is possible that a new organization will complete a new member education program with fewer than five initiated Rochester members if some students do not complete the process. If that happens, the organization will remain in *temporary recognition* status and will have two semesters to initiate at least five total University of Rochester members, at least three of whom must be first-year or sophomore students at the time of initiation. If this requirement is not met in two semesters, they will lose their temporary recognition and need to submit another expansion proposal to be considered for university recognition.

Example #1: An organization began their new member process with five students (3 sophomores, 2 seniors). One sophomore drops out before initiation, and the two seniors graduate. Because the organization initiated four students, two of whom were first-year or sophomore members, they have two semesters to initiate at least one additional first-year or sophomore member.

Example #2: An organization began their new member process with five students (4 sophomores, 1 senior). One sophomore drops out before initiation, and the senior graduates. Because the organization initiated four students, at least three of whom were first-year or sophomore members, they have two semesters to initiate at least one student from any class year.

Council-Specific Conditions for Supporting Expansion

Each governing council has documented their conditions for supporting expansion. The GES weighs the council perspective heavily when making expansion decisions. The councils and university staff jointly agree only to support

one expansion in each governing council in a single academic year to ensure the new organization receives sufficient support as it builds its membership.

Interfraternity Council

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

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

Multicultural Greek Council

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

Panhellenic Association

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

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

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

Unauthorized Expansion/Intake/New Member Activity

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

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

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

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

- If an organization was previously recognized by the university and closed for more than two years, they must complete the expansion proposal.

- The organization must pay all outstanding debts to the university and governing council prior to receiving *temporary recognition*.

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

1. The inter/national organization must send a notice to the director of FSA outlining how judicial sanctions imposed by the University and or inter/national organization have been satisfied.
2. The director of FSA, in consultation with the dean of Students and the dean of the College can create a review committee to assist with the re-establishment process.
3. The director of FSA shall meet with the director of the Center for Student Conflict Management to review whether or not sanctions have been met. Special focus will be on compliance with University expectations that undergraduate chapter operations and activity and group support by alumni and the inter/national organizations cease during the suspension period. If the review determines the sanctions have not been met, further direction will be provided to the inter/national organization as to how the sanctions might be met. Ongoing communication between the director of FSA and the inter/national headquarters will work toward the completion of all sanctions. If the review determines that all sanctions have been satisfied, consideration of the re-establishment will continue.
4. Following determination that these items have been met, an inter/national representative will meet with the director of FSA to review system, statistics, guidelines, interest and the Expectations for Excellence Accreditation Process and Expansion Process.
5. Strong consideration should be given to the concept of substance free housing when re-establishing a fraternity/sorority. These types of housing situations allow the new chapter to concentrate on group development and community connection through substance free activities and programs.

University Gift Accounts

The IRS considers University Fraternities and Sororities social organizations. As such, charitable contributions to the University of Rochester cannot be used to further their social programs, activities, or mission. All gifts designated for the benefit of students in fraternities or sororities can only be used for academic mission-related activities; they cannot be used to fund non-academic activities. Please see pages 2 of [IRS Publication 526](#).

An IRS Regulation 526 Gift Account has been established for each fraternity and sorority recognized by the University of Rochester. Some fraternities and sororities have more than one gift account established through the University of Rochester. The following information pertains only to the fund titled IRS 526 Gift Account.

The name of the fund is:

The (name of fraternity or sorority) IRS Regulation 526 Gift Account

The purpose of this fund is listed as:

To record gifts received for building and educational expenses for (name of fraternity or sorority).

Expenses chargeable to this account may only be used to support buildings or furnishings belonging to UR or educational expenses that benefit the students of (name of fraternity or sorority).

Gifts to the fund are acknowledged by the University, and each donor receives an official gift receipt from the University. Gifts are tax deductible to the extent allowed by law. Charitable gifts to the University of Rochester are University resources and are subject to all internal policies and controls on disbursement; the University has final authority on expenditure.

Per College policy, all ledger 6 gift accounts (including the fraternity/sorority gift accounts) are assessed a 15% overhead charge upon receipt.

Money can be requested using the Fund Request Form, available on the Fraternity and Sorority Affairs website.

Examples of Approved Expenses

Building maintenance and repair

Residential Life will maintain all fraternity and sorority campus residential areas to appropriate standards. Gifts can be made to provide extra amenities/upgrades to those provided by Residential Life.

In general, the expense is appropriate if approved by Residential Life as the dormitory buildings are University property. If the expense is beyond what is appropriate to be approved by Residential Life then the expense is not valid.

Working through the appropriate purchasing channels, expenses that are likely to be approved include:

Kitchen appliances, outdoor furniture, dining furniture, picnic tables, benches, large screen TV, upgraded furnishings as deemed reasonable by Residential Life.

All purchases through the gift account become the property of the University of Rochester. Expenses of this type must be coordinated through and approved by Facilities or Residential Life.

Leadership Development

Gift funds can be used on programs or resources that are consistent with Rochester's [approach to leadership](#). All expenses are approved at the discretion of the Director of Fraternity & Sorority Affairs. Possible examples include:

- **Sending a student to a national convention for the specific fraternity or sorority.** Using gift funds to sponsor a student to a fraternity or sorority national convention will only be approved on a case-by-case basis where the convention itinerary schedule has at least a 51% academic or educational focus. Students must apply and document that focus as part of the review and approval process. Appropriate expenses would include: registration fee, airfare, hotel accommodations, ground transportation and meals.
- **Funding a leadership retreat for organization members.** The organization must demonstrate that the event will enhance leadership development and that funds will be used towards that end.
- **Hosting a leadership workshop or training.**

Academic events and programs

Gift funds can be used on programs or resources that support the Academic mission of the College. All expenses are approved at the discretion of the Director of Fraternity & Sorority Affairs. Possible examples include:

- **Events that connect undergraduates with alumni.** For example, Meliora Weekend events. The event must be open to the public (family, friends and alumni). This includes events that are co-sponsored with University Advancement.
- **Networking receptions.** The event must be open to all students and pre-approved through Fraternity and Sorority Affairs.
- **Events that are co-sponsored with an academic department.** The event must be pre-approved through Fraternity and Sorority Affairs and the academic department.
- **Film Screening.** The event must be deemed to have an educational component, which can be determined by Fraternity and Sorority Affairs in collaboration with the Assistant Dean of River Campus Libraries. Funds can be used for the licensing rights as well as a reception following the event.
- **Educational Speaker.** A speaker (can be a fraternity or sorority representative) must give a university approved lecture related to the academic mission and open to the university community. The event must be approved by Fraternity and Sorority Affairs and deemed to have an academic focus. Appropriate expenses would include: stipend for speaker, cost of airfare, hotel accommodations, meals for speaker, food and beverage (reception, lunch etc...) in conjunction with the lecture or program.

Unapproved Expenses

Social events

In general, expenses to cover social events are not allowable. This includes food and beverages for recruitment events of new students as well as the weekly chapter meeting.

Annual awards or cash prizes for students

Awards or cash prizes to students cannot be expensed directly from this gift account. All awards and scholarships to students must be coordinated through the Office of Financial Aid where appropriate reviews and controls exist governing the disbursement of University resources to students to defer the costs of their education.

Fraternities/sororities are able to create interest-bearing endowed accounts for this purpose, and groups can speak with the Director of Fraternity and Sorority Affairs to set up such an account.

Fraternity Occupancy Policy (Fraternity Quad)

Revised December 13, 2022

Purpose

Groups in Fraternity Quad housing contribute to the campus community by maximizing the occupancy of their houses. Doing so improves financial viability of the house and grows opportunities for belonging in the shared living space.

Housing Points

- The university sets occupancy levels for each Fraternity Quad house (see chart on page 2).
- Residential life does occupancy verification approximately three weeks into each semester.
- At occupancy verification, groups may accrue up to two housing points each semester:
 - A group accrues one housing point if they do not reach minimum semester occupancy.
 - A group accrues one housing point if they do not reach 90% occupancy with group members.
- After occupancy verification, the university counts the number of points each organization accrued during the current and previous five semesters. If an organization has six or more points during that time period, they will lose residency in the house at the end of that academic year. That group may request a floor or suites through Residential Life that is appropriate for the group's size.
- If a group fails to full occupancy an entire academic year, they receive a *credit*, valid for six semesters after being issued. The credit removes one point from the group's point total if they accrue enough points to lose residency.
- Vacancies filled by Residential life, rather than by the group, do not contribute towards occupancy.
- The university will notify each organization once per semester of points accrued that semester and cumulatively.

Returning to Housing – For Groups That Lose Residency

- The group may ask the Fraternity and Sorority Management Committee or the equivalent Residential life team to reinstate their housing once they can meet minimum fall occupancy with members.
- In evaluating that request, the Management Committee or equivalent Residential Life team will consider the group's accreditation through the Expectations for Excellence, their conduct standing, and their ability to fill the house to 150% of full occupancy (to fill unanticipated vacancies).
- A group may ask to return as early as one year following their removal.
- If the group cannot return to the house within three years of their removal, they lose their exclusive opportunity to return to the house; the university may then give existing Special Interest Housing groups the opportunity to apply to live in that space.

Houses with a Fraternity Meal Plan

- To operate a fraternity meal plan, the house must be filled to minimum semester occupancy and 90% occupancy with members. If a group cannot meet those criteria when housing contracts are due in the spring semester, the kitchen will be closed for the upcoming academic year.
- If the kitchen is open in the fall, but the group cannot meet minimum semester occupancy or 90% occupancy with members for the spring, the kitchen will close for the spring semester, and members will be reassigned to a regular campus dining plan.
- If a group falls below minimum semester occupancy or 90% occupancy with members mid-semester, the kitchen will remain open the remainder of that semester, and the group will be responsible for any deficit resulting from lost meal plan revenue.
- Further Meal Plan details are explained in the *Fraternity Meal Plan – Dining Services Scope of Work* document.

Groups requesting a change or exception to any part of this policy should first work with their advisor to develop a formal appeal to Residential Life, who will coordinate a review with University partners.

House Occupancy Levels

<i>House</i>	<i>Full Occupancy</i>	<i>Minimum Fall Occupancy</i>	<i>Minimum Spring Occupancy</i>	<i>90% Occupancy with Members</i>
Alpha Delta Phi	20	19	18	18
Delta Kappa Epsilon	20	19	18	18
Drama House	16	15	14	14
Psi Upsilon	27	26	24	24
Sigma Chi	27	26	24	24
Sigma Phi Epsilon	26	25	23	23
<i>Sigma Alpha Mu</i>	<i>29</i>	<i>28</i>	<i>26</i>	<i>26</i>
<i>Theta Chi</i>	<i>16</i>	<i>15</i>	<i>15</i>	<i>15</i>

Examples

- Theta Chi has 15 residents spring term, all of whom are members.
 - Result: 0 points, able to have a meal plan
 - Reason: The organization reached minimum spring occupancy (15) and 90% occupancy with members (15).
- Psi Upsilon has 27 residents fall term, 20 of whom are members.
 - Result: 1 point, **NOT** able to have a meal plan.
 - Reason: The organization reached minimum fall occupancy (26) but did not reach 90% occupancy with members (25).
- Alpha Delta Phi has 15 residents spring term, all of whom are members.
 - Result: 2 points, **NOT** able to have a meal plan.
 - Reason: The organization did not reach minimum spring occupancy (18) and did not reach 90% occupancy with members (18).

Sample point accrual over the course of five years to illustrate the impact of points on a group:

<i>XYZ Group</i>		<i>2019-20</i>		<i>2020-21</i>		<i>2021-22</i>		<i>2022-23</i>		<i>2023-24</i>	
		<i>F</i>	<i>S</i>	<i>F</i>	<i>S</i>	<i>F</i>	<i>S</i>	<i>F</i>	<i>S</i>	<i>F</i>	<i>S</i>
Minimum Occupancy?		Y	Y	N	Y	Y	Y	Y	Y	N	Y
Minimum Occupancy with Members?		N	Y	Y	N	N	N	Y	N	N	N
Point Accrual		1	0	1	1	1	1	0	1	2	1
5 POINTS											
4 POINTS											
5 POINTS											
6 POINTS											
6 POINTS											

Insurance Requirement

Each fraternity/sorority must maintain comprehensive general liability insurance in the minimum amount of \$1,000,000.00 of primary liability coverage (each occurrence) with general aggregate coverage of at least \$2,000,000.00. Such insurance shall name the University of Rochester as certificate holder and as an additional insured under policy. A certificate of such insurance shall be forwarded to Fraternity and Sorority Affairs on an annual basis and no later than August 1.

Academic Release Policy

The University of Rochester maintains the perspective that students own their education individually. While fraternities and sororities can support academic programming and resources to assist members in their scholarly pursuits, it is the responsibility of individual members to take advantage of these resources. For this reason, the University does not require a minimum GPA to join a fraternity or sorority.

While GPA is only one measure of a student's academic performance, research shows that the organization's GPA has a significant impact on an individual member's GPA, particularly when that student is joining. Additionally, the incentives and support an organization provides can have a measurable impact on a student's GPA. There is value in tracking GPA within the community to allow chapters to understand how their members are performing in relation to the rest of the community and to determine the necessity of providing additional academic resources to members. Therefore, Fraternity and Sorority Affairs will provide chapter presidents and advisors with each organization's mean weighted GPA, broken down between new/initiated members and cumulative/semester. This information will also be provided to inter/national staff members of these organizations, upon request.

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

To protect personal information, a piece of data will only be shared if it contains the average of at least five students. For instance, if a Panhellenic sorority has four members in its new member class, the New Member GPA will not appear in the grade report.

Given the impact fraternity/sorority membership may have on GPA, positive or negative, there may be potential members who can make a more informed decision about joining an organization based on the organizations' GPAs. It is important that this information be shared in the appropriate context. Therefore, Fraternity and Sorority Affairs staff will share organizations' GPA to potential new members, upon request, to a student who has expressed interest in joining a fraternity or sorority and taken steps to pursue membership (ex. participate in recruitment).

Fraternity and Sorority Assessment Fees

Each fraternity and sorority at the University of Rochester pays an assessment fee to Fraternity and Sorority Affairs to assist with the cost of operating the unit. These funds cover services the university provides for the benefit of fraternity and sorority members, including programming and leadership development.

Assessment fees are projected to rise 4% annually, and confirmed costs will be shared with the fraternities and sororities during the previous academic year. Fees are due on a semester-basis. If an organization has an overdue fee that is not paid by the start of the next academic semester, Fraternity and Sorority Affairs reserves the ability to freeze an organization's ability to use university resources (i.e. room reservations, flex requests, event registration, etc.) until the fees are paid.

Fraternity Meal Plans

ARAMARK/Dining Services agrees to manage the Fraternity Food Service under the currently accepted Self-Managed Plan.

Under this option, fraternities will manage their own kitchens in collaboration with a chef who is an employee of Aramark using the following key features:

- For a fraternity to have a meal plan, every person living in the house must be on the meal plan for that fraternity.
- Apart from house residents, only initiated members of the fraternity may participate in that fraternity's meal plan.
- To operate a fraternity meal plan, an organization must reach 90% of standard occupancy with members of that organization. If the house is not filled to capacity by the fraternity, members living in the house will be placed on an Option A Dining Plan.
- The final decision on hiring and continued employment of all fraternity dining personnel will be at the sole discretion of ARAMARK. Each spring, a meeting will be scheduled to review the overall performance of the chef to be used for house operation improvements.
- Food will be ordered only from approved vendors. Collaboration will occur within the program to maximize purchasing efficiency, waste management, and to better control costs.
- ARAMARK will meet with fraternity leadership individually or as a group to develop base fraternity quad menu standards and individual house menus.
- The chef will work with the students on menu selection and cost management.
- Lunches and dinners will be prepared by the chef Monday-Friday.
- Each fraternity will be given a budget for each semester, and their chef will work with them to assure adherence to that budget.
- Food purchases and costs will be made available for fraternity review on a weekly basis. Monthly meetings will be scheduled for financial review and menu change requests.
- Budgeted food costs will be determined by April meal plan sign up results.
- Aramark/Auxiliary Services will bill the fraternity board accounts on a monthly basis. This will include the costs of food and food preparation (including staff), plus an 8% administrative fee.
- Fraternities are responsible for the daily cleaning of pots/pans, serveware and service and seating areas after meals. Chefs will keep work stations, storage and preparation equipment clean. This is a shared responsibility due to unlimited access to the kitchen.
- Dining Services will reserve the right to bring in and charge for additional staff if the fraternity is unable to maintain the cleanliness standard. [See notes below.]
- By agreement, any meals not prepared in house due to chef absence Monday – Friday will be replaced in a residential dining hall. In such a case, a meal plan roster will be placed at the cash register at Danforth or Douglass, and members can enter by showing their university ID. Fraternity accounts will be billed at the current campus cost per meal for each member eating at the dining center.

Off-Hours Access

- Fraternities will have access to the kitchens on weekends and after hours.
- **Unsanitary conditions:** If the kitchen is left in an unsanitary condition during off-hours usage, it will be closed immediately. The kitchen steward, Residential Life, the campus sanitarian and Fraternity and Sorority Affairs will be notified immediately of the condition. The fraternity will be provided the opportunity to bring the house back to a sanitary condition. If that does not occur within 4 hours of notification, a cleaning crew will be brought in. The fraternity will be billed for the cleaning services. The kitchen will then reopen. If this occurs a second time within a semester, the fraternity will be billed

for cleaning services and the kitchen will be closed during off-hours the remainder of the academic year. ARAMARK management reserves the right to determine the threshold for unclean conditions.

- **Damaged equipment:** If equipment or facilities are damaged (through abuse or misuse) during off-hours usage, the kitchen will be closed immediately. It will be the responsibility of the fraternity to provide the funds necessary for any repairs that are made. Non-fraternity funds will not be used to make repairs under these circumstances. The fraternity or its membership may also be subject to campus judicial processes.
- **Failed equipment:** If equipment fails, not as a result of abuse or misuse, during off-hours usage, repairs will be made using fraternity's the Kitchen Expense Fund.

Cost of Plan: See attachment.

A \$200 minimum declining deposit is required of all students on a full fraternity meal plan each semester.

Start-up costs if necessary: Any kitchen that is closed for a full semester or more will need to be inspected and licensed prior to reopening. Any costs associated with bringing the kitchen up to standards will be charged to the fraternity. The fraternity will receive a cost estimate and an itemized list of the work to be done.

Kitchen Expense Fund: The Kitchen Expense Fund minimum of \$10,000 protects fraternities from having a large, sudden expense force the closing of the kitchen due to lack of funds. If a major piece of equipment were to break, it is possible that the kitchen would be unable to operate until the required funds are raised. The mandated amount will provide enough for minor repairs, estimates on the costs of larger repairs, and other necessary expenses that may arise.

- If an expense exceeds the balance of the Kitchen Expense Fund, the fraternity will have two weeks (10 business days) to raise the necessary funds to have the required work completed and still maintain a positive balance. If the necessary funds are not raised within two weeks, the kitchen will be closed for the remainder of that semester.
- If the Kitchen Expense Fund falls below \$10,000 but there are no repairs that cost more than the balance of that account, the fraternity will have until the end of the fiscal year (June 30) to replenish the Kitchen Expense Fund back to at least \$10,000. If the fund is not replenished to at least \$10,000 by June 30, the kitchen will be closed for the following academic year, and students on the fraternity meal plan will be enrolled automatically in a campus dining plan.
- Any balance in the fraternity's Board Account at the end of the fiscal year will be transferred to the Kitchen Expense Fund.

Oversight

- The Dining Plan portion of this program will be overseen by the Director of Campus Dining Services and Auxiliary Operations.
- The University will have oversight and management costs associated with this plan:
 - Financial oversight: Fraternity and Sorority Affairs will manage each fraternity's board account and Kitchen Expense Fund. ARAMARK will work directly with the fraternities to ensure their spending is in line with the fraternity's budget. Relevant university offices (ex. Facilities, Environmental Health & Safety) may bill the Board Account (maintenance sub-code) directly for costs related to maintaining and operating the kitchen.
 - Facilities management: Kitchen equipment must be tested, exhaust systems must be cleaned, and other routine maintenance performed. This is not typically the responsibility of the ARAMARK chef. Nor it is typically the responsibility of the Residential Life system. ARAMARK will notify University Facilities of work that needs to be done in the kitchen. University Facilities will oversee any necessary repairs, including determining what scope of work is necessary and either

completing the repairs or finding an approved vendor to do the repair/maintenance. The Office of Residential Life, Fraternity and Sorority Affairs and Auxiliary Operations will receive monthly reports.

- Fraternities will be required to cover costs for staff time for these functions. An additional \$200/person/semester is included to cover these costs. This is an initial estimate of the cost of these services. Should equipment in a kitchen fail or a fraternity lose its right to maintain its kitchen, students will be switched to a University dining plan, and their unused funds will be applied to the costs of that plan. Fraternities will be responsible for continued payment to their chef.
- It is possible that a fraternity mismanages its finances and overspends its account. This could leave the brothers without meals during the final part of the semester. Full semester and year projections will be available the 15th of each month. Action plans will be jointly created to put corrective measures into place to bring the budget back into line and insure funds are available through the end of the semester. Examples of measures would include menu changes, and up to and including partial and full meal replacement at residential dining halls. With the oversight described above, this should not happen. However, it remains a possibility.

Kitchen Closing

It is possible that the kitchen may be closed during the semester due to equipment failure, lack of funding, poor sanitation, etc. ARAMARK will determine if a kitchen equipment failure results in the kitchen closing. ARAMARK and the University Sanitarian will determine if health and safety concerns necessitate closing the kitchen. Different procedures will be followed for temporary (two weeks or shorter) or long-term kitchen closing.

- *Temporary Closing.* All participants in the meal plan may eat in any residential campus dining facility under the procedures described above. Fraternity accounts will be billed at the current campus cost per meal for each meal consumed.
- *Long-term Closing.* Students will be switched to a University dining plan, converting the remaining board account funds into declining balance dollars to be split evenly among the members. The fraternity will be responsible for continued payment to their chef during that time until the end of the semester; this money for the chef will be deducted from the remaining board account funds before being divided among the members.

Determining Meal Plan Pricing

- The meal plan costs for an academic year are based on the previous academic year's actual costs and expected number of participants. In future years, the fraternities will have the opportunity to change this pricing under the following parameters:
 - The University will notify the fraternities regarding pricing for each year prior to the housing lottery. Factors such as current spending and anticipated cost increases of food and labor will be considered.
 - The fraternities will be given a date in mid-February by which all meal plan costs must be set.
 - The cost of the fraternity meal plan can be no more than 10% higher than the most expensive meal plan offered by Dining Services that year, including Declining Balance. This maximum is to ensure that living in a fraternity house is not cost prohibitive to students and to be compatible with students' financial aid packages.

The cost of the fraternity meal plan also cannot be less than 10% lower than the least expensive meal plan offered by Dining Services to students in an equivalent housing area (i.e. fraternity quad houses without a commercial kitchen). This minimum ensures that students on a fraternity meal plan will have reasonable and healthy food options throughout the academic year. An organization may petition dining services to review this minimum based on past food consumption and future cost projections.

Meal Plan Exceptions and Appeals

Every house resident is expected to be on the fraternity meal plan. Dining Services will work with students who have special dietary needs to provide reasonable accommodations to be provided through the fraternity meal plan. Fraternity members should request accommodations through the Dining Plan Appeal Form prior to signing a housing contract to help Dining Services determine if the student's dietary needs can be met through the Fraternity Meal Plan. Exceptions or reductions to the fraternity meal plan are unlikely to be granted due to the need for all members to be on the meal plan to make it financially viable.

Whom to Contact with Questions

- Each fraternity will appoint a point of contact for the chef to discuss menu plans, service times and other aspects of the program unique to each fraternity. Members wishing to make menu requests should talk to their fraternity representative.
- If you have special dietary needs you should discuss them with your chef. If the chef cannot meet your needs they will bring in additional assistance from Dining Services.
- If you have questions about your contract or individual financial questions you should contact Fraternity and Sorority Affairs.

House Fraternity Lounge Furniture Policy

Office for Residential Life and Housing Services

The Office for Residential Life and Housing Services agrees to provide living room and library couches or loveseats for house fraternities under the following conditions:

1. A senior level representative from Residential Life will work directly with the group in selecting suitable furniture that meets the University fire safety standards (CAL 117) and construction standards.
2. An approved University vendor must be used. Currently that includes Sedgwick, Meadows, and Raymour and Flanigan.
3. Residential Life agrees to pay \$1,000 towards each couch or loveseat. The Residential Life representative and the fraternity will work together to determine the number of couches and/or loveseats needed in the space.
4. The fraternity must agree to pay the difference between the Residential Life contribution and the cost of the selected couch(es) plus any associated delivery charges. The fraternity agrees to reimburse Residential Life for their portion of the costs using a fraternity check made out to the University of Rochester. For those fraternity with University renewal and replacement accounts, arrangements can be made to transfer monies to the Residential Life furniture account.
5. Residential Life will provide for living rooms and libraries only. The agreement applies to couches and love seats. Chapter room furnishings are the responsibility of the fraternity but also must meet the CAL 117 fire safety standards.
6. Couches and loveseats are expected to last five years. The first year the unit is under warranty. From the end of the first year to year five, the fraternity will be responsible for the cost of repair or replacement should the unit sustain damage or be destroyed. Residential Life will bill the group for any repair or the replacement of the damaged couch or loveseat.
7. Residential Life agrees to provide funding for new couches/loveseats on a cycle of every 5 years up to \$1,000 per couch or loveseat.

Special Presentation/New Member Reveal (Probate Show – on-campus)

Objective: The New Member Reveal is a formal presentation for our organizations to introduce their New Fraternity and Sorority Members to the University of Rochester Community and pay their respects to the Fraternity and Sorority Community that they have recently joined. The presentation is to be treated as a celebration of New Members.

General Guidelines:

The following guidelines are applicable to all fraternities and sororities recognized at the University of Rochester.

1. The organization must reserve space and gain approval from Fraternity and Sorority Affairs (FSA) no less than fourteen (14) days prior to the presentation.
 - a. A copy of the reservation confirmation, any special requests, and an outline of how the presentation will run must be submitted.
 - b. If the presentation is to take place in another organization's house, then that respective organization must provide approval of the event.
2. Presentation of New Members must be done in a voluntary manner by the participants.
3. A staff member from FSA **MUST** be in attendance. It is the responsibility of the presenting organization to coordinate with FSA to schedule a staff member to be present. Please note that significant notice may be needed in order to coordinate staff presence—there is no guarantee a staff member can be available, even with 14 days' notice, though FSA staff will work to accommodate reasonable requests.
4. Rehearsals for the show must be held at reasonable hours and be positive in nature. Forced calisthenics and physical demands outside of what is considered reasonable for practicing of the dance/step is not permitted.
5. Participants must be fully-initiated members of the organization and must have completed all new member education activities prior to the presentation.
6. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual.
7. The director of Fraternity and Sorority Affairs or his/her designee must approve the use of any props, including, but not limited to: shields, staffs, masks, canes, paddles, etc.
8. Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters' show, talking over the presenting organization, etc. The presenting organization is responsible for all guests attending their show.
9. All shows must respect new members, members, alumni, other organizations, and the University. Under no circumstances will degrading or negative sentiment towards another chapter or another chapter's members be permitted. This type of behavior includes mocking signature steps or calls in order to cause laughter or poke fun. Under no circumstances will profanity, racism, sexual innuendos, explicit attire, obscene gestures or hate towards another culture, gender, or identity be permitted.
10. Unless given special permission by the University, the presentation is restricted to University of Rochester community members (and other Rochester-based colleges) and alumni of the organization. The general public shall not be admitted, and all advertisement must be limited to the college campus(es).
11. One member of the organization must be the primary point of contact between the Governing Council, Fraternity and Sorority Affairs, and the organization's respective National Council.
12. At least one member of the organization must be appointed as the Risk Management Officer and be in contact with security during the presentation itself.
13. The actual presentation must take place in an open and safe space. Presentations must take place between 2:00pm-11:00pm and may **NOT** be longer than **thirty (30) minutes**. Following the new member presentation, members of the presenting organization must vacate the area within 30 minutes and must assist with crowd disbursement.
 - a. Presentations may take place indoors or approved outdoor locations including, but not limited to:
 - Fraternity Quad Houses
 - May Room
 - Hirst Lounge
 - Wilson Commons Porch

- Spurrier Den
 - Fraternity Quad
 - Friel Lounge
 - Douglass Dining Hall
 - Goergen Atrium (BME building)
 - Leibner – Cooper Room (MAC room)
 - Spurrier Gym
 - Todd Theatre
 - O'Brien Dance Studio
 - Riverview/Southside Community Rooms
1. The start time of the presentation must be listed on the Approval Form and the actual start time must take place **WITHIN** thirty (30) minutes of the stated time.
 - a. Example: If the presentation is said to start at 7:11pm, then it must actually start no later than 7:41pm.
 2. The space/facility must be left in its original condition.
 3. All organizations must adhere to their National Council's respective guidelines for New Member presentations.
 4. Presentations are **NOT** to be scheduled at the same time as another organization's new member presentation.
 - a. If avoidable, presentations are not to be scheduled at the same time as another organization's planned event.
 5. New Members can be presented to the audience through greetings, step routines, strolls and other performances deemed appropriate by the organization and Fraternity and Sorority Affairs.
 6. New Members are permitted to stand in a uniform line and wear matching outfits during the presentation.
 - a. In order to protect the identity of a New Member, masks may be worn but have to be removed by the end of the presentation/reveal.
 7. For any type of marching or entrance performance, a path from the entrance to location of the presentation must be cleared.
 8. Crowding around New Members is **strictly prohibited**. There must be a clearly identifiable, designated performance area reserved solely for the performers. If the performance is on a raised area, such as the porch of Wilson Commons, all guests and observers must stand below the raised area.
 9. Disparaging comments or behavior from or about other organizations or the use of foul language will not be tolerated.
 - a. Organizations are to remain respectful towards one another.
 10. No alcoholic beverages or hazing activities will be permitted under any circumstances.
 - a. If any such behavior occurs, then the presentation is subject to be immediately ended.

Approval Form Guidelines:

1. Any Special Presentations/ New Member Reveals must be registered through the designated Approval Form and submitted to Fraternity and Sorority Affairs no later than **fourteen (14) days** prior to the presentation date.
2. Any requests, outside of the stated guidelines, that are specific to an organization must be included in the form.
3. A copy of space reservation as well as names of New Members **must** be provided with the Approval Form to Fraternity and Sorority Affairs.
4. An outline specifying how the presentation will take place **must** be submitted along with the Approval Form.
5. All information on the approval form is **confidential** and will only be seen by Fraternity and Sorority Affairs Officers. FSA will share the presentation date, time, location, member in charge of communication, and risk management officer with the MGC Executive Board.
6. The organization must inform the Executive Board of their Governing Council that an approval form has been submitted; however, the details of the form will not be released to the Executive Board or members unless permitted by the respective organization.
7. Conducting a presentation without approval is **strictly prohibited**.

Clause:

1. The organizations must abide by these guidelines and attain individual approval for any requests specific to their own presentations. Any organization that acts outside of these guidelines is responsible for their own actions and will do so at their own risk.

2. These guidelines do not apply to any presentations or similar events that take place off campus. The Councils are not responsible for any such activity.

Leadership Appeal Process and Conditions

Office for Residential Life and Housing Services

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

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

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

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

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

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

February 2019

Right Sizing Occupancy Policy

For Special Interest Housing Groups (Greek and Non-Greek) Living in Residence Hall Style Housing

Office for Residential Life and Housing Services

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

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

February 2019