

CARROLL
UNIVERSITY



2017
GREEK LIFE
HANDBOOK

Table of Contents

| | |
|--------------------------------------------------|----|
| <i>PHONE NUMBERS & EXTENSIONS</i> | 2 |
| <i>GENERAL INFORMATION</i> | 3 |
| CARROLL UNIVERSITY MISSION STATEMENT | 4 |
| CARROLL UNIVERSITY FOUR PILLARS..... | 4 |
| STUDENT ACTIVITIES MISSION STATEMENT | 5 |
| <i>ORGANIZATION RECOGNITION</i> | 6 |
| STATUS AS STUDENT ORGANIZATIONS | 7 |
| GREEK LIFE RELTAIONSHIP STATEMENT | 8 |
| GREEK LIFE ORGANIZATION PRIVILEGES | 19 |
| EXPECTATIONS OF GREEK ORGANIZATIONS | 20 |
| <i>CHAPTER ACCREDITATION</i> | 25 |
| CHAPTER ACCREDITATION & PERFORMANCE REVIEW | 26 |
| GREEK ORGANIZATION AWARDS..... | 36 |
| ADVISOR RESPONSIBILITIES | 38 |
| EXPANSION AND EXTENSION | 39 |
| <i>PUBLICITY & COMMUNICATION</i> | 46 |
| MAIL..... | 47 |

PHONE NUMBERS & EXTENSIONS

| | |
|---------------------------------------|---------------------------------------------------|
| Advancementx7235 | Office of Student Success.....x7360 |
| Asst. Dir. Student Activities...x7102 | Pioneer Indoor Terrace.....x7346 |
| Bookstorex7344 | Public Relationsx7236 |
| Box Officex7633 | Public Safetyx7300 |
| Business Officex7337 | Recreational Sports.....x4825 |
| Campus Centerx7373 | Registrar’s Officex7208 |
| Career Centerx7624 | Housing.....x7330 |
| Chaplain’s Officex7336 | Sports Information.....x4847 |
| CORE (Outdoor Rec).....x7339 | Student Affairs Office.....x7100 |
| Counseling Centerx7335 | Student Org. Office.....x4805 |
| Cultural Diversity Officex7378 | Student Senate.....x4818 |
| Dean of Studentsx7334 | Van Male Fieldhouse.....x7315 |
| Assoc. Dir. Student Activities x7686 | Volunteer Centerx4805 |
| Disability Services.....x7335 | WCCX.....x7355 |
| Driver Approval.....x3560 | Wright House.....x3312 |
| Duplication Office.....x7232 | <u>Residence Halls Front Desk Numbers:</u> |
| Events Officex7353 | North Bergx6830 |
| Financial Aid Officex7296 | South Bergx6850 |
| Food Service.....x7347 | Pioneerx6840 |
| Greek Life.....x7102 | Swarthout.....x6800 |
| Health Centerx7233 | Steelex6800 |
| ITSx7229 | New Hall.....x6810 |
| Learning Commons.....x7313 | Kilgourx6820 |
| Libraryx7175 | Frontier Hall.....x6870 |
| Mail Office.....x7231 | Prairie Hallx6880 |
| New Perspectivex7351 | |

GENERAL INFORMATION



CARROLL UNIVERSITY MISSION STATEMENT

Carroll University provides a superior education, rooted in its Presbyterian and liberal arts heritage, and draws upon its Christian tradition to prepare all students for vocational success, lifelong learning and service in a diverse and global society.”

Adopted by the Board of Trustees
May 2, 2012

CARROLL UNIVERSITY FOUR PILLARS

Carroll University's educational philosophy is sustained by the four pillars of integrated knowledge, gateway experiences, lifelong skills and enduring values. These pillars undergird all that we do at Carroll. They support the Carroll experience and our vision for Carroll students to achieve a lifetime of potential.

Integrated Knowledge is the very foundation of a quality liberal arts program. The Carroll curriculum emphasizes breadth and depth of learning. Our purpose is to encourage students to recognize the interrelationships among ideas. We believe that students with this understanding will continue to learn, grow and succeed long after they leave the campus.

Lifelong Skills help students prepare for life and work in a world of rapid and constant change. We believe that graduates will continue to evolve and contribute to their communities long after they earn their degrees. To that end, our mission is to help students learn to think critically and creatively, adapt to changing technologies, work efficiently and effectively, collaborate with others, and communicate clear, compelling ideas.

Enduring Values help students to consider always the impact of their actions on the world around them. We believe that effective leaders draw their inspiration from strong personal value systems. Our goal, therefore, is to offer students multiple opportunities to make decisions and then to reflect upon their consequences.

Gateway Experiences occur both upon entering and upon leaving Carroll University. We believe that our educational responsibility extends beyond the classroom into every aspect of our students' lives. That is why we place a special emphasis on preparing incoming students for college life and on helping graduates make successful transitions into their first jobs, or graduate and professional schools.

STUDENT ACTIVITIES MISSION STATEMENT

The Office of Student Activities seeks to further the mission of Carroll University. We enrich the life of the University and enhance the success of our students by providing Carroll University community members opportunities to explore and develop themselves as individuals, leaders, and citizens through involvement with and development of clubs, organizations, programming, and activities.

ORGANIZATION RECOGNITION



STATUS OF GREEK ORGANIZATIONS AS STUDENT ORGANIZATIONS

In addition to the policies and procedures listed in the Greek Life Handbook, Greek Organizations at Carroll University are expected to comply with the Student Organization Handbook policies and procedures. A copy of the Student Organization Handbook can be found on our website:

https://my.carrollu.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ax?handout_id=8ff76b62-6e2b-467d-918c-4525487441c5

If the Handbooks differ in policy expectations, the more stringent policy will apply to Greek Organizations.

The Greek Life Advisor may require additional expectations including but not limited to attendance at trainings or paperwork submission as they deem necessary and appropriate to support the mission of Student Activities.

GREEK LIFE RELATIONSHIP STATEMENT

Preamble

This statement affirms the relationship between Carroll University and its recognized fraternities and sororities. Greek organizations, for the purpose of this statement, are defined as those which are social/service/fraternal rather than honorary, professional, religious or political. It is expected that Greek organizations and its members will respect and adhere to the values of the Carroll University Mission Statement, Carroll University policies and procedures, and the constitution of a member's fraternity or sorority.

Mission and Expectations

The University serves as the host institution to Greek organizations by inviting them, via their local or national affiliations, to establish a chapter on its campus. The University and those organizations recognize that a cooperative relationship is required in order to address and meet the following organizational expectations:

1. Commitment to the University, its Mission and Compact
2. Respect for human worth and dignity
3. Promotion of loyalty to the University
4. Academic and intellectual achievement
5. Service to campus and community
6. Leadership development

7. Good intra-Greek relations
8. Responsible membership selection and education
9. Sound financial management
10. Adherence to all local, state and federal laws and University policies

Recognition

All fraternities and sororities recognized by the University, maintain certain rights, privileges and responsibilities. Continued recognition of a fraternity or sorority shall depend upon continued compliance with the Carroll University Mission and Compact, University policies, fraternity and sorority constitution and bylaws, and all expectations and procedures described herein.

- *Little Sister/Little Brother Organizations*

Carroll University does not recognize Little Sister/Little Brother organizations and prohibits the creation of any unauthorized auxiliary groups.

University Support

The University shall support Greek life in the following ways:

- *Advising*

Each fraternity and sorority is required to have a full time faculty or staff member as an advisor. The University will appoint a staff member of Student Affairs to serve as the Greek Life advisor.

- *Use of Campus Facilities:*

Greek organizations have access to campus facilities according to the guidelines within the Carroll University student handbook and Greek life handbook. Facilities may include, but are not limited to, rooms and other space in the Campus Center or academic buildings, office space in Wright House and designated storage space.

- *Recruitment Assistance*

Greek organizations may request recruitment assistance through Student Activities. This may be accomplished through such programs as new student orientation, formal recruitment programs and marketing endeavors.

- *Membership Development*

Development assistance will be provided by Student Activities including, but not limited to, scholarship, financial, risk management, and recruitment.

Greek Life Membership

All full-time undergraduates of Carroll University in good standing are eligible to join a Greek letter organization. All active members of a chapter must be full-time undergraduate students; therefore, organizations must place any non-full-time student on a temporary status until full-time status is regained and this process must be defined in the constitution. The University shall monitor student eligibility.

Responsibilities of Greek Letter Organizations

Greek letter organizations must follow all guidelines for student organizations in the student handbook and Greek life handbook, in addition to the following:

- *Risk Management*

Greek organizations are required to maintain insurance and risk management policies that protect the University and the member organization. That is, each organization will be expected to: (a) carry insurance coverage to cover loss or damage to property owned by the organization, as well as bodily injury that results from use of equipment owned by the organization; and (b) provide a certificate of insurance to the University on an annual basis that names the University as a co-insured. In addition, each organization is expected to strive toward minimizing its risks and liabilities in the design and implementation of all sponsored programs and activities. A risk management plan for each organization must be reviewed with Student Activities at the start of each academic year.

- *Annual Chapter Management Plan*

Each chapter must submit, to Student Activities by October 1 of each year, the following:

- Membership Roster
- Chapter goals and objective for the year

- Officer goals and objectives for their term of office
 - Any applicable scholarship requirements for members, as articulated by the national or international organization, as well as a scholarship plan
 - Events calendar for each semester, including descriptions of the purpose of programs and events
 - Details of efforts to promote positive relations on campus and in the community. Names and contact information for chapter officers, chairs and board members
 - Internal judicial system policies and procedures for the year
 - Names and position descriptions for chapter advisor(s) and faculty/staff advisor
 - Names and contact information for chapter alumnae advisor(s) and national office contact (if applicable)
 - New members' program outline (must be submitted prior to recruitment).
- *Fiscal Management*

Each organization is expected to conduct its financial affairs responsibly; to pay its debts on time; to maintain balanced University accounts; and to

maintain responsible, positive relations with campus officers and vendors.

- *Scholarship*

Members of fraternities and sororities are expected to be in good academic standing. Per Carroll University requirements, members must maintain a cumulative GPA of 2.0. Organizations must place any student not achieving a 2.0 on a temporary status, and this process must be defined in the constitution or bylaws. Each member of a fraternity and sorority **is required** to sign a grade release form each year.

- *Personal Conduct and Organization Social Program*

Each member of a Greek organization is expected to comport himself/herself responsibly and in compliance with the University policies, federal, state and local laws. Each organization will be expected to develop written bylaws that include statements regarding appropriate conduct that is consistent with the University's Mission Statement and Compact. Further, each organization will be expected to plan programs and activities that contribute to the interpersonal and social growth of its members.

- *Organizational Structure and Meetings*

Each organization is expected to annually review its written bylaws and its constitution. Chapters are required to keep updated constitutions on file with

Student Activities and to annually register as a fraternity or sorority.

Chapter Accreditation and Performance Reviews

In order to sustain the strength of the University's fraternity and sorority community, and to promote communication, annual chapter accreditation and performance reviews will be conducted by a team, coordinated by Student Activities.

The university will review chapter plans regarding:

1. Organizational compliance with a chapter's annual management plan
2. Intellectual development
3. Community & service development
4. Membership development
5. Leadership development

**Note: National reports may be substituted for the chapter annual report as long as they include all items listed above.*

Accreditation and performance reviews will focus on each organization's compliance with University policies, procedures and its annual management plan. Following the accreditation and review process, each organization will be assigned to one of the following categories:

- Chapter Excellence
- Full Recognition
- Probationary Status
- Suspension of Status
- Immediate Suspension of Status

A performance review can be called at any point, with the proper notice, at the discretion of Student Activities or a chapter advisor or executive board member. Detailed information regarding the accreditation and performance review process can be found in the Greek life handbook.

Residential Responsibility

Fully recognized Greek organizations may apply for assigned chapter space and/or themed housing. The University reserves the right to assign space including office space and on-campus housing. The University must be contacted prior to any Greek letter organization's plan to buy, rent, or renovate a house or residence when more than three residents of a facility will be members of the same Greek organization.

Properties not owned by the University that house a fraternity or sorority should not be identified by signage as a fraternal organization.

- The University's sororities and fraternities may have differing residential arrangements. In some cases,

these arrangements are defined in separate documents, the specific terms of which may supplement or alter the requirements of this section.

- Recognized groups with full recognition or chapter excellence status may apply for chapter rooms which they use with University permission and which they decorate and furnish themselves. Groups occupying these offices are responsible for securing their valuable and personal possessions. Each organization will sign a contract with Carroll University stating their responsibility while utilizing the allocated space.
- Student Activities and Residence Life retains the right to visit and inspect all facilities occupied by fraternities or sororities on a monthly basis for compliance with health, safety, college policies and building codes and for adherence to maintenance and/or housekeeping standards. It is understood that this could involve City of Waukesha personnel.
- If inspection of facilities is necessary, chapters will be notified at least 24 hours in advance of the inspection, unless a potential emergency situation occurs.
- For safety and liability purposes, chapters provided with storage units may utilize these spaces as storage units only. Noncompliance with this statement may result in loss of storage and/or chapter space.

Failure to comply with this document, state and federal laws, University policies, and chapter constitution and bylaws may result in the loss of chapter space.

Statements on Discrimination, Harassment and Hazing

Carroll University does not discriminate on the basis of gender in its educational programs, activities or institutional operations. It is expected that recognized fraternities and sororities will conduct all of their activities in accordance with University policies regarding discrimination. That is, no fraternity or sorority may make age, race, color, national origin, religion, disability or sexual orientation a basis for participation in Greek-sponsored activities. However, Title IX of the Education Amendments of 1972 specifically permits sororities and fraternities to limit membership on the basis of gender.

Further, no student organization recognized by the University shall conduct or condone hazing activities. "Hazing" is defined as any action taken or situation created intentionally or unintentionally, which emphasizes a power imbalance and/or produces mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing activities include, but are not limited to: use of alcohol, paddling in any form, creation or excessive fatigue, physical or psychological shocks, morally degrading or humiliating games and activities, or any other activity that intentionally or unintentionally endangers the physical or mental health of an individual, regardless of the person's willingness to participate.

Any alleged hazing incident should be reported to the Senior Director of Student Affairs or Student Conduct Coordinator immediately. The individual's identity can be kept confidential.

Panhellenic Council

The purpose of the Carroll University Panhellenic Association is to develop and maintain sorority life on campus, foster inter-sorority relations and promote scholarship. The Panhellenic Council consists of representatives from each of the NPC sororities.

Interfraternity Council

The purpose of Carroll University Interfraternity Council (IFC) is to be a governing body for fraternities to form closer working relationships, to self-govern, to educate, and to promote a sense of community among the fraternities of Carroll University.

Greek Activities Panel

The purpose of the Carroll University Greek Activities Panel (GAP) is to facilitate, promote, and integrate positive inter-Greek interactions and events to promote a positive Greek community to the Carroll University campus and greater Waukesha community.

GREEK LIFE ORGANIZATION PRIVILEGES

Fraternities and sororities officially recognized by the University will have the following privileges:

- A. Use of the Carroll University name in the organization name and in conjunction with the organization's programs and activities. Any use of the Carroll University seal and/or logo must be approved by the Office of Communications and Marketing.
- B. Listing of the organization's name in various university publications.
- C. Opportunity to utilize campus facilities and resources for meetings (i.e. rooms, equipment, information services, publicity and media).
- D. Use of organization mailbox in Wright House.
- E. Use of supplies and meeting space in the Student Involvement Center and Wright House.
- F. Eligibility to request funding from Student Senate.
- G. Right to sponsor activities in campus facilities.
- H. Ability to maintain a Campus Groups webpage.
- I. Access to Business Office services (i.e. establishment of organization accounts, printouts, purchasing and advice).
- J. Eligibility to participate as an organization in student activities and events (i.e. Homecoming, CU@Night, Spring Fling).
- K. Use of facilities, supplies, and meeting spaces in Wright House.

EXPECTATIONS OF GREEK ORGANIZATIONS

Greek organizations accept the following obligations as conditions under which they must operate in order to be recognized:

- A. Conduct their activities in accordance with the Carroll University mission statement and policies, local, state and federal laws.
- B. Provide one all-campus program per semester.
- C. Participate in one service project per semester.
- D. Have, at minimum, one full-time university faculty or staff member as an advisor. If the advisor steps down, the organization has four (4) weeks to find a new one.
- E. Have a president and treasurer on the executive board.
- F. Submit a Greek life registration form in accordance with the timeline established by Student Activities.
- G. Update Student Activities of ALL changes immediately by updating the Registration Form.
- H. Review and submit a ratified copy of the organization's constitution and bylaws a minimum of every three (3) years.
- I. Submit a roster each semester in accordance with the timeline established by Student Activities.
- J. Provide an organization presence at the Student Involvement Fair.
- K. Complete the grade release form for all members at time of joining.

- L. Complete a non-hazing compliance form on file in Student Activities and have each member sign it at time of joining.
- M. All members joining a national organization must have a Membership Recruitment Acceptance Binding Agreement, Continuous Open Bidding Agreement, or Pledging Preference Form on file.
- N. Attend scheduled meetings and presentations including, but not limited to, Greek President's meetings, monthly one on ones, Greek Committee meetings, anti-hazing training, etc...
- O. Submit an End of Semester report in accordance with the timeline established by Student Activities.
- P. Attend meetings and leadership development programs as requested by the University, Student Senate or Student Activities.
- Q. Develop and maintain bookkeeping and budgeting procedures if an organization chooses. Effectively manage a campus group webpage.
- R. Complete an annual chapter accreditation and performance review in accordance with the timeline established by Student Activities.
- S. Check the organization's mailbox at least once per week.
- T. In order to be on the Executive Board, members must reach and maintain a 2.5 GPA

Members must:

- A. Must be a full-time student.
- B. Must be in good standing with the institution.

C. Must maintain a 2.0 GPA or higher as determined by the organization.

Ethics in Organizations

A. A registered Greek organization at Carroll University must abide by and conduct its activities in accordance with state and federal law, its constitution and the rules, regulations, policies and procedures governing student organizations as formulated by Carroll University and published in the Student Handbook, including, but not limited to regulations addressing hazing, non-discrimination, human dignity, illegal drugs and alcohol use.

B. Non-Discrimination

Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 prohibits discrimination on the basis of race, national origin, creed, age, sex, marital status, and handicap in student organizations on campuses throughout the nation. However, Title IX of the Education Amendments of 1972 specifically permits sororities and fraternities to limit membership on the basis of gender.

C. Human Dignity

a. Carroll University is committed to equitable, civilized, and concerned treatment for all individuals without regard for age, race, gender, creed, disability, or national origin. As members of the academic community, Carroll students enjoy the privileges and share the obligations of

the larger community of which the University is a part. Students are entitled to the privileges that they accrue by virtue of their membership. These privileges carry with them the obligations of responsible citizenship. Freedom of discussion, inquiry, and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.

- b. Each person has worth and dignity. It is imperative that students learn to recognize, understand, and celebrate human differences. Universities can, and indeed, must help their students become open to differences that surround them: race, religion, age, gender, culture, physical, and mental ability, nationality, and lifestyle. These matters are learned best in collegiate settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced.
- c. Bigotry cannot and will not be tolerated: Any expression of hatred or prejudice is inconsistent with the purpose of higher education in a free society. So long as bigotry exists in any form in the larger society, it will be an issue on the college campus. There must be commitment by the institution to create conditions where bigotry is forthrightly confronted.

- D. Students are responsible for their own lives. Students learn responsibility when they bear the consequences of their actions and inactions in an environment marked by caring and support.

CHAPTER ACCREDITATION



CHAPTER ACCREDITATION & PERFORMANCE REVIEW

Fraternities and sororities were created with the belief that the promotion of excellence in academics, community and fraternal bonds are critical to the development of an individual. Fraternities and sororities are to lead by example and comport themselves in a way that is positive and intentional. The Chapter Accreditation and Performance Review process was developed to strengthen fraternal relevance and demonstrate learning as part of the fraternal experience.

Upholding the values that chapters espouse and being held accountable for these values are essential to the growth of chapters. Thus, each year, chapters will go through the accreditation process to determine how well they are meeting the needs of their chapter and Carroll University. It is expected that fraternities and sororities will respect and adhere to the values of the Carroll University Mission Statement, Carroll University policies and procedures, local and federal laws, and the constitution of a member's fraternity or sorority.

ACCREDITATION AND REVIEW GUIDELINES

The accreditation and review will work to confirm institutional recognition and support. When preparing for this review, focus on the areas below in order to demonstrate your organization's contribution to Carroll University.

1. Scholarship.

- a. Describe the components of the scholarship program or what incentives the organization offers to members to promote academic success.
 - b. Review the academic performance of the chapter and members.
2. Membership
 - a. Summarize the new member education program, including the goals of the program.
 - b. Describe and list any activities designed to educate all members about social issues or other topics concerning a college student (for example: time management, alcohol education, sexual responsibility, etc.).
3. Campus & Community Involvement
 - a. List, with a brief description, the events and activities your organization has attended or organized as a whole (for example: sporting events, any non-philanthropic activities you have (co)sponsored, any campus wide educational programs, etc.).
 - b. In addition to the activities above, describe how the chapter has contributed to a better relationship within the Greek community and encouraged a positive relationship between the University and the Greek organizations.
 - c. Describe how the chapter has contributed to the Waukesha community.
4. Alumni Involvement
 - a. Alumni participation and advising

5. Leadership Development
 - a. Describe chapter and/or executive committee retreats during the academic year, if any- list the goals of such an activity.
6. Service/Philanthropy
 - a. Describe all chapter sponsored service projects during the academic year, include money raised and hours dedicated.
7. Conduct & Risk Management
 - a. If the chapter has received any verbal or written warnings/sanctions from Greek Council, Panhellenic Council, the Office of Student Affairs, or the Dean of Students; describe the situation and any sanctions. Include any corrective action taken by the chapter in response to a violation.
 - b. Organizational and individual member adherence to policies.
 - c. Organizational compliance with the Annual Management Plan.

**Note: National reports may be substituted for the chapter annual report as long as they include all items listed above.*

Chapters are assessed in four critical areas:

- * Intellectual development
- * Community & service development
- * Membership development
- * Leadership development

GREEK ORGANIZATION CATEGORIES

Following the review, each organization will be assigned to one of the following categories (When deficiencies are determined, the chapter will have a designated time frame to prepare an action plan to come into compliance with the standard).

Chapter Excellence:

The chapter has exceeded the expectation of the University and the Greek system with regard to the standards of fraternities and sororities. Chapters must meet all categories of full recognition in order to be eligible for chapter excellence.

Full Recognition:

The chapter has satisfactorily achieved or maintained all standards required by fraternities and sororities.

Probationary Status:

The chapter has not met the standards required of fraternities and sororities, and deficiencies will be listed. The chapter has one year to achieve full recognition. If full recognition is not achieved through the following Review Process, the chapter will be subject to loss of University recognition as a Greek Letter Fraternity or Sorority.

Suspension of Status:

A chapter that fails to meet the standards of the University, follow the guidelines established by the University and the Office of Student Activities, submit the required materials by the stated deadline, and/or schedule their recognition annual review will have their status immediately suspended and will need to reapply for recognition.

Immediate Suspension of Status:

In instances when a chapter's action(s) poses a threat to the security or good order of the University an immediate suspension of recognition may be implemented.

GREEK LIFE INFRACTIONS

Greek organizations will be subject to University sanctions for failure to meet any of the listed expectations. These sanctions will be enforced by Student Activities and/or Conduct Office. Sanctions may include, but need not be limited to, any (or some appropriate combination) of the following:

- A. Letter of official warning
- B. Implementation of accreditation and performance review
- C. Loss of University privileges/services (i.e. business office accounts, campus posting, room reservations, etc.)
- D. Restitution (i.e. may be required to pay for damages)
- E. Revocation or suspension of Student Senate funding.
- F. Probation
- G. Suspension of University recognition (includes loss of University privileges and services as deemed appropriate)
- H. Revocation of University recognition
- I. University prosecution (i.e. the University may choose to prosecute through the civil courts)

Accountability

The officers of Greek organizations are responsible for the enforcement of University policies, rules and regulations that pertain to them as organizations. The organization's officers also have a special obligation to foster responsible conduct among members of the organization through leading by example. Each individual member also should exercise responsibility with respect to members of the organization. Student conduct process against a student organization shall not void further conduct action against individual members of that organization for personal violations of the Student Code of Conduct

Conduct Process

In some instances, an entire group will be held accountable and sanctioned by the University for the actions of its individual

members. If a Greek organization is charged with violating the Student Code of Conduct, the process is as follows:

- A. The Greek organization's president will be notified of the charge and a conduct hearing will be scheduled.
- B. In some instances, individual members of the Greek organization may be required to provide written statements prior to the conduct hearing.
- C. Two members of the organization may attend the hearing. This is usually the president and vice president. The advisor may also attend the hearing but the advisor may not speak.
- D. The hearing administrator will uphold the Standard for Decision Making and will notify the organization's president once a decision has been reached.
- E. If the organization is found responsible for violating the Student Code of Conduct, Student Affairs will impose sanctions. Sanctions may include, but are not limited to any of the following, written warning, loss of University privileges/services, implementation of the accreditation and performance review, suspension of University recognition, or revocation of the organization's privilege to exist as a Greek organization at Carroll University.

RISK MANAGEMENT

Social development is a component of fraternities and sororities. In order to make social development a safe and positive experience for all members of the Greek community and the rest of the campus community a few guidelines are to be followed:

- a. All events must respect and abide by local, state and federal laws and all Carroll University policies.
- b. All events must follow inter/national policies.
- c. All events must follow the FIPG standards.
- d. Each chapter must create a crisis management plan and submit a copy to the Assistant Director of Student Activities.

Carroll University requires that all Greek letter organizations recognized by the Office of Student Activities comply with the Risk Management Policy (see Appendix...), as promulgated by Fraternity Insurance Protection Group, Inc. (FIPG, Inc.).

If there is a concern for the risk level the Assistant Director of Student Activities will work with that specific chapter to address that concern.

Insurance - Greek organizations are required to maintain insurance and risk management policies that protect the University and the member organization. That is, each organization will be expected to: (a) carry insurance coverage to cover loss or damage to property owned by the organization, as well as bodily injury that results from use of equipment owned by the organization; and (b) provide a certificate of insurance to the University on an annual basis that names the University as a co-insured. In addition, each organization is expected to strive toward minimizing its risks and liabilities in the design and implementation of all sponsored programs and activities. A risk management plan for each organization must be reviewed with the Office of Student Affairs before the start of each academic year.

Discrimination Statement - It is expected that recognized fraternities and sororities will conduct all of their activities in accordance with University policies regarding discrimination. That is, no fraternity or sorority may make age, race, color, national origin, religion, disability or sexual orientation a basis for participation in Greek-sponsored activities. However, Title IX of the Education Amendments of 1972 specifically permits sororities and fraternities to limit membership on the basis of gender.

Fire, Health and Safety - All chapter houses should meet all local fire and health codes and standards. All chapters should have posted by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.

All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.

The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house are expressly forbidden.

**Each fraternity/sorority shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all student and alumni members shall annually be sent a copy of said Risk Management Policy. A copy of said Risk Management Policy shall be available on the Greek Life website.*

GREEK ORGANIZATION AWARDS

Student Activities presents various awards at the Annual Greek Life banquet for outstanding accomplishments. Further information will be provided during spring semester indicating when organizations may submit a nomination.

Outstanding Alumna / Alumnus Award

This award will be given to the *alumna/ alumnus* who best represents commitment and dedication to the furtherance of the Greek community at Carroll University. This individual has willingly and successfully influenced the chapter through active oversight of their academics, community service initiatives and/ or leadership development programs.

Outstanding Advisor Award

This award will be given to the *alumnae/ alumni advisor or faculty/ staff advisor* who best represents commitment and dedication to the furtherance of their chapter at Carroll University. This individual has willingly and successfully influenced the chapter through active oversight of their academics, community service initiatives and/ or leadership development programs.

Emerging Greek Leader of the Year Award

The purpose of this award is to recognize the outstanding new leader of the Greek community. Recipients of this award have excelled beyond their peers in all areas of Greek life. Qualified candidates are considered role models in fraternity and sorority life and best represent the ideals of what it means to be Greek.

Living Your Values Award

The purpose of this award is to recognize individual members of the Carroll Greek community who exemplify their chapter's values and principles as described in their chapter's mission statement, creed, or other public documents. Qualified candidates make personal, chapter, and leadership decisions based on their values and constantly work for the best interests of the Greek community.

Greek Person of the Year Award

This award is presented to the fraternity man and sorority woman who have excelled in all areas of Greek life. This includes, but is not limited to, academics, service, leadership, social involvement, unity, dedication, and overall commitment to the betterment of the Greek community at Carroll University. Qualified candidates demonstrate on a daily basis how they live their fraternity or sorority values and what it truly means to be a Greek man or woman.

Other Student Organization and Student Awards

Pioneer Award of Excellence

Outstanding Service Organization

Outstanding College-Wide Event

Outstanding CU @ Night Programing

Outstanding New Organization

Outstanding Partner Event

Outstanding Publicity and Marketing

Most Improved

Outstanding Leader

Outstanding Advisor

ADVISOR RESPONSIBILITIES

In assuming the role of Greek organization advisor, it is inherent that the advisor has accepted and agreed to fulfill these responsibilities in the manner listed below.

Requirements of Greek Organization Advisors

- A. All Greek organizations must have an on-campus advisor. The on-campus advisor must be a fulltime faculty or staff member at Carroll University, exceptions at the discretion of Student Activities.
- B. An advisor can be considered an off-campus advisor. This does not take the place of an on-campus advisor, but can be in addition to the on-campus advisor.
- C. The advisor must sign the Carroll Advisor Agreement Form and the Greek Life Registration Form.
- D. Attend Greek advisor meetings held by the University.
- E. Be knowledgeable of and adhere to University policies and procedures, which pertain to student organizations.
- F. Take an active role in advising the student organization.
- G. Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and by-laws.
- H. Meet with the organization president on a regular basis.
- I. Meet with the executive board at least twice per semester.
- J. Be informed of activities sponsored by the organization.
- K. Establish with the organization the manner and frequency in which the advisor will participate in the organization.
- L. Know the organization's process for recruitment.
- M. Offer guidance to the organization on goal setting, organization management, program planning, problem solving, budget management and group evaluation.
- N. Refer questions concerning the handbook to the appropriate department and where the case is not clearly discernible, to Student Activities.
- O. Report immediately to Student Activities any activities that may or will violate University policy.

EXPANSION AND EXTENSION

Determining the need for expansion/extension and colonization rests with Carroll University and the Greek community as the need arises. Expansion/extension of Greek organizations can occur in one of the following two methods:

1. A group of Carroll University students request to establish a chapter (new or previously recognized) of a national Greek organization.
2. The Greek community and/or the University decides that expansion/extension is desired, and the University invites national Greek organizations to participate in the Greek expansion/extension process.

**Any locally organized group that disbands or cannot maintain the required 10 members and requests permission to reorganize at Carroll University must follow the below guidelines.*

If expansion/extension of the system is desirable, the following steps must be adhered to:

1. Provisions:
 - a. To be considered for expansion/extension at Carroll University, the fraternity or sorority must be Nationally or Internationally recognized and documentation must be provided by the Headquarters stating their support of the potential chapter.
 - b. The members of the fraternity or sorority must hold a liability insurance policy with a minimum of one million dollars in coverage. May be provided through the headquarters of the organization.
 - c. The fraternity or sorority must provide a copy of the Inter/National policy as well as risk management policy.

- d. The fraternity or sorority must adhere to North American Interfraternity Conference, National Panhellenic Conference, National Panhellenic Council, and/or National Association for Latino Fraternal Organizations Standards.
- e. The fraternity or sorority must provide a copy of a proposed constitution and bylaws.
- f. The fraternity or sorority must have an active faculty/staff advisor as well as an active advisory board trained and recruited prior to the recruitment of members.
- g. The fraternity or sorority must adhere to all regulations set forth by Carroll University and the National/International organization.

2. Student Responsibilities:

- a. Indicate the group's desire to organize. The Assistant Director of Student Activities will form an Expansion/Extension Committee, if necessary, to approve the bid for expansion/extension and work with that Committee during the expansion process.
- b. Find a minimum of ten members to assist.
- c. Complete the New Organization Proposal Packet
- d. Develop and follow the process to enter into membership with an inter/national organization.
 - i. Including compilation of information on group scholarship, philanthropy interests, leadership abilities, letters of administrative and peer support and general campus information; and soliciting invitations for colonization.
- e. Review responses from national chapters regarding solicitations for colonization.
- f. Evaluate options based on Carroll University and Greek Life needs along with member expectations.
- g. Present top five choices to the Expansion/Extension Committee for final review and approval.

- h. A certified copy of recruitment/intake plans must be submitted two weeks prior to the first interaction with potential members.
3. University responsibilities:
- a. If assisting with a student inquiry:
 - i. Determine whether or not there is a need in the Greek and University community for additional Greek chapters.
 - ii. Determine number of national Greek organizations to be invited to colonize based on need and resources.
 - iii. Contact national Greek organizations to invite them to participate in the expansion/extension process. Provide the national Greek organizations with a history of the University and information about the Carroll University Greek community.
 - iv. Collect and review all materials submitted from interested national Greek organizations, and determine which organizations to invite to campus to make formal presentations to the committee and University administration.
 - v. Select to invite up to three finalists to campus to make presentations. The main emphasis of presentation should be:
 - Services of the inter/national organization;
 - Why the organization should be allowed to establish a new chapter at Carroll University
 - Explain how the organization would enhance the Carroll University Greek community (what it would provide that other organizations do not currently provide);
 - Details of the membership development program;

- Details of the policies related to:
 - a. Academic Achievement and Scholarship
 - b. Alcohol/Substance Abuse
 - c. Service to the community
 - d. Hazing
 - e. Health Issues
 - f. Sexual Harassment, Assault and Rape
 - g. Legal Liability
 - h. Risk Management

vi. Participate in the formal presentation process when national Greek Organizations visit the campus.

- b. Make recommendations to the Vice President of Student Affairs regarding which national Greek organizations, if any, are to be invited to campus to colonize. The Vice President will have the final say in this matter.
- c. If expansion/extension is pursued by the University, without the impetus of existing local chapter or interest group, they shall:
 - i. Develop petitions to be sent to national organizations sharing campus background, current and intended Greek position on campus, support of administration and Greek community members.
 - ii. Review responses from national chapters.

- iii. Evaluate options based on University expectations along with general Greek system needs.
4. Specifications for the National Organization
- a. A written request expressing the desire to establish a chapter at Carroll University, documenting support of the national Greek organization.
 - b. Alumni information:
 - i. Total number of alumnae within a sixty-mile radius of Carroll University and on a national basis.
 - ii. Nearest alumni chapter.
 - c. A copy of the constitution of National Greek organization
 - d. A copy of the following policies and educational programs
 - i. Anti-Hazing Policy and enforcement guidelines
 - ii. Alcohol and Substance Abuse Policy and educational program
 - iii. Scholarship Policies and academic program
 - iv. Member Education Policy and educational program
 - v. Recruitment Policy
 - vi. Leadership development and officer training programs
 - vii. Other applicable educational programs
 - e. Colonization procedure, timeline and standards for chartering a chapter
 - f. Data about the national organization

- i. Total number of chapters nationwide and distribution area,
 - ii. Total number of chapters in Wisconsin and Illinois,
 - iii. Total number of colonies during the last five years and where they were located,
 - iv. Total number of initiated members,
 - v. Number of chapters lost in the past three years (where and when),
 - vi. Average size of chapters
 - vii. Percentage of new members initiated nationwide
- g. Information regarding support from the national office:
 - i. Number of traveling consultants and description of the organization's consultant program,
 - ii. Nearest region/province or other support person (paid or volunteer),
 - iii. Description of national staff assistance to colonies and established chapters, and
 - iv. Descriptions of conventions, leadership training and scholarships available.
- h. A summary of the organizational structure of the fraternity both at the national and chapter levels.
- i. Purpose and goals of the organization.
- j. If the decision is made to issue an invitation, then the organization must provide a "deadline date" by which the colony will be chartered. The organization may not begin the expansion efforts until the Office of Student Activities has received and approved the above mentioned material. Final written approval

including a “starting date” will come from the Office of Student Activities. If the organization is not chartered by the agreed upon date, then, based upon the recommendation of the university, the organization will be withdrawn from campus.

- k. If the decision is made to not offer an invitation at that time, specific reasons explaining why will be presented in writing to the inter/national organization.
- l. Representatives of the national Greek organization who are involved in the colonization process must work with the Assistant Director of Student Activities and the Expansion Committee regarding all colonization plans and procedures.
- m. A certified copy of recruitment/intake plans must be submitted two weeks prior to the first interaction with potential members. This information must be signed and approved by the chapter advisor, state/province/regional director, and approved by Headquarters.

If approval for colonization has been granted, the Assistant Director of Student Activities or the Expansion/extension Committee will recommend to the Dean of Students that the University issue a formal invitation for colonization to the selected organization(s).

Colonization shall follow the rules and regulations stated in the constitution of the appropriate governing council. Formal recognition of the new chapter by Carroll University can occur after a successful colonization period, providing that all requirements for affiliation have been met and approved by the Dean of Students.

Expansion/Extension Committee

The Expansion/Extension Committee will assist in the implementation of the expansion guidelines for colonization. In addition, the committee shall make recommendations regarding the feasibility of expanding the Greek community, and shall decide which Greek organizations will be invited to campus to make presentations and make recommendations regarding which Greek organization(s) will be selected to colonize on campus.

Members of the Expansion/extension Committee shall be appointed by the Senior Director of Student Affairs. Committee membership shall consist of: Faculty Advisor to a Greek chapter (1), Alumni Advisor to a Greek chapter (1), Greek Chapter President (1), General Members of Greek Chapters (2), non-Greek student (1), Student Affairs staff member (1), and the Dean of Students (1).

Duties:

1. Coordinate all expansion activities,
2. Make recommendations about whether or not there is a need to add additional Greek chapters on the Carroll University campus, and
3. Provide on-going support to all new colonies.

PUBLICITY & COMMUNICATION



MAIL

Each fraternity and sorority has its own mailbox in Wright House in which mail is distributed daily. Please use the following format to ensure your mail reaches its destination:

Organization Name
Attn: Student Contact (optional)
Wright House
100 N. East Ave.
Waukesha, WI 53186-5596

EMAIL

The following email addresses can be used to contact the Greek Life staff:

GreekLife@carrollu.edu

carrolluniversitysa@gmail.com